

REQUEST FOR STANDING OFFER (RFSO)
Environmental Assessment & Planning
EP913-161733

IMPORTANT NOTICE TO OFFERORS

Security

This notice is to advise ALL interested offerors that in order to be awarded a standing offer which contains a security requirement, all offerors MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the offeror not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the offeror. Please submit your written request with the following information to Francine Rochon by facsimile 819-956-3600 or by e-mail to francine.rochon@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

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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, if applicable, 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 Statement of Work, the Financial Offer, the Security Requirements Checklist, Form to provide Complete List of names of all individuals who are currently directors of the Offeror and Quarterly Usage Report Form.

1.2 Summary

1.2.1 This is a solicitation to request Standing Offers (SO). A SO is not a contract and does not commit PWGSC to procure or contract for any services. Any resulting SO constitutes an Offer made by an Offeror for the provision of certain Services to Canada at prearranged prices or a prearranged pricing basis, under set terms and conditions, that is open for acceptance by Identified User on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of Services is made against a SO. Canada's liability will be limited to the actual value of the call-ups made by the duly authorized Identified User within the period specified in the call-up.

1.2.2 Requirement: Public Works and Government Services Canada (PWGSC) invites interested Offerors to respond to this RFSO for the provision of assessment or evaluation and planning or implementation in support of environmental compliance and conformance. Assessment aims to collect information specific to the objectives and provide information through reports that can be used to evaluate compliance and conformance. Further, assessments broadly aim to provide recommendations that will assist the technical authority in addressing gaps in environmental compliance and conformance.

While the majority of the services and deliverables will be delivered in English language, there may be a requirement to provide services and deliverables in French language.

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1.2.2.1 Response Time

The Contractor is required to respond to individual call-ups (as determined at the time of each individual call-up) according to the following:

- For a normal requirement, the contractor must respond by electronic mail within 3 business days
- For urgent requirements, the contractor must respond by electronic mail within 1 business days
- Respond means that the contractor is required to acknowledge receipt of the request and indicate time frame to conduct the work. Urgent requests will be conducted according to the operational urgency as mutually agreed between the Crown and the contractor.

1.2.3 This RFSO will result in one (1) Regional Individual Standing Offer (RISO) valid for five (5) years.

1.2.4 The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Security Requirement

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) (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.

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

Delete: sixty (60) days

Insert: One Hundred and Eighty (180) days

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.

Due to the nature of the solicitation, transmission of offers by facsimile to Public Works and Government Services Canada is not considered to be practical and therefore will not be accepted.

2.3 Former Public Servant

Contracts with 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.

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.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the 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.

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.

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 the Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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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 the province or territory where the work is performed.

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 - (2 hard copies)

Section II: Financial Offer - (1 hard copy)

Section III: Certifications - (2 hard copies)

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:

- 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 Annex B – Financial Offer. The total amount of Applicable Taxes must be shown separately.

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 Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described at **4.1.1.1 to 4.1.1.3** must be included with the Offeror's offer at time of solicitation closing. Failure by the Offeror to provide the required evidence will result in the offer being disqualified and no further consideration will be given to the Offeror and the offer will be deemed non responsive.

The evidence provided by the Offeror may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contacts named in the offer, the offer will be considered non-responsive and no further consideration will be given to the Offeror.

Mandatory Technical Criteria required at solicitation closing date

Each offer will be reviewed for compliance with the Mandatory Technical Criteria. Offers that do not meet the mandatory requirements will be deemed non-responsive and will be given no further consideration.

4.1.1.1 Offeror's Experience and Past Performance

The Offeror must provide evidence of its recent years experience and past performance by referencing one (1) recent, completed or ongoing project reference for each of the work streams (*services*) identified at 4.1.1.1.1 through 4.1.1.1.15. **The Offeror must complete the following grid in order to demonstrate that it has the required experience. Failure to complete the grid below with the required information will render the offer non-responsive.**

- Recent, completed or ongoing project reference is defined as project reference rendered from January 2008 up to solicitation closing date.

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4.1.1.1.1 Storage Tank Compliance Assessments/Audits

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.2 Halocarbon Containing Equipment Compliance Assessments/Audits

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.3 Hazardous Materials Compliance Assessments/Audits

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____(year/month/day) Completion date: _____(year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.4 Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____(year/month/day) Completion date: _____(year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.5 Hazardous Materials and Waste Inventories

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.6 Species at Risk Site Surveys

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.7 Lab Decontamination Assessments

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.8 General Phase-Out Plans

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.9 Halocarbon Phase-Out Plans

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.10 Halocarbon Management Plans

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.11 PCB Management Plans

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.12 Storage Tank Management Plans

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.13 Hazardous Materials and Waste Management Plans

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.1.14 Environmental Emergency Response Planning

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

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4.1.1.1.15 Lab Decontamination Planning

Name of client organization or Company	Project Reference: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project <i>(indicate year, month, day)</i>	Start date: _____ (year/month/day) Completion date: _____ (year/month/day)
Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i>	_____ _____ _____ _____

4.1.1.2 Resource Experience and Past Performance

To carry out the work on this requirement, the contractor must have a minimum resource of:

1. **one (1) Senior Environmental Engineer,**
2. **one (1) Junior Environmental Engineer,**
3. **two (2) Senior Environmental Officers,**
4. **one (1) Certified Industrial Hygienist (CIH),**
5. **two (2) Junior Environmental Officers,**
6. **two (2) Junior Field Technicians**

The Offeror must provide evidence to demonstrate that the proposed team have experience in all of the listed work streams to ensure the team is capable of undertaking the work required on each of the work streams. Each of the proposed resource must have experience of at least two (2) of the listed work streams satisfactorily completed or ongoing within the past seven (7) years wherein the employees have performed satisfactorily.

To identify experience of each proposed resource, the Offeror must select applicable work streams from column 1 by indicating a ✓ mark in column 2 from the grid below. The Offeror must choose at least two (2) project references from those identified work streams *(from column 1)* and complete columns 3, 4 and 5 *(for the 2 project references)* to demonstrate that each proposed resource has the necessary specified experience with projects directly related to the listed work streams.

The number of years of experience can be demonstrated by submitting the required information identified in this paragraph and by providing comprehensive and verifiable CV. **Failure to submit the required information with comprehensive and verifiable CV will render the offer non-responsive.**

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4.1.1.2.1 Senior Environmental Engineer Resource (1)

Name of **Senior Environmental Engineer Resource (1)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.2 Junior Environmental Engineer Resource (1)

Name of **Junior Environmental Engineer Resource (1)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase- Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.3 Senior Environmental Officer Resource (1)

Name of **Senior Environmental Officer Resource (1)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.4 Senior Environmental Officer Resource (2)

Name of **Senior Environmental Officer Resource (2)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.5 Certified Industrial Hygienist Resource (1)

Name of **Certified Industrial Hygienist Resource (1)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.6 Junior Environmental Officer Resource (1)

Name of Junior Environmental Officer Resource (1) with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:
Number of years of experience of all selected work streams combined:

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(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase- Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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4.1.1.2.7 Junior Environmental Officer Resource (2)

Name of **Junior Environmental Officer Resource (2)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.8 Junior Field Technician Resource (1)

Name of **Junior Field Technician Resource (1)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(9)Halocarbon Phase- Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

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(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.2.9 Junior Field Technician Resource (2)

Name of **Junior Field Technician Resource (2)** with minimum 5 years' experience acquired from January 2008 up to solicitation closing date:

Number of years of experience of all selected work streams combined:

(1) Services Work Streams	(2) <input checked="" type="checkbox"/>	(3) Name of client organization	(4) Name, title, telephone and email of client contact who can confirm the information presented in the proposal	(5) Performance period of the project <i>(indicate year, month, day)</i>
(1)Storage Tank Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(2)Halocarbon Containing Equipment Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(3)Hazardous Materials Compliance Assessments/Audits			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(4)Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(5)Hazardous Materials and Waste Inventories			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(6)Species at Risk Site Surveys			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(7)Lab Decontamination Assessments			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(8)General Phase-Out Plans			Name: _____ Title: _____	Start Date: _____

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			Tel #: _____ E-mail: _____	Completion date: _____
(9)Halocarbon Phase-Out Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(10)Halocarbon Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(11)PCB Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(12)Storage Tank Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(13)Hazardous Materials and Waste Management Plans			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(14)Environmental Emergency Response Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____
(15)Lab Decontamination Planning			Name: _____ Title: _____ Tel #: _____ E-mail: _____	Start Date: _____ Completion date: _____

4.1.1.3 Additional requirements

Valid copies of training certificates, degrees and diplomas identified below **must** be submitted with the offer. **Failure by the Offeror to provide the required documentation with the offer will result in the offer being disqualified and no further consideration will be given to the Offeror and the offer will be deemed non responsive.**

The personnel proposed must have the following qualifications:

4.1.1.3.1 One (1) Senior Environmental Engineer Resource

4.1.1.3.1.1 Must have graduated with a degree from a recognized university with a Bachelor of Science in Environmental Sciences, earth sciences and have a Bachelor of Environmental Engineering as per *services* listed in 4.1.1.2.

4.1.1.3.2 One (1) Junior Environmental Engineer Resource

4.1.1.3.2.1 Must have graduated with a degree from a recognized university with a Bachelor of Science in Environmental Sciences, earth sciences and have a Bachelor of Environmental Engineering as per *services* listed in 4.1.1.2.

4.1.1.3.3 Two (2) Senior Environmental Officer Resource

4.1.1.3.4.1 must have a Bachelor degree in physical sciences, including physics, chemistry, biology, environmental sciences, environmental engineering or is a Certified Engineering Technician (CET) in the field of environmental, Civil and Mechanical Technology/Engineering as per *services* listed in 4.1.1.2.

4.1.1.3.4 One (1) Certified Industrial Hygienist (CIH) Resource

4.1.1.3.5.1 Must have a Bachelor degree in physical sciences, including physics, chemistry, biology, environmental sciences, environmental engineering or is a Certified Engineering Technician (CET) in the field of environmental as per *services* listed in 4.1.1.2. A Registered Occupational Hygienist is accepted as equivalent.

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4.1.1.3.5 Two (2) Junior Environmental Officers Resource

4.1.1.3.6.1 Must have a Bachelor degree in physical sciences, including physics, chemistry, biology, environmental sciences, environmental engineering or is a Certified Engineering Technician (CET) in the field of environmental as per *services* listed in 4.1.1.2.

4.1.1.3.6 Two (2) Junior Field Technicians Resource

4.1.1.3.7.1 Must have a College degree in Engineering Technology or a certificate in Environmental, Civil and Mechanical Technology/Engineering as per *services* listed in 4.1.1.2.

4.1.2 Financial Evaluation

Offerors must complete and submit a Financial Offer attached at Annex B in response to this RFSO. Upon completion of the technical evaluation, financial offers of all responsive offers will be evaluated.

4.2 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.

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, may 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, 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 employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-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 Status and Availability of Resources

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

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

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

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 requirement 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.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Offeror should specify the following information regarding employees proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

		LEGAL NAME (First and Last) (Please Print)	DATE OF BIRTH (Day/Month/Year)
1	Senior Environmental Engineer 1		
2	Junior Environmental Engineer 1		
3	Senior Environmental Officer 1		
4	Senior Environmental Officer 2		
5	Certified Industrial Hygienist 1		
6	Junior Environmental Officer 1		
7	Junior Environmental Officer 2		
8	Junior Field Technician 1		
9	Junior Field Technician 2		

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A STANDING OFFER

7A.1 Offer

7A.1.1 *The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".*

7A.2 Security Requirement

7A.2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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

7A.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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7A.3.1 General Conditions

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

7A.3.2 Standing Offer 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 "E." 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.

The quarterly reporting periods are defined as follows and could be revised prior to issuance of Standing Offer:

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

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

7A.4 Term of Standing Offer

7A.4.1 Period of Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Francine Rochon
Supply Specialist
Facility Maintenance Services Division
Public Works and Government Services Canada
Place du Portage, Phase III, 3C2, Str: 25
11 rue Laurier, Gatineau, Quebec K1A 0S5
Telephone: **819-956-2701**
Facsimile : **819-956-3600**
e-mail: francine.rochon@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.

7A.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

_____ (Name of Technical Authority)
_____ (Title)
_____ (Fill in Organization)
_____ (Fill in Address)
Telephone: () _____
Facsimile: () _____
E-mail address: _____

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

7A.5.3 Offeror's Representative

Name: () _____
Telephone: () _____
Facsimile: () _____
E-mail address: _____

7A.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.

7A.7 Identified Users

The Identified User authority to make call-ups against the Standing Offer is the Professional and Technical Services (PTS), Real Property Branch, Public Works and Government Services Canada (PWGSC).

7A.8 Call-up Procedures

The PWGSC Technical Authority will establish the Scope of Services to be performed under each individual Call-up based on the pre-established rates identified in the Basis of Payment.

7A.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942 "Call-up Against a Standing Offer"* or other acceptable "Call-up Against a Standing Offer" electronic document.

7A.10 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

7A.11 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions 2005 (2015-07-03), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Work;
6. Annex "B" - Financial Offer;
7. Annex "C" - Security Requirements Check List
8. the Offeror's offer date

7A.12 Certifications

7A.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated 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 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 associated 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.

7A.12.2 SACC Manual Clauses

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

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Names of qualified resources

The offeror must provide the names of the qualified resources who will be assigned to work on this Standing Offer. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Senior Environmental Engineer 1	
Junior Environmental Engineer 1	
Senior Environmental Officer 1	
Senior Environmental Officer 2	
Certified Industrial Hygienist 1	
Junior Environmental Officer 1	
Junior Environmental Officer 2	
Junior Field Technician 1	
Junior Field Technician 2	

7A.13 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 the province or territory where the work is performed.

7B. 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.

7B.1 Statement of Work

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions - Services

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

7B.3 Term of Contract

7B.3.1 Period of Contract

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

7B.4 Proactive Disclosure of Contracts with Former Public Servants

7B.5 Payment

7B.5.1 Basis of Payment

The Contractor will be paid firm rates specified at Annex B, Financial Offer for work performed in accordance with the Contract. Applicable Taxes are extra.

7B.5.2 Method of Payment

- a) Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.
- b) Invoices must be submitted in accordance with the instructions contained in the article entitled "Invoicing Instructions".
- c) Travel and Living Expenses - Travel and Living Expenses must be included in the base fee. No travel outside the National Capital Region is anticipated for this requirement.
- d) Payment to the Contractor
 - (i) **Where delivery of services under a call-up will be less than 60 days**, two invoices will be accepted; one at seventy-five (75) percent completion represented by submission of the draft final report and one for the remainder twenty-five (25) per cent upon completion and receipt of the final report.
 - (ii) **Where delivery of services under a call-up will be more than 60 days**, the Contractor shall be entitled to receive progress payments at monthly or other agreed intervals. Such payments shall be made not later than the due date. The due date shall be the 30th day following receipt of Invoice.

The monthly progress payment shall be calculated based on percentage task completion and/or productive hours performed times the appropriate hourly rate indicated in Pricing Schedule 1 - Financial Offer. The sum total of progress payments against any call-up shall not exceed 90% of the fixed lump sum established for the call-up.

Upon the satisfactory completion of all Services, the amount due, less any payments already made, shall be paid to the Contractor not later than 30 days after receipt of Invoice.

(iii) Invoice Submission - invoice shall be delivered to the Project Authority in the agreed format with sufficient detail and information to permit verification and substantiation as requested from time to time. The invoice shall also identify, as separate items:

- (a) the amount of the payment being claimed for Services satisfactorily performed;
- (b) the amount for any tax calculated in accordance with the applicable federal legislation, and
- (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the payment for Services satisfactorily performed.

7B.5.3 SACC Manual Clauses

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

7B.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the Section 12, entitled "Invoice Submission" of the 2035 General Conditions - Services. Invoices cannot be submitted until all work identified in the invoice is completed.

1. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7B.7 Insurance – Specific Requirements

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

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

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

7B.7.1 Commercial General Liability Insurance

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7B.7.2 Automobile Liability Insurance

- 1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of cancellation.
 - e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

7B.7.3 Environmental Impairment Liability Insurance

- 1. The Contractor must obtain Contractors Pollution Liability, Storage Tank Third Party and Contractors Professional 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 \$1,000,000 per accident or occurrence and in the annual aggregate.

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2. 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.

3. The Contractors Pollution Liability, Storage Tank Third Party and Contractors Professional Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.
 - g. Litigation Rights: Pursuant to subsection 5(d) of the [*Department of Justice Act*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7B.8 Canadian Forces Site Regulations

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

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7B.9 Government Site Regulations

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

7B.10 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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ANNEX A

STATEMENT OF WORK
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ANNEX B

Financial Offer

(See Attached Financial Grid- Cost of Service Schedule)

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Offeror Name and Address:

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates in accordance with the fixed rates (excluding H.S.T.) in accordance with the information provided in the attached Cost of Service Schedule grid.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

_____ Name _____
Title _____

ANNEX C

SECURITY REQUIREMENTS CHECK LIST
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**Annex D
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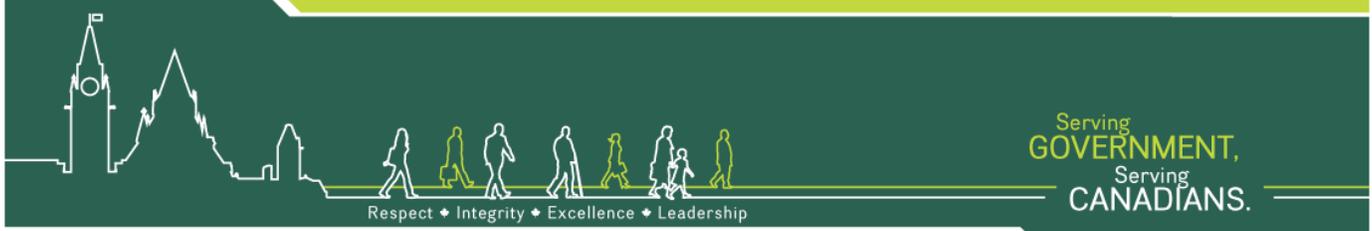
COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE OFFEROR

***NOTE TO OFFERORS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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ANNEX E

QUARTERLY USAGE REPORT FORM
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Annex "A" Statement of Work

Environmental Assessment & Planning

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December 03, 2015

Public Works and Government Services Canada
Environmental Services Directorate
Professional and Technical Service Management
Real Property Branch

Prepared by: Brian Stoneman
Environmental Services Directorate
Professional and Technical Service Management
Real Property Branch

ANNEX “A”
ENVIRONMENTAL ASSESSMENT & PLANNING
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Scope of Work – Environmental Assessment & Planning

1. The work required by this scope of work falls generally into two categories, firstly “assessment” or evaluation and secondly “planning” or implementation.
2. Assessment required by this scope aim to collect information specific to the objectives or tasks outlined below and provide information by means of reports that can be used to evaluate compliance or conformance.
3. Further, assessments broadly aim to provide recommendations that will assist the technical authority in addressing gaps in environmental compliance and conformance.
4. Planning required by this scope aims to utilize the assessment/recommendations determined in Part 1 (Compliance Assessments/Audits) (or as otherwise determined) to arrive at direct actions that can be implemented to address gaps in compliance and conformance.

1. Compliance Assessments/Audits – (CAA Task Code)

General

1. At times, PWGSC may supply the assessment/audit protocol, inventory template and/or checklist, or make input into their development, for completion by the Bidder. To enhance consistency and reliability, the assessment/audit will be conducted according to documented and well-defined methodologies and systematic procedures. The assessment/audit shall follow the audit standards established by the Canadian Standards Association (CSA Z773).
2. All audit reports will include observations describing the non-compliance issues and conclusions presenting associated recommended corrective actions.
3. If during the course of the assessment/audit additional equipment (such as halo-carbon, storage tank, etc.) is identified, this shall be brought to the attention of PWGSC. The inventory may be updated at the discretion of PWGSC and further the new inventory item may be subsequently added to the assessment/audit.
4. Inventories, as furnished by PWGSC, are to be verified through field investigations. Where equipment/materials are identified as missing from the existing inventory, the inventory will be updated.
5. Preparation of inventories could be coupled with detailed compliance assessments/audits as described in Part 1 and/or equipment/material (product) phase-out plans as described in Part 2 (Environmental Planning). Specialized contractors in the petroleum field and/or licensed Professional Environmental Engineers (are required to develop drawings and specifications limited to the modification of existing fuel storage tank systems, or for the withdrawal and/or removal of existing systems, all in accordance with the latest revision of the applicable legislations, guidelines, and codes (which will include as a minimum the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations; the National Fire Code and CSA B-139).
6. Major changes to scope due to unforeseen circumstances that may require additional payment will be paid in accordance with the Basis of Payment.
7. The work will be conducted with the National Capital Area (NCA) and other locations in proximity to the NCA.

ANNEX “A”
ENVIRONMENTAL ASSESSMENT & PLANNING
EP913-161733

A. Storage Tank Compliance Assessments/Audits (CAAA)

1. The scope of work of this activity includes four main tasks. They are:
 - a) preparation of a health and safety plan;
 - b) inspection and description of the storage tank system components, and ULC certification; and
 - c) assessment and reporting of compliance against applicable regulations, policies, codes of practice and standards, and
 - d) preparation of Storage Tank Management Plans.
2. The scope of work for this activity includes all storage tank system components and procedures, including, but not limited to,
 - a) design and installation of storage tank and piping systems;
 - b) secondary containment;
 - c) overfill protection;
 - d) corrosion protection;
 - e) monitoring and leak detection;
 - f) oil-water separation;
 - g) maintenance and operation including related emergency procedures and safety accessories (e.g. bollards, signage, spill kits,);
 - h) record drawing (as-builts);
 - i) labeling and placarding, as well as visual tank identification using the EC supplied tank identification number;
 - j) maintenance and operational staff training, procedures and requirements;
 - k) review of the current federal registration information and confirmation with departmental inventory.
3. In completing the scope of work described herein, the Contractor may make use of existing records, site inspections, interviews, and questionnaires, as needed. When completing the work the Contractor shall take photographs and label them as appropriate, including photographs of each tank system with a particular focus on non-compliant components.
4. The Contractor will submit the following for the storage tank system, and or component that is being assessed for regulatory compliance:
 - a) the name and a description of the storage tank system, its component, and/or procedure, the latest revision of the applicable legislations, guidelines, and codes (which will include but not be limited to the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations; the National Fire Code and CSA B-139) with which the system or component should conform to, and the thorough list of non-compliant item, including the reason why the item is not compliant;
 - b) a prioritized list of corrective actions to bring the assessed storage tank system into compliance with a cost estimate for implementing the recommended upgrades and corrective actions, and a suggested timeline for implementation.
5. If a tank system component cannot be assessed, the Contractor shall advise the designated departmental project leader of the reason why, as soon as possible.

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B. Halocarbon Containing Equipment Compliance Assessments/Audits (CAAB)

1. Halocarbon containing equipment will be assessed to determine whether the equipment and associated management practices respect applicable regulations, policies, codes of practice and standards. These include, but are not limited to:
 - a) Canada's Strategy to Accelerate the Phase-Out of CFC and Halon Uses and to Dispose of Surplus Stocks - May, 2001 (source CCME PIN 1316);
 - b) Federal Halocarbon Regulations - August 2003 (source CEPA SOR/2003-289);
 - c) Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems - 1996 (source Environment Canada);
 - d) Federal Halocarbon Regulations, Compliance Guide, Refrigeration and Air Conditioning Systems - April 7, 2001 (source Environment Canada);
 - e) Ozone-depleting Substances Regulations - 1998 (source CEPA SOR/99-7) Applicable Provincial regulations;
 - f) Industry references such as ASHRAE and ARI.
2. In completing the scope of work described herein, the Contractor may make use of existing records, site inspections, interviews, and questionnaires, as needed. When completing the work the Contractor shall take photographs and label them as appropriate, including photographs of each halocarbon-containing system with a particular focus on non-compliant components.
3. The Contractor will submit the following for the halocarbon-containing system, and or component that is non-compliant:
 - a) the name and a description of the system, component, and/or procedure and, the applicable legislation, guidelines, and codes (which will include the Federal Halocarbon Regulations - August 2003) with which the item should conform, and the reason that the item is non-compliant;
 - b) a list of corrective actions to bring system into compliance with a cost estimate for implementing the recommended corrective actions (if necessary; most administrative non-compliances would be zero cost).

C. Hazardous Materials Compliance Assessments/Audits (CAAC)

1. Auditing activities will evaluate the level of compliance of management practices with respect to applicable regulations, policies, codes of practice and standards by assessing, at a minimum, the following requirements:
 - a) inventory and identification;
 - b) procurement and recording;
 - c) use and handling;
 - d) storage;
 - e) transportation;
 - f) emergency response;
 - g) disposal;
 - h) staff training and inspection records.

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D. Inventories for Storage Tank Systems, Halocarbon-containing Equipment and In-use PCB Containing Equipment (CAAD)

- 1) The equipment inventory will be assessed as found in its current condition. Data fields for collecting each piece's rated capacity or power rating, remaining longevity, current maintenance service arrangement, actual equipment purpose/function, and various regulations compliance status fields related to registries notices, records, leak tests, reporting and labels are to be populated as indicated in issued Terms of Reference or as determined necessary via the Contractor. The Contractor may be asked to prepare a model inventory and populate it. If the contractor is asked to prepare a model PWGSC may supply a template or may provide input related to the creation of the model.
- 2) The Contractor is to collect additional equipment specific information (i.e. equipment age, design rated capacity, in-service load, condition, maintenance history, etc.) that may be needed to evaluate, develop options for, assess and recommend upgrades, repairs, replacements and phase-outs with recommended dates (evaluation, development of options for upgrades, repairs, replacements and phase-outs may also be included within the Contractor's scope of work - see Item 2 Equipment/Material (Product) Phase-Out Plans). Photographs shall be taken on pertinent equipment, systems, records, site conditions and spaces that may be needed to explain conditions.
- 3) Appropriate equipment registry or spreadsheet tables with the required datasets are to be populated. Datasets shall include, but not limited to all information required under the relevant regulation.

E. Hazardous Materials and Waste Inventories (CAAE)

- 1) The types and quantities of hazardous substances and materials found at selected sites will be characterized. Inventories may also need to be analyzed (this will be specified at the time of the call-up), and compared to identify trends potential non-compliance risks, and data required to monitor and report on PWGSC's progress towards achieving its sustainable development strategy targets will be included.
- 2) The information recorded on inventory data sheets will include the PWGSC Generic Hazardous Materials and Hazardous Waste Management Plan Site Visit Questionnaire data fields and inventory dataset table templates that will be provided and will be specified at the time of the Call-Up.

F. Species at Risk Site Surveys (CAAF)

- 1) The *Species at Risk Act (SARA)* was proclaimed in June 2003. The SARA provides a framework for actions across Canada to ensure the survival of wildlife species and protection of natural heritage. It obliges federal departments to prevent the disappearance of endangered or threatened species located on federal properties; to allow the re-establishment of endangered or threatened species, and to implement management plans to achieve and maintain compliance with SARA. This includes the protection of individuals, embryos, eggs, sperm, seeds, pollen and spores, as well as their habitat.
- 2) The SARA establishes Schedule 1 as the official list of wildlife and plant species considered to be at risk. The SARA classifies species as being extirpated, endangered, threatened, or of special concern. Species listed as extirpated are those that no longer exist in the wild in Canada but exist elsewhere in the world and/or in captivity. Species listed as endangered are wildlife species that face imminent extirpation or extinction. Threatened species are those that are likely to become endangered if nothing is done to alleviate the factors contributing to their extirpation or extinction. Finally, species listed as special concern may become threatened or endangered because of a combination of biological characteristics and identified threats. Under SARA, authorities responsible for federal lands are required to protect and/or ensure the recovery of at-risk species that occur in areas under their jurisdiction.

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- 3) Compile, analyze and validate a list of species at risk and their habitat that occur on properties owned by the federal government in accordance with the SARA and other provincial legislation. The studies include desktop reviews of the species at risk information, site visits to confirm presence of species at risk and/ or their habitat. To complete this task the Bidder is required to:
 - a) conduct research,
 - b) surveys, and
 - c) create inventories in accordance with recognized methodologies.
- 4) All assessments shall be conducted in accordance with the *SARA*, *Fisheries Act*, and/or the *Migratory Birds Convention Act* as applicable, as well as associated regulations and amendments.

G. Laboratory Decontamination Assessments (CAAG)

- 1) As the need arises the decontamination of various government managed laboratory facilities may be required. Given the diverse use and complexity a thorough assessment of each laboratory is needed in order to develop specific procedures that can be utilized to render the facility contamination free of biological, chemical, explosive and radiological hazards. "Free" means to safe levels per regulatory requirements, best industrial practices and/or guidelines, departmental policies in the context of the planned use and/or divestiture.
- 2) The purpose of this part is to undertake a review of the requirement in order to produce a specification (if required under Part 2 (H)), that can be used to manage all aspects of the decontamination in relation to the known hazards and the anticipated unknown hazards.
- 3) The assessment by the Contractor must consider/conduct the following:
 - a) historical review of prior use, WHMIS documentation , purchasing info, prior decontamination procedures, analysis and related departmental information
 - b) legislative review specific to the prior use of each to determine legal requirements for the client and the decontamination contractor respective of the intended work
 - c) policy review specific to the client department to determine Health Canada responsibilities respective of internal policies and guidelines
 - d) sampling/analysis to identify chemical, biological, radioactive and explosive hazards(CBRE) as required
 - e) an inventory of the spaces that require decontamination
 - f) an inventory of the spaces that do not require decontamination
 - g) description of potential unknown CBRE hazards that may be encountered in each space based on information review, client interviews
 - h) report on analysis/findings, including interpretation and recommendations for decontamination of spaces and equipment
 - i) risk/hazard assessments specific to anticipated decontamination work as required
 - j) class D estimate that encompasses the whole of the planned decontamination work
 - k) time to completion estimates for the whole of the decontamination work

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2. Environmental Planning (EP – Task Code)

A. General Phase-Out Plans (EPA)

- 1) Using available operational information for the selected site, current equipment conditions, remaining longevity, current equipment efficiencies, preventative maintenance procedures, regulated target phase-out dates, appropriate best practices and other regulated requirements:
 - a) establish scope and feasible phase-out alternatives and recommended solutions with indicative estimates;
 - b) with respect to standard operating procedures and in some cases management plans or phase-out plans, assign roles and responsibilities in conjunction with PWGSC or other government department site specific organizational structures.
- 2) Phase-out plans will take in account such variables as equipment condition, life expectancy (where warranted, the Contractor must both analyze and evaluate the equipment in order to determine its viable life expectancy) and any other information pertinent to preparing phase-out options. These typically being long-term continued use, conversion to an alternative technology where conversion is deemed feasible, and total replacement or decommissioning. The recommended option (the phase-out plan) must be supported by the appropriate cost/benefit analysis. The costing of options will account for necessary space layout upgrades ensuring consistency with applicable codes, guidelines and practices.
- 3) The equipment performance optimization, repairs, replacement or decommissioning options that have been identified must be analyzed to determine which are technically, economically and environmentally feasible. The feasibility analysis can then allow the prioritization of options for implementation based on a priority ranking of options that have the most combined or individual economic and environmental impacts.
- 4) The technical evaluation will demonstrate whether:
 - a) a proposed option is to work in a specific application;
 - b) the specific capacity or output ratings can be met;
 - c) and the improvements will meet operational objectives as well as compliance requirements.
- 5) The economic evaluation and the resulting recommended options will include the estimated direct costs and quantifiable benefits expected from each option, including the anticipated payback period relating to the installation of equipment, if any. The payback period/scope and applicability will be determined by the project manager at the time of the issuance of the call-up.

B. Halocarbon Phase-Out Plans (EPB)

- 1) Assess potential conversion or replacement of halocarbon-containing equipment and fixed fire suppression systems to the best alternative refrigerants or clean agents and technologies. Equipment replacements and conversions should meet all regulatory requirements and be evaluated for the following environmental and economic benefits:
 - a) lowest Ozone Depleting Potential, lowest Global Warming Potential, and lowest Total Equivalent Warming Impact;
 - b) lowest atmospheric life, best available kW/ton rating at American Refrigeration Institute standards;
 - c) lowest possible emission rates (near zero emissions);
 - d) increased safety and reliability;
 - e) highest thermodynamic efficiency;
 - f) lowest life cycle costs, sound tested and proven technologies with reliable services and parts.

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C. Halocarbon Management Plans (EPC)

- 1) Develop site-specific Halocarbon Management Plans for facilities with halocarbon-containing equipment. Plans principally will be for purposes of operating the equipment and reporting releases with respect to applicable environmental legislation, industry standards and best practices.

D. PCB Management Plans (EPD)

- 1) Develop site specific PCB Management Plans for facilities operating PCB-containing equipment, like electrical cables and transformers. Plans will be for the purpose of operating the equipment in respect to applicable environmental legislations, standards and best practices, including all applicable federal and provincial legislations. Plans will address, as a minimum, safe operating procedures for storage, handling and use, transportation, leak/spill management, PCB-contaminated waste disposal and end-of-use requirements and considerations.

E. Storage Tank Management Plans (EPE)

- 1) Description (i.e. inventory), inspection, and compliance analysis of the storage tank system components and preparation of storage tank management procedures.
- 2) The Bidder will confirm the information that PWGSC has available relative to its storage tank systems and, if necessary, obtain additional information required in the Storage Tank Inventory and Registration Information Sheet. The Bidder may also prepare storage tank management procedures relating to the operation, maintenance, monitoring, etc. of tank systems, including but not limited to the following:
 - a) Product transfer operations;
 - b) Inventory control;
 - c) Corrosion protection monitoring;
 - d) Leak detection maintenance;
 - e) Tank bottom water monitoring;
 - f) General maintenance;
 - g) Records and testing; and
 - h) Leak and spill response.
 - i) Training protocols

F. Hazardous Materials and Waste Management Plans (EPF)

- 1) Management plans are to take a risk-based approach. The risk-based approach shall account for the level of risk associated with the substances (i.e. its toxicity, and/or being listed as a Track 1, Track 2 or NPRI substance) current management practices, quantities used/generated and operating costs, where available.
- 2) With these concepts in mind, the management plan must include the following:
 - a) Identification of alternate products, if applicable;
 - b) Identification of alternate processes to avoid use of a specific product, if applicable;
 - c) Methods for life cycle management, pollution prevention or 3Rs (reduce, reuse, recycle), as applicable;
 - d) Operating practices for storage, handling and use, transportation, disposal and training; and
 - e) Health and safety related to hazardous projects including identifying equipment on site and MSDS binders.

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G. Environmental Emergency Response Planning (EPG)

- 1) Prepare Environmental Emergency Response Plans (EERP) for specific sites by identifying those operations which pose the greatest environmental risk, all potential hazards and the possible health & safety and environmental effects including the potential safeguards against them.
- 2) Environmental Emergency Response Plans should reflect the four basic principles of Emergency Management which include Planning, Mitigation, Response and Recovery.
- 3) Risk Management/Risk Analysis (as part of the Assessment Report):
 - a) Risk management is a logical step-by step process to protect, and consequently minimize risk to the government's property, interests, the environment and employees. Risk includes the chance of damage to or loss of government property, damage to the environment and the chance of incurring second or third party liability to non-government entities.
 - 4) The four phase approach to risk analysis:
 - a) Phase 1 identifying risks and the entities exposed to and in control of the risks; and the associated recommended risk management measures and controls.
 - b) Phase 2 minimizing risks and their cost during an incident:
 - c) Phase 3 containing the effects of any damaging or harmful incident and after an incident:
 - d) Phase 4 compensating or restoring and recovering in the event of such incidents, and providing feedback of information as a basis for improving the management system.
- 5) PWGSC may provide its generic EERP template for use by the Contractor or ask the Contractor to prepare his own template. If the later, the template should generally include the following:
 - a) Define the administration method of the plan (roles and responsibilities including the Health and Safety Committee, amendments, ongoing monitoring of the Environmental Emergency Response Plan, distribution lists, training requirements and testing).
 - b) Define the environmental setting (general site features, detailed site description, local residents, drainage system, ecological areas, sensitive environmental features, contaminated areas and maps/figures).
 - c) Identify the environmental and health hazards (hazardous materials/substances/waste inventory & storage tanks, located at each site, etc.). Provide the risk assessment results including the hazardous materials inventory, identification of environmental hazards, and risk reduction options. Identify potentially sensitive areas and issues.
 - d) Identify the required resources for the EERP's (Emergency Telephone Lists, on-site resources, off-site resources, existing standing offers, cooperation agreements (between other government departments, contractors or other parties as applicable), standby services that may be required for containment, clean-up, or remediation).
6. Include the following general procedures as required but not limited to:
 - a) internal response structure & Critical Incident Reporting;
 - b) response sequence;
 - c) notification & alerting;
 - d) emergency situation assessment;
 - e) containment;

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- f) clean-up;
 - g) disposal;
 - h) assessment of environmental contamination;
 - i) restoration;
 - j) documentation;
 - k) public relations;
7. Include the following specific procedures, where appropriate:
- a) major & minor hydrocarbon oil, lubricant or combustible fuel spills;
 - b) chemical/ solvent spills;
 - c) Polychlorinated Biphenyl spills;
 - d) designated/hazardous substances spills or releases;
 - e) underground and aboveground storage tank system leakage;
 - f) halocarbon releases;
 - g) Transportation of Dangerous Goods;
 - h) procedures in the event of a fire involving any of the inventoried substances.

H. Laboratory Decontamination Planning (EPH)

- 1) Following the assessment undertaken in Part 1(G), the incumbent may be required to produce a specification document outlining specific work practices and protocols for laboratory decontamination. The specification will include but NOT be limited to the following outlined below. These are considerations for scoping purposes and it is understood that the specification may include items not listed below and/or some task outlined below may not be pertinent.
- a) an overview of decontamination work to be completed
 - b) legislative requirements that must be adhered to in order to conduct the work specific to the found CBRE hazardous substances
 - c) policy requirements specific to the client department in the context of the intended work
 - d) background information, found during the assessment such as results of analysis, hazard assessments, inventories etc.
 - e) detailed description of the known CBRE hazards
 - f) a description of the anticipated unknown hazards that may be encountered by the decontamination contractor
 - g) a description of known physical hazards
 - h) guidance/instruction to complete a hierarchal inventory system that identifies the hazard level for each known lab spaces and/or piece of equipment requiring decontamination and/or that does NOT require decontamination but is in an area of concern
 - i) risk mitigation strategies specific to each known hazard class in each lab and/or with respect to each piece of lab equipment in the context of the overall decommissioning work
 - j) detailed decontamination methodology in agreement with risk mitigation strategy that identifies the order of decontamination operations and specifically identifies each lab space and/or piece of equipment per the inventory system
 - k) detailed remedial protocols that outline how each contaminated lab space and/or equipment found therein is to be decontaminated
 - l) specific work procedures that instruct the decontamination contractor how they are to manage CBRE hazards found during decontamination work but **not** identified prior
 - m) a method to certify spaces and/or equipment as having been decontaminated while operations are underway in agreement with the inventory system



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- n) disposal/treatment options for equipment or building infrastructure containing CBRE hazards that cannot be decontaminated onsite as required
- o) occupational health and safety requirements specific to each CBRE hazard in the context of decontamination
- p) training and experience required by decontamination contractor specifically linked to all known hazards to be encountered
- q) personal protective equipment required in the context of each found CBRE hazard
- r) specific verification procedures, laboratory analysis etc. required to certify each space/piece of equipment has been decontaminated in accordance with legal requirements and/or departmental policies/guidelines and/or industry best practices
- s) internal reporting requirements for the decontamination contractor to follow in order to confirm that the spaces/equipment have been made safe and clear for destruction (internal to the Project Manager)
- t) reporting/close-out requirements that may be required of Health Canada by legislation and/or departmental policies/guidelines and/or industry best practices

3. Response Times to a call-up

- 1) Response times for submission of proposals in respect to the resulting contract will be within the call-up and/or request for services outline by the technical authority. This will vary between 24 hours and five (5) business days depending on the complexity of the individual requirement. The Contractor is expected to acknowledge and to initiate the work within three (3) business days of issuance of the call-up.

4. Administrative Requirements

- 1) All work activities are expected to conclude in the preparation of a report, with these reports consisting more specifically of inventories, procedures, designated substance reports and phase out plans, etc. The report type and/or format will be specified within each call-up. In some cases forms, templates, etc. prepared by PWGSC may be utilized by the Contractor as required by Part 1 or Part 2 and as specified by the technical authority.
- 2) All working documents, including completed questionnaires, field notes, photographs, and documents collected during the course of the work, remain the property of PWGSC and must be returned with the final reports.
- 3) Report numbers, types, format (paper or electronic) will also be specified within each call-up. However, in most cases this will consist of the submission of one or more draft electronic copies of the report, which will be reviewed and commented on by PWGSC, and an electronic and multiple hard copies of the final report is completed.
- 4) Electronic formats are to be provided in Microsoft Office formats (such as Word, Excel, PowerPoint, as well as Adobe PDF format) and will be specified at the time of each call-up,
- 5) Hard copy reports are to be double-sided, and printed on recycled paper. Reports may be in either or both of the official languages (French & English) as specified in the call-up.
- 6) The incumbent in all cases will provide draft reports for review and feedback from the technical authority.
- 7) Reports will be provided in Microsoft Word unless otherwise requested.
- 8) The report must include date, location, title and the task code per best business management practices.
- 9) PWGSC clients from time to time will request financial reports. These reports will include requests for client financial details, summaries of costs to date and/or duplicate invoices substantiating costs. The requests will be clearly outlined to the Contractor when they are presented to PWGSC by the client.



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- 10) When/if travel is required, the Contractor is responsible for all travel arrangements to perform the work at no additional cost to each call-up. Travel outside of NCA will be paid in accordance with the "Basis of Payment".

5. Deliverables

- 1) Deliverables will be provided as defined in the individual call-ups. In general terms the deliverables will be reports, reports and analysis, recommendations, interpretations etc.



**Annex B
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Financial Offer**

1. Firm Hourly Rates

In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: offerors must provide an hourly rate for each listed position. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. Hourly rates in subsequent years must be equal to or greater than the resource hourly rates from previous year/s. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.

Submit Firm All-inclusive Hourly Rate (including profit, overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, office supplies, other operating costs and travel within NCA) in Canadian funds. Firm All-inclusive Hourly Rate will be used as the basis of payment for each call-up. Weighted rate is for financial evaluation purposes only. The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Applicable Taxes are extra.

For the purpose of calculating the Weighted (W'ted) Rate, the Hourly Rate for each resource is multiplied by each allocated weight factor (%). See sample calculation below and apply the same principle to i, ii and iii. Example: If hourly is \$60 with a weighted factor of 20%, then weighted rate is \$60 x 20% = \$12

i) Regular Hours 8:00 to 16:00, Monday to Friday	Weight Factor (%)	Year 1		Year 2		Year 3		Year 4		Year 5	
		Hourly Rate	W'ted rate								
(A) Senior Environmental Engineer	5%										
(B) Certified Industrial Hygienist	20%										
(C) Junior Environmental Engineer	10%										
(D) Senior Environmental Officer	5%										
(E) Junior Environmental Officer	30%										
(F) Junior Field Technician	30%										
Combined weighted rate (A+B+C+D+E+F) per year											
Total combined weighted rate for Year 1 to 5 (i) x 100%											

Grand total combined weighted rate for 5 years	
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2. Travel

When travel is required, the Contractor is responsible for all travel arrangements to perform the work at no additional cost to each call-up.

Travel outside of National Capital Area (NCA) will be paid in accordance with the following:

For Work to be performed at a **work location** outside of NCA.

1. The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

2. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

3. All travel must have the prior authorization of the Identified User. All payments are subject to government audit.

Travel Time:

The Contractor will not be paid any firm hourly rates for travel time.

*Travel Status Time will be limited to 50% of the hourly rate.

Time spent by a contracted individual travelling to and from specific pre-authorized work assignments (not commuting) that are outside of NCA may be billed at 50% of the firm hourly rate.

3. Laboratory testing/analysis

The contractor must complete all required laboratory testing/analysis through a third party accredited laboratory. PWGSC will pay such testing/analysis based on the actual cost charged by the accredited laboratory. Contractor must submit invoice from the accredited laboratory in order to claim for payment of the identified laboratory services.



Contract Number / Numéro du contrat EP913-161733
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	Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction NCAOps		
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 Consulting services to conduct various environmental compliance assessments		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

Only security screened personnel must be utilized. Access will be required to a variety of buildings across the NCA with various security requirements, Secret being the most stringent.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

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



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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Contract Number / Numéro du contrat EP913-161733
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Robinson, Christopher		Title - Titre Environmental Advisor	Signature
Telephone No. - N° de téléphone 613-957-1138	Facsimile No. - N° de télécopieur 613-957-1362	E-mail address - Adresse courriel christopher.robinson@pwgsc.gc.ca	Date 2015/11/12

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

Name (print) - Nom (en lettres moulées) Maheux, Marc		Title - Titre SO	Signature
Telephone No. - N° de téléphone 613-998-5021	Facsimile No. - N° de télécopieur 613-949-2331	E-mail address - Adresse courriel marc.maheux@tpsgc-pwgsc.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Annex E
Quarterly Usage Report
 EP913-161733

SON ^o : EP913-161733		Period to be covered:													
SO Title : Environmental Assessment & Planning										PWGSC SO Authority: Francine Rochon					
Call-up No.	Call-up amend't no.	Issuance date of the Call-up or Amend't (YYYY-MM-DD)	Start date of the Call-up (YYYY-MM-DD)	End date of the Call-up (YYYY-MM-DD)	Project Description	Location/Building Name	Client contact information (name, e-mail and tel.#)	Call-up Value or amend't value (taxes included)							
1								\$							
2								\$							
3								\$							
4								\$							
5								\$							
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23								\$							
24								\$							
25								\$							
26								\$							
								Total value of call-up for this quarter (i)							
								Cumulative call-ups for previous periods (ii)							
								Total value of call-up to date = (i) + (ii)							

Prepared by: *(Insert company name and individual's name preparing this report)*