



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Registration Services	
<b>Solicitation No. - N° de l'invitation</b> K3A20-160458/A	<b>Date</b> 2015-12-22
<b>Client Reference No. - N° de référence du client</b> K3A20-160458	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-015-7009	
<b>File No. - N° de dossier</b> TOR-5-38109 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abela, Aaron	<b>Buyer Id - Id de l'acheteur</b> tor015
<b>Telephone No. - N° de téléphone</b> (905) 615-2061 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT Business Policy 351 St-Joseph Blvd, 8th FL Gatineau Quebec K1A0H3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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K3A20-160458/A  
Client Ref. No. - N° de réf. du client  
K3A20-160458

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-5-38019

Buyer ID - Id de l'acheteur  
tor015  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Statement of Work

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### 1.2 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

(a) Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined

in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

the period of severance pay, which is measured in a like manner.

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

Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

(b) Former Public Servant in Receipt of a Pension

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

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

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

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

(c) Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Trade Agreements**

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).

**This procurement is subject to the following Comprehensive Land Claim Agreements:**

Iqaluit, NU – Nunavut Land Claims Agreement  
Whitehorse (Y1A 5B7) – Kwanlin Dun First Nation Final Agreement and the Ta'as Kwach'an Council Final Agreement  
Inuvik, NT – Inuvialuit Final Agreement and the Gwich'in Comprehensive Land Claim Agreement  
Yellowknife, NT – Tlicho Land Claims Agreement  
Resolute Bay, NU – Nunavut Land Claims Agreement

## **2.6 Applicable Laws**

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

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

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

### 3.2 Section I: Technical Bid

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

### 3.3 Section II: Financial Bid

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

### 3.4 SACC Manual Clause - Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- ( ) VISA
- ( ) MasterCard

OR

( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

### **3.5 Section III: Certifications**

Bidders must submit and comply with the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex "D" Evaluation Criteria

##### **4.1.1.2 Point Rated Technical Criteria**

See Annex "D" Evaluation Criteria

##### **4.1.1.3 Reference Checks**

- i. If a reference check is performed, Canada will conduct the reference checks in writing by e-mail. Canada will send all e-mail reference check requests to contact supplied by all the Bidders on the same day using the e-mail address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent.
- ii. If Canada does not receive a response from the contact person within 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- iii. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Mandatory Financial Criteria**

The bidder must complete and submit with its bid, Annex "B" – Basis of Payment, in Canadian funds, applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

**4.1.2.1.1** The price used in the evaluation will be the Total Evaluated Price, which is calculated as follows:

- i) Total Evaluated Price is the sum of the Firm Prices of all Sections for Category 1, Category 2, Category 3, Category 4 and Category 5 listed under Annex "B" Basis of Payment.

**4.1.2.1.1** The price of the bid will be evaluated in Canadian Dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.



#### 4.2 **Basis of Selection**

1. To be declared responsive, a bid must:
  - A. comply with all the requirements of the bid solicitation; and
  - B. meet all mandatory criteria; andobtain the required minimum of 36 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 60 points.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 60 and the lowest evaluated price is \$45,000 (45).

#### **Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		55,000	50,000	45,000
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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

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

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

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

## **5.1 Certifications Required with the Bid**

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

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

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

## **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

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

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

#### **5.2.3.2 Education and Experience**

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

### **PART 6 - RESULTING CONTRACT CLAUSES**

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

#### **6.1 Security Requirements**

There is no security requirement applicable to this Contract.

#### **6.2 Statement of Work**

The Contractor must provide registration certification and surveillance audit services, registration site certificates, and Task Authorization as-and-when-requested work for Environment Canada's Weather Environment Services program operation centres located throughout Canada in accordance with the Statement of Work at Annex "A".

##### **6.2.1 Optional Good and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at "Statement of Work" Annex "A" and "Basis of Payment" Annex "B" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.2.2 This procurement is subject to the following Comprehensive Land Claim Agreements:

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Iqaluit, NU – Nunavut Land Claims Agreement  
Whitehorse (Y1A 5B7) – Kwanlin Dun First Nation Final Agreement and the Ta'as Kwach'an Council Final Agreement  
Inuvik, NT – Inuvialuit Final Agreement and the Gwich'in Comprehensive Land Claim Agreement  
Yellowknife, NT – Tlicho Land Claims Agreement  
Resolute Bay, NU – Nunavut Land Claims Agreement

### **6.3 Task Authorization Process**

#### **Task Authorization:**

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

#### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the "PWGSC-TPSGC 572, Task Authorization Form" specified in Appendix 1 to Annex A.
2. The Task Authorization (TA) will contain the details of the work to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the breakdown of the cost(s) established in accordance with the Basis of Payment, specified in the Contract.
3. The Contractor must provide the Project Authority within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00  
Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **Canada's Obligation – Portion of the Work – Task Authorizations**

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

#### **Periodic Usage Reports - Contracts with Task Authorizations**

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

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

The data must be submitted on an annual basis to the Contracting

Authority. The annual period is defined as follows:

Annual: April 1 to March 31;

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

(i) Reporting Requirement - Details

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

- A. For each authorized task:
  - i. the authorized task number or task revision number(s);
  - ii. a title or a brief description of each authorized task;
  - iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
  - iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
  - v. the start and completion date for each authorized task; and vi. the active status of each authorized task, as applicable.
- B. For all authorized tasks:
  - i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
  - ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 6.4 Standard Clauses and Conditions

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

### 6.4.1 General Conditions

2010B (2015-09-03), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

### 6.4.2 Supplemental General Conditions

4011 (2012-07-16), Supplemental General Conditions – Goods (Medium Complexity) apply to and form part of the Contract.

## 6.5 Term of Contract

### 6.5.1 Period of the Contract

The period of the Contract is from Date of Contract Award to March 31, 2019.

#### 6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise the option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.6 Authorities

#### 6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Aaron Abela  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Drive Suite 480C  
Mississauga, Ontario. L5B 2N5  
Telephone: (905) 615-2061  
Facsimile: (905) 615-2060  
E-mail address: [Aaron.Abela@pwgsc.gc.ca](mailto:Aaron.Abela@pwgsc.gc.ca)

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

#### 6.6.2 Project Authority

The Project Authority for the Contract is:  
(TBA at time of contract award)

Name: \_\_\_\_\_  
Environment Canada  
Address: 4905 Dufferin Street  
Toronto, Ontario  
M3H 5T4  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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### 6.6.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.7 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.

### 6.8 Payment

#### 6.8.1 Basis of Payment – Firm Prices

For the Work described in Section 1.1, Section 1.2, and Section 1.5 of the Statement of Work in Annex "A".

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ \_\_\_\_\_ (amount to be inserted at contract award). Customs duties are excluded and Applicable Taxes are extra.

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

#### 6.8.2 Limitation of Expenditure

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

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### 6.8.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

- (i) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (A) when it is 75 percent committed, or
  - (B) four (4) months before the contract expiry date, or
  - (C) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.8.4 Single Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 6.8.5 T1204- Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30), T1204 – Direct Request by Customer Department.

### 6.9 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- (b) Invoices must be distributed as follows:
  - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



## **6.10 Certifications**

### **6.10.1 Compliance**

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

### **6.11 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec, Canada.

### **6.12 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4011 (2012-07-16) Supplemental General Conditions – Goods (Medium Complexity);
- (c) the general conditions 2010B (2015-09-03), General Conditions – Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
  - (i) Appendix 1 to Annex A – Task Authorization Form
  - (ii) Appendix 2 to Annex A – Summary of Site Locations
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated \_\_\_\_\_ (insert at time of contract award).

### **6.13 Foreign Nationals (Foreign Contractor)**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

or

### **6.13 Foreign Nationals (Canadian Contractor)**

SACC Manual Clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

### **6.14 Insurance**

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

### **6.15 SACC Manual Clause**

A9068C (2010-01-11) Government Site Regulations

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**TITLE: Registrar Services in Support of Environment Canada's Quality Management System ISO 9001:2008**

#### **1.0 REQUIREMENT/ STATEMENT OF WORK**

##### **1.1 Scope:**

To provide ISO 9001:2015 (which is transitioning from ISO 9001:2008) registration services to Environment Canada (EC) for its Weather and Environmental Services (WES) program.

The firm requirement is to provide re-certification and surveillance services to WES from Date of Contract Award to March 31, 2019 (with the registration certificate remaining valid until September 30, 2016). The Crown reserves the option to extend the contract for an additional three-year 1-year periods extending from April 1, 2019 to March 31, 2022 (with the registration certificate remaining valid until September 30, 2022).

The current registration expires on September 30, 2016. The audits required to support re-certification must take place on or before the month of June 2016. Registration includes the full scope of the WES organization. WES carries out its operations on a national basis with staff and facilities located in all provinces and territories.

The WES organization operates out of three national headquarters facilities located in:

1. Place Vincent Massey 351 St-Joseph Blvd, Gatineau, Québec, Canada.
2. 4905 Dufferin street, Toronto, Ontario, Canada.
3. 2121, route Transcanadienne, Dorval, Quebec, Canada.

The WES organization also operates 48 other satellite locations throughout Canada. A complete list of these locations can be referred under Annex A-2 –Office Site Locations List.

While the Contractor is not required to visit all 51 locations identified in Annex A-2, The contractor must perform the conformity assessment of our ISO 9001 based quality system in accordance with ISO/IEC 17021-1:2015. The Contractor must determine and identify the required amount of work process and office site visits required to complete the required level of effort to be in accordance with the ISO 9001:2015 certification standard.

##### **1.2 Deliverables:**

The Contractor must conduct one (1) Re-Certification audit and five (5) semi-annual surveillance audits. Dates and times of the inspection will be mutually agreed upon after Contract Award.

Work associated to the first re-certification audit begin immediately following contract award and conclude by June 23, 2016.

Surveillance audits must be conducted on a semi-annual basis within a prescribed calendar time frame to minimize operational disruption as per section 1.5.9.

- Year 1 of contract; 1 re-certification audit ending on or before June 23, 2016 and 1 surveillance audit within the window of February-March 2017.
- Year 2 of contract; 2 surveillance audits | surveillance audit in September 2017 and 1 surveillance audit within the window of February-March 2018.
- Year 3 of contract; 2 surveillance audits | surveillance audit in September 2018 and 1 surveillance audit within the window of February-March 2019.

One certificate is required for each national headquarters facility site listed under Annex "A", Section 1.1 Requirement at the conclusion of the Re-Certification audit. The Contractor must provide additional site registration certificates requested by Canada within **30** days upon receipt of order notification from the Contracting Authority via a Contract Amendment. All registration certificates must be bilingual (French and English).

### 1.3 Background:

The WES programs encompass the majority of services provided by the Meteorological Service of Canada (MSC). The MSC is Canada's source for meteorological information. EC monitors water quantities, provides information and conducts research on climate, atmospheric science, air quality, ice and other environmental issues, making it an important source of expertise in these areas. The MSC is a member of the World Meteorological Organization (WMO) and of the International Civil Aviation Organization (ICAO).

The WMO and ICAO are Specialized Agencies of the United Nations (UN). The WMO is the UN system's authoritative voice on the state and behavior of the Earth's atmosphere, its interaction with the oceans, the climate it produces and the resulting distribution of water resources. The International Civil Aviation Organization (ICAO) works with the Convention's 191 Member States and global aviation organizations to develop international Standards and Recommended Practices (SARPs) which States reference when developing their legally-enforceable national civil aviation regulations.

The WES activities function under the direction of the QMS Steering Committee Chair. The WES activities are provided by six directorates within three Branches of Environment Canada, each responsible for a set of functions or activities. The scope of the WES QMS also includes support partnerships from the department of Shared Services Canada. WES Programs are delivered cohesively from multiple locations in order to provide products and services to the public.

WES activities involve duties carried out by approximately 1700 employees at fifty-two (52) offices located in all Canadian provinces and territories (see Appendix A-1 for locations and an estimate of Full Time Employees by location). The MSC enterprise provides mission critical 24 hours a day, 7 days a week products and services. The Quality Management Office operates in Gatineau under the direction of the Quality Manager.

Most operational components of WES were initially registered to the ISO 9001:2000 standard in 2007 – 2008 (an integrated multi-site umbrella registration).

The current WES registration expires on September 30, 2016. In preparation for the change to 2015 version, all internal audits are being carried out against the ISO 9001:2015 standard. Third-party audits must be conducted with the new standard 2015 from the start of the contract.

### 1.5 Requirements:

1.5.1 The contractor must perform the conformity assessment of our ISO 9001 based quality system in accordance with ISO/IEC 17021-1:2015 and be accredited by the SCC (Standards Council of Canada) or an equivalent national body that holds a MOU with SCC"

1.5.2 The Lead Auditor must lead all audits during the first year of the contract (April 1, 2016 to March 31, 2017). For subsequent years, each set of audits carried out under this requirement must be under the direction of a single lead auditor. Canada recognizes that human factors may arise following contract award that prevent the contractor from complying with these conditions and will consider exemption requests on a case-by-case basis. Canada reserves the right to approve any proposed changes to key personnel.

1.5.3 The contractor must provide the following audit schedules after discovery sessions are conducted and completed:

Within six (6) weeks following contract award, a plan and schedule indicating the proposed site locations to be visited, processes to be reviewed, and timing for the re-certification audit.

Within three (3) months following the contract award, a three-year schedule indicating the proposed site locations, processes to be reviewed, and approximate timing as prescribed by Canada for audits to be carried out under the agreement;

Regular updates to the three-year schedule (once per year on the anniversary of the contract;

No later than 60 days prior to the date for a planned audit, a detailed plan indicating the location, dates, timing, and processes to be audited;

A presentation in person of audit results to senior management on the final day of the round of audits or the day after and it must not straddle over a weekend.

1.5.4 The Lead Auditor must be fluent in both the Canadian French and English languages in writing, verbal and comprehension.

1.5.5 The Lead Auditor must be certified by a recognized national certification body, must have experience in leading audits of public sector organizations, must possess the Qualification-based Business Continuity Management Systems Auditor Certification Scheme and must have a Business Improvement Auditor in the Qualification based Quality Management System Auditor Scheme or equivalent experience.

1.5.6 The language of work at Environment Canada offices may be French, English, or bilingual. All auditors assigned to a given office to carry out audit responsibilities must be fluent in the language(s) of work applicable to that office. Canada reserves the right to assess and determine if the auditor(s) language proficiency is acceptable, sixty days prior to each round of audits.

1.5.7 All audit reports must be provided in either French or English. Canada will assume responsibility for translation into the other official language.

1.5.8 All surveillance audits must be scheduled within the prescribed window of the calendar year, twice annually; a primary surveillance audit in September and a supplemental surveillance audit within a window of late February to early March. An exception applies to Contract Period 1, where a re-certification audit must be performed and closed no later than June 23, 2016.

1.5.9 The lead auditor must agree to travel to remote site locations across Canada, as listed in Appendix A-2 to Annex "A" – Summary of Site Locations unless otherwise directed by the Project Authority or other Environment Canada designated representative.

## **1.6 Task Authorizations**

For work specifically required for audit planning and audit follow up activities.

#### 1.6.1 Tasks:

The main tasks that must be executed and provided by the Contractor include each of the following:

- (a) Audit planning for upcoming year
- (b) Audit conclusion follow up activities on findings

#### 1.6.2 Authorization of Work

1.5.2.1 Prior to the commencement of work, the Contractor resource must obtain written approval from the PA, or designated representative, of the Contractor's proposed work plan required to complete the deliverables before proceeding with any work on incurring any cost.

1.5.2.2 The Project Authority reserves the right to reject any work plan proposed by the Contractor resource, and the Contractor must work in consultation with the PA to establish a work plan that is acceptable to the PA. Any modifications to the work plan must first be discussed with the PA and must only be made with the PA's approval.

### 1.7 Travel and Living Expenses

Travel and living expenses can be incurred by the Contractor assigned lead auditor and, if required, one associate auditor only.

### 1.8 Definition of a day / Proration

Regular Working Hours are defined as Monday through Friday inclusive, excluding statutory holidays and weekends.

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## **APPENDIX "A-1" to ANNEX A**

Form PWGSC-TPSGC 572 Task Authorization

See attached.

**APPENDIX “A-2” to ANNEX A**  
**SUMMARY OF SITE LOCATIONS**

No.	All sites with name and complete address	Activities/Processes occurring	# of emp.
<b>HEADQUARTERS SITE LOCATIONS</b>			
HQ1	Place Vincent Massey 351 St. Joseph Blvd Gatineau, QC K1A 0H3	Provision of meteorological and environmental information, predictions, and services to ensure safety and to support economic activity in Canada.	125
HQ2	4905 Dufferin Street Toronto, ON M3H 5T4	<i>Same for all locations</i>	292
HQ3	2121 route Transcanadienne Dorval, QC H9P 1J3	<i>Same for all locations</i>	322
<b>SATELLITE OFFICE SITE LOCATIONS</b>			
4	Harry Hays Building, 220-4 Avenue, Room 854 Calgary, AB T2G 4X3	<i>Same for all locations</i>	39
5	200, 4999-98 Avenue Edmonton, AB T6B 2X3	<i>Same for all locations</i>	202
6	PO Box 17000 Stn Forces Oromocto, NB E2V 4J5 (Building L37 CFB Gagetown- CTC)	<i>Same for all locations</i>	30
7	1417 Highway 16A Stony Plain, AB T7Z 1X4 (Stony Plain Upper Air Station)	<i>Same for all locations</i>	15
8	9345 49th Street Edmonton, AB T6B 2L8 Change of address to: 9250 - 49 Street NW, Edmonton AB, T6B 1K5	<i>Same for all locations</i>	22
9	4415 Manhattan Road SE Calgary, AB T2G 4B3	<i>Same for all locations</i>	5
10	1238 Discovery Avenue Kelowna, BC V1V 1V9	<i>Same for all locations</i>	13
11	3666 Massey Drive Prince George, BC V2N 2S8	<i>Same for all locations</i>	13
12	140 – 13160 Vanier Place Richmond, BC V6V 2J2	<i>Same for all locations</i>	48



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<b>13</b>	201-401 Burrard Street Vancouver, BC V6C 3S5	<i>Same for all locations</i>	<b>91</b>
<b>14</b>	123 Main Street Suite 150 Winnipeg, MB R3C 4W2	<i>Same for all locations</i>	<b>42</b>
<b>15</b>	Military Meteorological Training Services Building 84, 17 Wing CFB Winnipeg Winnipeg, MB R3J 3Y5	<i>Same for all locations</i>	<b>5</b>
<b>16</b>	77 Westmorland Suite 260 Fredericton, NB E3B 6Z3	<i>Same for all locations</i>	<b>13</b>
<b>17</b>	1000 James Boulevard PO Box 370 Gander, NL A1V 1W7	<i>Same for all locations</i>	<b>18</b>
<b>18</b>	6 Bruce Street Mount Pearl, NL A1N 4T3	<i>Same for all locations</i>	<b>11</b>
<b>19</b>	99 Rocky Lake Drive Bedford, NS B4A 2T3	<i>Same for all locations</i>	<b>3</b>
<b>20</b>	45 Alderney Drive Dartmouth, NS B2Y 2N6	<i>Same for all locations</i>	<b>83</b>
<b>21R</b>	2003 West 40 Road Box 607 Iqaluit, NU X0A 0H0	<i>Same for all locations</i>	<b>1</b>
<b>22</b>	867 Lakeshore Road PO Box 5050 Burlington, ON L7R 4A6	<i>Same for all locations</i>	<b>29</b>
<b>23</b>	100 Eastport Blvd., Hamilton, ON L8H 7S4	<i>Same for all locations</i>	<b>3</b>
<b>24</b>	187 Booth Road North Bay, ON P1A 4K3	<i>Same for all locations</i>	<b>14</b>
<b>25</b>	373 Sussex Drive Ottawa, ON K1A 0H4	<i>Same for all locations</i>	<b>53</b>
<b>26</b>	335 River Road Ottawa, ON K1A 0H3	<i>Same for all locations</i>	<b>8</b>
<b>27</b>	1123 Premier Way Thunder Bay, ON P7B 0A2	<i>Same for all locations</i>	<b>13</b>
<b>28</b>	Jean Canfield Building 191 University Avenue, Ground Floor Charlottetown, PE C1A 4L2	<i>Same for all locations</i>	<b>2</b>
<b>29</b>	Montréal -Place Bonaventure: Portail Nord-Est, 800 rue de la Gauchetière Ouest, suite 7810 Montréal, QC H5A 1L9	<i>Same for all locations</i>	<b>146</b>
<b>30</b>	180 Avenue de la Cathedrale, Suite 210	<i>Same for all locations</i>	<b>7</b>

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	Rimouski, QC G5L 5H9		
<b>31</b>	801-1550, avenue d'Estimauville Québec, QC G1J 0C3	<i>Same for all locations</i>	<b>2</b>
<b>32</b>	11 Innovation Boulevard Suite 2220 Saskatoon, SK S7N 3H5	<i>Same for all locations</i>	<b>9</b>
<b>33R</b>	91782 Alaska Highway Whitehorse, YT Y1A 5B7	<i>Same for all locations</i>	<b>7</b>
<b>34</b>	9611-89th Avenue Peace River, AB T8S 1M4	<i>Same for all locations</i>	<b>5</b>
<b>35</b>	850 King Street, Cranbrook, BC V1C 4E8	<i>Same for all locations</i>	<b>4</b>
<b>36</b>	10103 86 Street Fort St. John, BC V1J 3G5	<i>Same for all locations</i>	<b>1</b>
<b>37</b>	Meteorological Service of Canada MARPAQ HQ/JTFP N36-METOC Bldg D100 Box 17000 Stn Forces Victoria, BC V9A 7N2	<i>Same for all locations</i>	<b>8</b>
<b>38</b>	#100-2035 Boxwood Rd Nanaimo, BC V9S 5X9	<i>Same for all locations</i>	<b>7</b>
<b>39</b>	5235B Keith Avenue Terrace, BC V8G 1L2	<i>Same for all locations</i>	<b>4</b>
<b>40</b>	#2-20 Berens Road Thompson, MB R8N 1X2	<i>Same for all locations</i>	<b>4</b>
<b>41</b>	MART Atlantic Moncton c/o Transport Canada Aircraft Services 1945 Champlain Street Dieppe, NB E1A 7P5	<i>Same for all locations</i>	<b>5</b>
<b>42</b>	4 Herald Avenue (Herald Towers) Corner Brook, NL A2H 6J3	<i>Same for all locations</i>	<b>2</b>
<b>43</b>	Water Survey of Canada 10110 100 Avenue PO Box 377 Fort Simpson, NT XOE ONO	<i>Same for all locations</i>	<b>2</b>
<b>44R</b>	Water Survey of Canada 144 Navy Road PO Box 1693 Inuvik, NT XOE OT0	<i>Same for all locations</i>	<b>1</b>
<b>45R</b>	4 <sup>th</sup> Floor, 5019-52 Street PO Box 2310 Yellowknife, NT X1A 2P7	<i>Same for all locations</i>	<b>15</b>
<b>46</b>	Weather Services Centre Halifax (N35) Maritime Forces Atlantic 2735 Barrington Street HMC Dockyard, Bldg D201	<i>Same for all locations</i>	<b>15</b>

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	Halifax, NS B3K 5X5		
<b>47</b>	928 rue Wellington Montréal, QC H3C 1T8	<i>Same for all locations</i>	<b>3</b>
<b>48</b>	2365 Albert Street Regina, SK S4P 4K1	<i>Same for all locations</i>	<b>14</b>
<b>49R</b>	Eureka Weather Station Resolute Bay, NT X0A 0V0	<i>Same for all locations</i>	<b>2</b>
<b>50R</b>	Alert Weather Station Resolute Bay, NT X0A 0V0	<i>Same for all locations</i>	<b>2</b>
<b>51R</b>	Resolute Bay Weather Station Resolute Bay, NT X0A 0V0	<i>Same for all locations</i>	<b>2</b>

R= Remote Site Location

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## ANNEX B

### BASIS OF PAYMENT

Firm all-inclusive unit prices for primary and supplemental audit in Canadian funds for Contract Year 1, 2 and 3 including Canadian customs duties, excise taxes, and F.O.B. Destination. The total amount of applicable taxes must be shown separately.

#### Contract Years Defined:

Contract Year 1: Contract Award Date to March 31, 2017  
Contract Year 2: April 1, 2017 to March 31, 2018  
Contract Year 3: April 1, 2018 to March 31, 2019  
Option 1 - Year 4: April 1, 2019 to March 31, 2020  
Option 2 - Year 5: April 1, 2020 to March 31, 2021  
Option 3 - Year 6: April 1, 2021 to March 31, 2022

**CATEGORY 1 – Re-Certification Audit** in accordance with Statement of Work, Annex “A”.

#### Section A – Firm Requirement Period

Contract Period	Firm Quantity	Firm All-Inclusive Unit Price (GST/HST extra)	Extended Price
Contract Year 1	1 complete re-certification audit	x \$_____ / per audit	\$_____

#### Section B – Optional Period

Canada may purchase any or all of services at any time during the period of the contract.

Contract Period	Maximum Optional Quantity	Firm All-Inclusive Unit Price (GST/HST extra)	Extended Price
Option 1 – Year 4	1 complete re-certification audit	x \$_____ / per audit	\$_____

**CATEGORY 2 – Semi-Annual Surveillance Audits** in accordance with Statement of Work, Annex “A”.

#### Section A – Firm Requirement Period

Contract Period	Firm Quantity	Firm All-Inclusive Unit Price (GST/HST extra)	Extended Price
Contract Year 1	1 audit	x \$_____ / per audit	\$_____
Contract Year 2	2 audits	x \$_____ / per audit	\$_____
Contract Year 3	2 audits	x \$_____ / per audit	\$_____

### Section B – Optional Period

Canada may purchase any or all of services at any time during the period of the contract.

Contract Period	Maximum Optional Quantity	Firm All-Inclusive Unit Price (GST/HST extra)	Extended Price
Option 1 - Year 4	1 audit	x \$ _____ / per audit	\$ _____
Option 2 - Year 5	2 audits	x \$ _____ / per audit	\$ _____
Option 3 - Year 6	2 audits	x \$ _____ / per audit	\$ _____

**CATEGORY 3 – Task Authorization Service Calls** in accordance with Section 1.6 Task Authorizations, Statement of Work, Annex "A".

Labour (remedial audit activities) associated to audit planning activities and audit conclusion follow up activities on findings when authorized by the Project Authority or representative. Will include onsite productive labour and other overhead costs.

Item	Description	Estimated Hours	Firm Unit Price Lead Auditor	Extended Price
1	Regular working hours (Monday to Friday)	96 hours	\$ _____ / hour	\$ _____

**CATEGORY 4 Optional goods- Additional Registration Site Certificates** in accordance with Statement of Work, Annex A. Canada may purchase any or all of the optional goods at any time during the period of the contract until March 31, 2022.

Canada reserves the right to advance or delay the delivery of the optional quantities during the contract period.

If option to purchase additional registration certificates is exercised, the pricing for the registration certificates will be the lesser of either:

- The firm prices detailed below; or
- The Contractor's published price list in effect at the time the option(s) is exercised, less any applicable quantity discounts; or
- Price to be negotiated with Canada at the time the option(s) is exercised.

- Environment Canada will commit to a minimum order size of 10 registration site certificates for each optional quantities order for Contract Years 1 through 3. The same will apply for each option year, if exercised.

Item	Description	Maximum Optional Quantities	Firm Unit Price	Extended Price
1	Supply and delivery of additional registration certificates issued for each successful re-certification audit, including as detailed in Annex A.	Up to 70 certificates	\$ _____ /each registration certificate purchased between April 1, 2016 to March 31, 2017.	\$ _____
		Up to 70 certificates	\$ _____ /each registration certificate purchased between April 1, 2017 to March 31, 2018.	\$ _____

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File No. - N° du dossier  
TOR-5-38019

Buyer ID - Id de l'acheteur  
tor015  
CCC No./N° CCC - FMS No./N° VME

		Up to 70 certificates	\$ /each registration certificate purchased between April 1, 2018 to March 31, 2019	\$ _____
		Up to 70 certificates	\$ /each registration certificate purchased between April 1, 2019 to March 31, 2020	\$ _____
		Up to 70 certificates	\$ /each registration certificate purchased between April 1, 2020 to March 31, 2021	\$ _____
		Up to 70 certificates	\$ /each registration certificate purchased between April 1, 2020 to March 31, 2021	\$ _____

**CATEGORY 5 – Travel and Living Expenses** in accordance with Statement of Work, Annex A.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred during the performance of the Work, at cost, without any allowance for profit overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Travel Directive and with the other provisions of the directive referring to “travelers”, rather than those referring to ‘employees’.

The Contractor will supply pricing for individual site visits and will give amalgamated pricing for groups of site visits, if deemed advantageous to the Government of Canada.

All travel must have the prior authorization of the Project Authority or Environment Canada approved representative.

All payments are subject to government audit.

The estimated travel and living expenses is: \$9,500.00 /per year for Contract Years: 1, 2 and 3.  
The estimated travel and living expenses is: \$10,000.00 /per year for Option Years: 1, 2 and 3.

**Total Limitation of Expenditure for Travel and Living** for the entire contract period, including option years, is: **\$58,500.00 (HSTI)**.

**TOTAL EVALUATED PRICE** is the sum of Category 1 + Category 2 + Category 3 + Category 4 + Category 5  
\$ \_\_\_\_\_ (applicable taxes extra)

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## **ANNEX C**

### **INSURANCE REQUIREMENTS**

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

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## ANNEX D

### EVALUATION CRITERIA

#### 1.0 Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must demonstrate that they meet all mandatory technical criteria by providing a concise and detailed response to each of the mandatory technical criteria detailed below. The technical bid should address each of the criteria in the order in which they appear.

Simply stating that the mandatory technical criteria is met or complied with is not sufficient. Failure to demonstrate meeting one (1) or more of the mandatory criteria will result in the bid being deemed non-responsive and ineligible for further consideration and evaluation.

**M1:** The contractor must perform the conformity assessment of our ISO 9001 based quality system in accordance with ISO/IEC 17021-1:2015 and be accredited by the SCC (Standards Council of Canada) or an equivalent national body that holds a MOU with SCC"

To demonstrate this accreditation, the bidder must supply a valid copy of their ISO 9001:2015 standard certification document.

If certification document is not provided with the bid proposal, the bidder must submit within 3 days of request from PWGSC.

**M2:** The Lead Auditor must have 10 years' experience, from the date of bid closing, in leading audits of large and complex (as defined by International Accreditation Forum IAF) service-based organizations. The proposal must include a resume of the lead Auditor demonstrating how the experience applying audits of service-based organizations has been attained.

Large and complex service-based organization is defined as having each of the following criteria: Multi-site, large scope within a multi-functional organization using many interactive and linked processes, unique business processes needed to meet client requirement, responsible for product and service design and over 1000 employees

**M3:** The Lead Auditor must be certified by a recognized national certification body, and, must have the Qualification-based Business Continuity Management Systems Auditor Certification Scheme

To demonstrate this accreditation, the bidder must supply a valid copy of the International Register of Certificated Auditors (IRCA) Auditor Certification in the Quality Management System Auditor Scheme and the Business Continuity Management System Auditor Scheme.

If certification document is not provided with the bid proposal, the bidder must submit within 3 days of request from PWGSC.

#### 2.0 Point-Rated Technical Criteria

The criteria contained herein will be used to evaluate each proposal that has met all of the mandatory criteria. Bidders are requested to address each of the criteria in the order in which they appear and in sufficient depth in their proposals to enable a thorough evaluation. Evaluation will be based solely on the information contained within the proposal.



Bidders must meet the minimum **36** points for the Point Rated Criteria. Proposals not meeting the minimum points required will be deemed non-responsive.

## 2.1 Technical proposal (Maximum 60 points)

Item	Point Rated Technical Criteria	Evaluation Grid					
R1	The Bidder is requested to demonstrate their understanding of the requirement as per Annex A Statement of Work.	Unable to evaluate 0 points	Insufficient 1 points	Weak 2 points	Sufficient 3 points	Good 4 points	Excellent 5 points
	To demonstrate this, the Bidder should include a short introduction and description of the scope of the work, with a brief evaluation of the need and objectives of the work, the reasons for carrying it out, and the benefits to be derived by Environment Canada.  Simply rewording the stated need and background of the Statement of Work is not sufficient to demonstrate understanding.  A maximum of 5 points will be awarded for this criterion.	Did not submit information which could be evaluated	Description does not provide logical, organized structure to enable successful completion of the contract as per Annex A.  - Does not encompass issues related to the specific criterion.  - Lacks understanding of the project and its objectives.  - Does not demonstrate an understanding for the reasons and benefits to be derived by conducting the work  - Extremely poor, insufficient	Description provides marginally logical, organized structure to enable successful completion of the contract as per Annex A.  - Encompasses some issues related to the specific criterion.  - Demonstrates some understanding of the project and its objectives.  - Somewhat demonstrates understanding for the reasons and benefits to be derived by conducting the work  - Demonstration is weak and unlikely to have the ability to meet the	Description provides a sufficiently logical, organized structure to enable successful completion of the contract as per Annex A.  - Encompasses many issues related to the specific criterion.  - Demonstrates sufficient understanding of the project and its objectives.  - Demonstrates sufficient understanding for the reasons and benefits to be derived by conducting the work  - Demonstration is sufficient and	Description provides a logical, organized structure to enable successful completion of the contract as per Annex A.  - Encompasses most issues related to the specific criterion.  - Demonstrates almost complete understanding of the project and its objectives.  - Demonstrates successful understanding for the reasons and benefits to be derived by conducting the work  - Very good and demonstrates the ability to meet the performance	Description provides highly logical, organized structure that ensures successful completion of the contract as per Annex A.  -Encompasses all issues related to the specific criterion.  -Demonstrates complete understanding of the project and its objectives, taking into consideration all elements (including issues, proposed resolutions, etc...); highly detailed demonstrating the ability to exceed the requirement  -Demonstrates excellent understanding for the reasons and benefits to be derived by conducting the work  -Highly detailed

Item	Point Rated Technical Criteria		to demonstrate the ability to meet the performance requirements	performance requirements	is likely to have the ability to meet the performance requirements	requirements.	demonstrating the ability to exceed the requirement.
		Evaluation Grid					
		Unable to evaluate 0 points	Insufficient 1 points	Weak 2 points	Sufficient 3 points	Good 4 points	Excellent 5 points
R2	The Bidder is requested to demonstrate their understanding and interpretation of the context under which WES programs operate as per Section 1.2 Background in the Statement of Work.	Did not submit information which could be evaluated	Description does not provide logical, organized structure to enable successful completion of the contract.  - Does not encompass issues related to the specific criterion.	Description provides marginally logical, organized structure to enable successful completion of the contract.  - Encompasses some issues related to the specific criterion.	Description provides a sufficiently logical, organized structure to enable successful completion of the contract.	Description provides a logical, organized structure to enable successful completion of the contract.	Description provides highly logical, organized structure that ensures successful completion of the contract.
	To demonstrate this, the Bidder should include a description of the application of ISO 9001 requirements in organizations such as WES, which delivers Mission-Critical services 24/7 through partnerships between Environment Canada and Shared Services Canada, while transitioning towards the implementation of ISO 9001:2015.		- Lacks understanding of the project and its objectives.	- Demonstrates some understanding of the project and its objectives.	- Encompasses many issues related to the specific criterion.	- Demonstrates almost complete understanding of the project and its objectives.	- Encompasses all issues related to the specific criterion.
	Simply rewording the stated need and background of the Statement of Work is not sufficient to demonstrate understanding.		- Does not demonstrate an understanding for the reasons and benefits to be derived by conducting the work	- Somewhat demonstrates understanding for the reasons and benefits to be derived by conducting the work	- Demonstrates sufficient understanding for the reasons and benefits to be derived by conducting the work	- Demonstrates successful understanding for the reasons and benefits to be derived by conducting the work	- Demonstrates excellent understanding for the reasons and benefits to be derived by conducting the work
	A maximum of 5 points will be awarded for this criterion.	- Extremely poor, insufficient to demonstrate	- Demonstration is weak and unlikely to have the ability to meet the performance	- Demonstrates sufficient understanding for the reasons and benefits to be derived by conducting the work	- Demonstration is sufficient and is likely to have	- Very good and demonstrates the ability to meet the performance requirements.	- Highly detailed demonstrating the

			the ability to meet the performance requirements	requirements	the ability to meet the performance requirements	ability to exceed the requirement.
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Item	Point Rated Technical Criteria	Evaluation Grid				
		Unable to evaluate 0 points	Insufficient 2 points	Weak 4 points	Sufficient 9 points	Good 11 points
R3	<p>The Bidder should clearly outline their proposed approach, methodology and implementation plan, including time frames to meet the requirements as detailed in Annex A Statement of Work. Detail should be provided to demonstrate the feasibility and competency of the Bidder's approach to successfully complete the work.</p> <p>A maximum of 15 points will be awarded for this criterion.</p>	Did not submit information which could be evaluated	<p>Implementation plan and methodology do not provide logical, organized structure to enable successful completion of the contract as per Annex A.</p> <p>-Does not demonstrate that systems in place meet the requirements of the criterion; processes are insufficient to meet the requirement.</p> <p>-Does not demonstrate ability to manage and accomplish the tasks and requirements of the contract.</p> <p>-Timeframes proposed do not demonstrate ability to meet the</p>	<p>Implementation plan and methodology provide marginally logical, organized structure to enable successful completion of the contract as per Annex A.</p> <p>-Demonstrates that systems in place sufficiently meet the requirements of the criterion; processes sufficiently meet the requirement.</p> <p>-Demonstrates sufficient ability to manage and accomplish the tasks and requirements of the contract.</p> <p>- Timeframes proposed are sufficient and are likely to have the ability to meet the requirement</p>	<p>Implementation plan and methodology provide a logical, organized structure to enable successful completion of the contract as per Annex A.</p> <p>-Demonstrated and detailed systems in place which meet the requirements of the criterion very well; processes meet the requirement.</p> <p>-Demonstrates ability to successfully manage and accomplish the tasks and requirements of the contract.</p> <p>-Timeframes proposed are very good and demonstrate the ability to meet the requirement</p>	<p>Implementation plan and methodology provide highly logical, organized structure that ensures successful completion of the contract as per Annex A.</p> <p>-Demonstrated and highly detailed systems in place which meet the requirements of the criterion in all aspects; processes are very well established and exceed the requirement.</p> <p>-Demonstrates excellent ability to successfully manage and accomplish the tasks and</p>

Item	Point Rated Technical Criteria	Evaluation Grid					requirements of the contract.
		Unable to evaluate 0 points	Insufficient 2 points	Weak 4 points	Sufficient 9 points	Good 11 points	Excellent 15 points
R4	<p>The Bidder is requested to provide a plan that clearly outlines their proposed approach to conduct a Pre-Transfer Review (Section 2.2 of the International Accreditation Forum (IAF) Inc. <i>Mandatory Document for the Transfer of Accredited Certification of Management Systems</i>) from one registrar to another; a plan to audit a multi-site organization that is large and complex (as defined by IAF), including methodology for sampling and rationale.</p> <p>Detail should be provided to demonstrate the feasibility and competency of the Bidder's approach to successfully complete the work.</p> <p>A maximum of 15 points will be awarded for this criterion.</p>	<p>Did not submit information which could be evaluated</p>	<p>Implementation plan and methodology do not provide logical, organized structure to enable successful completion of the contract as per Annex A.</p> <p>-Does not demonstrate that systems in place meet the requirements of the criterion; processes are insufficient to meet the requirement.</p> <p>-Does not</p>	<p>Implementation plan and methodology provide marginally logical, organized structure to enable successful completion of the contract as per Annex A.</p> <p>-Demonstrates that systems in place sufficiently meet the requirements of the criterion; processes sufficiently meet the requirement.</p> <p>-Demonstrates ability to manage and accomplish the tasks and requirements of the contract.</p> <p>- Timeframes proposed are</p>	<p>Implementation plan and methodology provide a logical, organized structure to enable successful completion of the contract as per Annex A.</p> <p>-Demonstrated and detailed systems in place which meet the requirements of the criterion very well; processes meet the requirement.</p> <p>-Demonstrates ability to successfully manage and accomplish the tasks and requirements of the contract.</p>	<p>Implementation plan and methodology provide highly logical, organized structure that ensures successful completion of the contract as per Annex A.</p> <p>-Demonstrated and highly detailed systems in place which meet the requirements of the criterion in all aspects; processes are</p>	<p>requirements of the contract.</p> <p>-Timeframes proposed are unlikely to have the ability to meet the requirement</p>

Item	Point Rated Technical Criteria	Evaluation Grid				
		Unable to evaluate 0 points	Insufficient 2 points	Weak 4 points	Sufficient 6 points	Good 8 points
R5	<p>The Bidder should include in their proposal a discussion of potential problems and proposed solutions that may arise during the conduct of the work as described in Annex A Statement of Work.</p> <p>A maximum of 10 points will be awarded for this criterion.</p>	Did not submit information which could be evaluated	-Does not demonstrate organizational structure and allocation of resources in place to manage potential problems (such as uncertainty estimation, cost compression, schedule compression, etc.)	-Organizational structure and allocation of resources demonstrate a sufficient ability in managing potential problems (such as uncertainty estimation, cost management, contingency plan etc); proposed solutions address problems.	-Organizational structure and allocation of resources demonstrate a very well ability in managing potential problems (such as uncertainty estimation, cost compression, cost management, etc.)	-Organizational structure and allocation of resources demonstrate highly detailed ability in managing potential problems (such as uncertainty estimation, cost compression, cost management, etc.)
			-Demonstrate ability to manage and accomplish the tasks and requirements of the contract. -Timeframes proposed do not demonstrate ability to meet the requirement	-Somewhat demonstrates ability to manage and accomplish the tasks and requirements of the contract. -Timeframes proposed are weak and are unlikely to have the ability to meet the requirement	sufficient and are likely to have the ability to meet the requirement	-Timeframes proposed are very good and demonstrate the ability to meet the requirement  -Demonstrates excellent ability to successfully manage and accomplish the tasks and requirements of the contract.  -Timeframes proposed are excellent and well thought out taking into consideration all elements; highly detailed demonstrating the ability to exceed the requirement

				schedule compression, cost management, contingency plan etc); proposed solutions do not demonstrate to address problems.	management, contingency plan etc); proposed solutions partially address problems.		contingency plan etc); proposed solutions are address problems well.	schedule compression, cost management, contingency plan etc); proposed solutions address problems in detail.
Item	Point Rated Technical Criteria				Evaluation Grid			
R6	The lead auditor should have a Business Improvement Auditor Certification in the qualification based QMS Auditor Scheme or demonstrated equivalent experience.  Equivalent experience is defined as having the following:  (a) Lead Auditor certification, from a recognized national body (RAB/QSA; Exemplar Global; SCC, etc.,)  (b) A person who has experience managing and running an enterprise which involved strategic planning and bottom line performance accountability.	Unable to evaluate 0 points	Insufficient 2 points	Weak 4 points	Sufficient 6 points	Good 8 points	Excellent 10 points	
		Did not submit information which could be evaluated	Bidder did not provide a Lead auditor résumé  Information provided does not demonstrate the necessary evidence to demonstrate any experience in strategic planning and bottom line performance accountability.	Bidder provided a Lead auditor résumé  Lacking in demonstrated experience and clear understanding of objectives.  Reference provided do not clearly substantiate the experience	Bidder provided a Lead auditor résumé with demonstrated Equivalent experience but lacking in a clear understanding of the objective of the requirement.  Reference are provided to substantiate experience	Bidder provided a Lead auditor résumé with demonstrated Equivalent experience.  Demonstrated a clear understanding of the overall objective of the requirement to identify opportunities for improvements and to make recommendations the organization can use to improve.	Bidder provided a Lead auditor résumé with a Business Improvement Auditor certificate in the qualification based QMS auditor Scheme.	



	The equivalent experience should be supported by a resume outlining candidate credentials.  A maximum of 10 points will be awarded for this criterion.		No references provided.		Possesses the knowledge, experience, and the proper credentials to recommend improvements.  References are provided to substantiate claimed experience.	

<b>Minimum/Maximum Score</b>	<b>___/60</b>
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