



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

**Airframes / Aero Engines R&O Division / Division de  
la réparation de la révision des cellules et des moteurs**

**11 Laurier St. / 11, rue Laurier**

**8C1, Place du Portage**

**Gatineau**

**Québec**

**K1A 0S5**

<b>Title - Sujet</b> PUBLICATIONS CONTRACT	
<b>Solicitation No. - N° de l'invitation</b> W8485-126738/B	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> W8485-126738	<b>Date</b> 2016-01-06
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$BF-136-25531	
<b>File No. - N° de dossier</b> 136bf.W8485-126738	<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 2016-01-15</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Marcichiw, Carolyn	<b>Buyer Id - Id de l'acheteur</b> 136bf
<b>Telephone No. - N° de téléphone</b> (819) 956-0153 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9110
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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>

## SUMMARY OF RFP AMENDMENT #005

RFP Amendment 005 is raised to:

1. Update RFP Bidder Question Spreadsheet at Annex H
2. Update w8485-126738a\_financial\_proposal-basis\_of\_payment\_annex\_b\_amd\_001\_final to update the nomenclature
3. Update Basis of Payment Table B1 and Table B3 to reflect nomenclature change of "Managerial" to "Management" services.
4. Update Annex D Data Item Description No PM-005 to change nomenclature of "Program Management" to "Management Services"

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1. **DELETE:** RFP Bidder Question Spreadsheet at Annex H Amd 004  
**INSERT:** RFP Bidder Question Spreadsheet at Annex H Amd 005

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2. **DELETE:** w8485-126738a\_financial\_proposal-basis\_of\_payment\_annex\_b\_amd\_001\_final  
**INSERT:** w8485-126738a\_financial\_proposal-basis\_of\_payment\_annex\_b\_amd\_002\_final

- 
- 3 **DELETE:** Table B1-- Basis of Payment – Firm Price Amd 002  
Table B3 – Basis of Payment – Firm Price Amd 002  
**INSERT:** Table B1-- Basis of Payment – Firm Price Amd 003  
Table B3 – Basis of Payment – Firm Price Amd 003

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- 4 **DELETE:** Annex D  
**INSERT:** Annex D REV 1

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## PART 1 - GENERAL INFORMATION

THIS BID SOLICITATION CANCELS AND SUPERSEDES PREVIOUS BID SOLICITATION NUMBER W8485-126738/A DATED 2013-08-29 WITH A CLOSING OF 2013-10-18 AT 14:00 EASTERN DAYLIGHT TIME (EDT). A DEBRIEFING OR FEEDBACK SESSION WILL BE PROVIDED UPON REQUEST TO BIDDERS/OFFERORS/SUPPLIERS WHO BID ON THE PREVIOUS SOLICITATION.

### 1.1 Security Requirements

There are no security requirements applicable to this Contract.

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 1.3 Debriefings

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

### 1.4 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

## 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 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

#### 3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Proposal (RFP).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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.

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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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.

#### 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 Applicable Laws

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

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

## **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: Two (2) hard copies and two (2) soft copies on CD;
- Section II: Financial Bid: Two (2) hard copies and Two (2) soft copies on CD;
- Section III: Certifications: Two (2) hard copies;
- Section IV: Additional Information Two (2) hard copies.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

### **3.1.2 SACC Manual Clauses**

#### **3.1.2.1 SACC Manual Clause A0068T (2007-05-25), Rates – Resources**

Bidders must submit firm rates for all categories of resources listed in the Basis of Payment at Annex "B".

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

Bidders must submit the certifications required under Part 5.

#### **Section IV: Additional Information**

#### **<sup>1</sup>SACC Manual Clause A0280T (2015-02-25) – Documents Required for Bid Evaluation Purposes**

The Bidder must provide the following documents with its bid:

1. Declaration of Convicted Offences
2. Canadian Content Certification
3. Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification

## **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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) Before contract award, the successful Bidder must allow the evaluation team to inspect the site(s) or premises for which conservation and storage measures are required. In this inspection, the Bidder must establish, to the satisfaction of Canada, that the requirements declared in the Conservation and Storage Facility Certification are met; otherwise, the bid will be declared non-compliant, and the next-highest ranked responsive bidder whose inspection establishes that the requirements declared in the Conservation and Storage Facility Certification are met will be awarded the contract.

#### **4.1.1 Technical Evaluation**

Technical Score: The Bidder's proposal Technical Score will be the total technical points as calculated, in accordance with Annex G. All point scores will be rounded up to the fourth decimal place.

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<sup>1</sup> Amd 002

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

Refer to Appendix 1 to ANNEX G – Mandatory Technical Criteria Requirements Matrix

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

Refer to Appendix 2 to ANNEX G – Point Rated Technical Criteria Requirements Matrix

### **4.1.2 Financial Evaluation**

**4.1.2.1** Bidders must provide pricing in the format specified, for each component identified in Appendix 3 of Annex G - Financial Proposal Response Matrix. Failure to price one of the elements will render the proposal non responsive.

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for publication services:

Publication Service price = one hundred (100) labour hours \* Proposed Publication labour rate

<sup>2</sup>**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Printed copies and Working Soft copies:

Printed copies and Working Soft copies= \$100.00 (\$CAD/GSTE/HSTE) \* Proposed Firm Markup Rate for Printed copies and Working Soft copies

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for OEM Subscription & Renewal Services:

OEM Subscription & Renewal Services= \$100.00 (\$CAD/GSTE/HSTE) \* Proposed Firm Markup Rate for OEM Subscription & Renewal Services

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Freight Services:

Freight Services =\$100.00 (\$CAD/GSTE/HSTE) \* Proposed Firm Markup Rate for Freight Services

**4.1.2.1** The Bidder's proposed Financial price will be the total financial price as calculated, in accordance with Appendix 3 to Annex G. All financial prices will be rounded up to the second decimal place.

**4.1.2.1 SACC Manual Clause A0220T 2014-06-26, Evaluation of Price.**

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Minimum Point Rating**

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria;

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<sup>2</sup> Changed in Amd 001

- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating; and
- (d) obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 205 points.

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

## **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.

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, Bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

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

##### **5.1.2.2 Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification**

Pursuant to the certification detailed at Annex F, Appendix 2, Conservation and Storage Facility Certification, the Bidders must submit provide with its bid, a duly completed Conservation and Storage Facility Certification as part of their Bid, in order 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

#### **5.2.4.2 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources**

#### **5.2.4.3 Bidder's Information**

The Bidder must complete the table at Appendix 4 to Annex G– Bidder Information and submit with bid proposal.

## **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**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### **6.3 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.

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from the date of Contract to 31 March 2020 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to seven (7) additional (1) one 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 this option at any time by sending a written notice to the Contractor at least 60 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.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Carolyn Marcichiw

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Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: DMPS  
Address: 11 Laurier Ave, Gatineau QC K1A 0S5

Telephone: 819-956-0153  
Facsimile: 819-956-9110  
E-mail address: Carolyn.marcichiw@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.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

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

### 6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

\_\_\_\_\_ (Name of Procurement Authority)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Organization)

\_\_\_\_\_ (Address)

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has

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no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 6.5.4 Inspection Authority

The Inspection Authority for the Contract is:

\_\_\_\_\_ (Name of Inspection Authority)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Department or Agency)

\_\_\_\_\_ (Address)

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Inspection Authority is the representative of the department or agency for whom the Work is being performed under the Contract and is responsible for inspection of the Work and acceptance of the finished work. The Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada inspector who may from time to time be assigned in support of the designated Inspector.

#### 6.5.5 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_.

#### 6.6 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.

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## 6.7 Payment

### 6.7.1 Basis of Payment

#### 6.7.1.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, as detailed in Annex B – Basis of Payment, for a cost of \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.

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

#### 6.7.1.2 Basis of Payment – Firm Hourly Rate

##### 6.7.1.2 (a) Travel and Living Expenses

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 "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Contracting Authority. All payments are subject to government audit.

##### 6.7.1.2.(b) Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ \_\_\_\_\_

**Total Estimated Cost** - Limitation of Expenditure: \_\_\_\_\_ (*Applicable Taxes extra.*)

#### 6.7.1.3 Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the firm price in Annex B – Table B3.3 to perform all the Work in relation to the contract extension.

During the extended period of the Contract, the Contractor will be paid the firm hourly rates in Annex B – B3.4 to perform all the Work in relation to the contract extension.

## 6.7.2 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.

#### **6.7.2.1 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized DND 626 Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized DND 626 TAs must not exceed the limitation of expenditure specified in the authorized DND 626 TAs. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TAs 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.7.3 SACC Manual Clause H1008C (2008-05-12) Monthly Payment**

#### **6.7.4 SACC Manual Clauses**

##### **6.7.4.1 SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor**

#### **6.8 Invoicing Instructions**

##### **6.8.1 Progress Payment Claim**

**6.8.1 1.** The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

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

**6.8.1 2.** Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

**6.8.1.3.** The Contractor must prepare and certify one original and one (1) copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

**6.8.1 4.** The Contractor must not submit claims until all work identified in the claim is completed.

## **6.9 Certifications**

### **6.9.1 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.

### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **6.9.3 SACC Manual Clauses**

#### **6.9.3.1 SACC Manual Clause A3060C 2008-05-12 Canadian Content Certification**

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements;
- (c) Annex B, Basis of Payment;
- (d) Annex A, Statement of Work;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Bid Solicitation - Certifications
- (h) the Contractor's bid dated \_\_\_\_\_ .

## **6.12 Defence Contract**

6.12.1 SACC Manual clause SACC Manual clause A9006C (2012-07-16) Defence Contract

## **6.13 SACC Manual Clauses**

- 6.13.1 SACC Manual clause B4059C (2008-05-12), Government Supplied Technical Documents
- 6.13.2 SACC Manual clause B6802C (2007-11-30), Government Property
- 6.13.3 SACC Manual clause A1009C (2008-05-12), Work Site Access
- 6.13.4 SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations
- 6.13.5 SACC Manual clause A9068C (2010-01-11), Government Site Regulations
- 6.13.6 SACC Manual clause D5510C (2014-06-26), Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor
- 6.13.7 SACC Manual clause D5540C (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)
- 6.13.8 SACC Manual clause D5545C (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code C)
- 6.13.8 SACC Manual clause B9031C (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

## **6.14 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by DAP 4-4-2. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **6.15 Task Authorization Process**

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 Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" or "Task Authorization" form specified in the Statement of Work at Annex A, Appendix 11.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within 10 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 Contracting 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.

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: January 1 to March 31;

2nd quarter: April 1 to June 30

3rd quarter: July 1 to September 30; and

4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

#### **6.17 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$ 100,000.00, 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.

#### **6.18 Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 12 months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 60 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **6.19 Insurance**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements 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.

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**ANNEX "A"**

**STATEMENT OF WORK**

**(SEE ATTACHED PDF DOCUMENT)**

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**ANNEX "B"**

**BASIS OF PAYMENT**

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**Basis of Payment**

**Table B-1 Basis of Payment - Firm Price**

Category	Firm Price Year 1	Firm Price Year 2	Firm Price Year 3	Firm Price Year 4	Firm Price Year 5
<sup>3</sup> Management Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Table B-2 Basis of Payment - Task Authorizations**

	Firm Hourly Rate Year 1	Firm Hourly Rate Year 2	Firm Hourly Rate Year 3	Firm Hourly Rate Year 4	Firm Hourly Rate Year 5
Publication Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Firm Markup % Year 1	Firm Markup % Year 2	Firm Markup % Year 3	Firm Markup % Year 4	Firm Markup % Year 5
Publishing Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OEM and Subscription Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Freight	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<sup>3</sup> Amd 003

<b>Table B-3 Basis of Payment - Firm Price</b>							
Category	Firm Price Option Year 1	Firm Price Option Year 2	Firm Price Option Year 3	Firm Price Option Year 4	Firm Price Option Year 5	Firm Price Option Year 6	Firm Price Option Year 7
<sup>4</sup> Management Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Table B-4 Basis of Payment - Task Authorizations</b>							
Category	Firm Hourly Rate Option Year 1	Firm Hourly Rate Option Year 2	Firm Hourly Rate Option Year 3	Firm Hourly Rate Option Year 4	Firm Hourly Rate Option Year 5	Firm Hourly Rate Option Year 6	Firm Hourly Rate Option Year 7
Publication Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Category	Firm Markup % Option Year 1	Firm Markup % Option Year 2	Firm Markup % Option Year 3	Firm Markup % Option Year 4	Firm Markup % Option Year 5	Firm Markup % Option Year 6	Firm Markup % Option Year 7
Publishing Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OEM and Subscription Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Freight Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<sup>4</sup> Amd 003

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<b>Table B-5 DND FISCAL YEAR EXPENDITURES FOR APPROVED 626 TASK AUTHORIZATIONS</b>		
<b>CLIN #</b>	<b>Description</b>	<b>Amount CAD(GSTE/HSTE)</b>
	Total Expenditures DND 626 FY 1	\$TBD
	Total Expenditures DND 626 FY 2	\$TBD
	Total Expenditures DND 626 FY 3	\$TBD
	Total Expenditures DND 626 FY 4	\$TBD
	Total Expenditures DND 626 FY 5	\$TBD
	Total Expenditures DND 626 Option FY 1	\$TBD
	Total Expenditures DND 626 Option FY 2	\$TBD
	Total Expenditures DND 626 Option FY 3	\$TBD
	Total Expenditures DND 626 Option FY 4	\$TBD
	Total Expenditures DND 626 Option FY 5	\$TBD
	Total Expenditures DND 626 Option FY 6	\$TBD
	Total Expenditures DND 626 Option FY 7	\$TBD
	TOTAL DND 626	

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## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

The Contractor will maintain the required insurance coverage, as identified below, for the duration of the Contract.

### **1.0 Commercial General Liability Insurance**

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

- 
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o. 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.

## 2.0 All Risk Property Insurance

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

- i. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- ii. The All Risks Property insurance policy must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct.

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

### **3.0 Warehouseman's Legal Liability Insurance**

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$\_\_\_\_\_. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Loss Payee: Canada as its interest may appear or it may direct.
  - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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**ANNEX D**  
**CONTRACT DATA REQUIREMENTS LIST and DATA ITEM DESCRIPTION**  
**(SEE ATTACHED PDF DOCUMENT)**

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**ANNEX E**  
**SECURITY REQUIREMENTS CHECK LIST**

ANNEX A: SECURITY REQUIREMENTS CHECKLIST (SRCL)

 Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat W8485-126738 Security Classification / Classification de sécurité UNCLASSIFIED
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **DND**      2. Branch or Directorate / Direction générale ou Direction ADM (Mat) / DGAEPM / DAEPM (TH)

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  
 Publications Management Services (creation, production and revisions) for Canadian Forces Technical Orders to the CC115 and CC133 aircraft fleets.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?       No / Non       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?       No / Non       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)       No / Non       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.       No / Non       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?       No / Non       Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--------------------------------------------	--------------------------------------	---------------------------------------------

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

No release restrictions / Aucune restriction relative à la diffusion <input checked="" 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 :	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> 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 :
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
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Security Classification / Classification de sécurité  
 UNCLASSIFIED



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<b>PART A (continued) / PARTIE A (suite)</b>	
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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UNCLASSIFIED

Canada

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE		NATO				COMSEC							
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / CODSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			TOP SECRET			
						TRÈS SECRET	NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL	A		B	C	CONFIDENTIEL		SECRET	TRÈS SECRET	
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support IT / L'LNK / 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).

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## **ANNEX F**

### **PART 5 - BID SOLICITATION – CERTIFICATIONS**

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## Appendix 1 to Annex F

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

**Appendix 2 to Annex F  
Proposed Site(s) or Premise(s) for Conservation and Storage Facility**

**CONSERVATION AND STORAGE FACILITY CERTIFICATION**

**STORAGE ROOM**

1. All rooms used for the storage of Master & Reproducible Government Furnished Information (GFI) will be constructed of flammable retardant material and will be equipped with either a sprinkler or fire-suppressant system. All shelving, drawers and cupboards will be of painted metal waterproof construction.

YES \_\_\_\_\_

**STORAGE ENVIRONNEMENT**

2. Temperature shall be controlled and average between 18 and 25 degrees Celsius with daily variations not to exceed +/- 1.5 degrees Celsius

YES \_\_\_\_\_

3. Humidity shall average between 40 and 50 percent with daily variations not to exceed +/- 5 percent.

YES \_\_\_\_\_

4. Air circulation shall be sufficient to ensure that the above temperature and humidity conditions pertain to all portions of the storage room.

YES \_\_\_\_\_

5. The contractor shall have a plan to monitor the storage environment conditions of the storage facilities

YES \_\_\_\_\_

**STORAGE**

6. The storage of the reproducible copy and master copy are stored in a different site location to ensure the safety of the data if site destruction should occur.

YES \_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bid Authority

\_\_\_\_\_  
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**Annex G**  
**BID EVALUATION MATRICES**

**Appendix 1 to Annex G– Mandatory Technical Criteria Matrix**

<b>Table 3.1 Mandatory Technical Criteria Requirements Matrix</b>					
<b>MB -- Mandatory Criteria Requirements at Bid</b>		<b>Met</b>	<b>Not Met</b>	<b>Reference</b>	
MB.1	The Bidder must submit a Declaration of Convicted Offences				
MB.2	The Bidder must submit a Canadian Content Certification				
MB.3	The Bidder must submit the Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification				
MB.4	The Bidder must sign and agree to the conditions in the signature block of Table 3.4				
MB.5	The Bidder has must achieve a minimum of 60% in each of the point rated criteria in table 3.2 and an overall average of 75% of all the point rated criteria in table 3.2				
<b>Mandatory Criteria Requirements Precedent to Contract Award</b>		<b>Met</b>	<b>Not Met</b>	<b>Reference</b>	
MP.1	The Bidder must submit the Federal Contractors Program for Employment Equity - Bid Certification				
MP.2	The Bidder must submit Status and Availability of Resources Certification				
MP.3	The Bidder must submit the Integrity Provision – List of Names				
Met Mandatory Requirements					
<b>Failure to meet any of the Mandatory Requirements as stated above will result in the Bidder being declared non-compliant.</b>					

**Appendix 2 to Annex G– Point Rated Technical Criteria Requirements Matrix**

<b>Table 3.2 Point Rated Technical Criteria Requirements Matrix</b>					
<b>Point Rated Criteria Requirements</b>					
<p>The Bidder must obtain the required minimum points for the technical evaluation criteria which are subject to point rating and obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating .</p> <p>The four (4) factors selected for assessment are as follows:</p> <p>A. Management Services (min 6 points / max 10 points)</p> <p>B. Contract Manager Experience (min 60 points / max 100 points)</p> <p>C. Publishing Services (min 6 points / max 10 points)</p> <p>D. Publishing Service Experience (min 51 points / max 85 points)</p>					
<b>A</b>	<b>Management Services</b>				<b>Reference</b>
<b>A1</b>	<p>The Bidder should describe how they plan to perform the Management Services in support of this contract. Management Services include the processes of planning, organizing and co-ordinating all publication management activities and services related to revisions, changes, supplements, leaflets, interim inspection instructions, advance change notices, and technical bulletins.</p>	<p><b>10 Points</b> – The response demonstrates an excellent level of knowledge, understanding and capability of performing the management services. The Bidder’s approach is technically and feasibly strong and when implemented should result in sustainable benefits. The evaluator perceives the approach to managing the contract to be very clear and comprehensive. There is no doubt or confusion in the evaluator’s mind as to the description of the approach and methodology employed by the Bidder.</p> <p><b>6 points</b> - The response demonstrates a good level of knowledge, understanding and capability of performing the management services. The Bidder’s approach is technically and feasibly good and when implemented will result in some sustainable benefits. The evaluator perceives the approach to managing the contract to be fairly clear and comprehensive. There is some doubt or confusion in the evaluator’s mind as to the description of the approach and methodology employed by the Bidder, and minor deficiencies in this regard were identified.</p> <p><b>4 points</b> - The response demonstrates a</p>	<b>10</b>		<p><b>SOW Annex A Section 2.2</b></p>

		<p>limited knowledge, understanding and capability of performing the management services. The Bidder's approach is technically and feasibly poor and will not likely result in sustainable benefits. The evaluator perceives the approach to managing the contract to be unclear and not comprehensive. There is doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and deficiencies in this regard were identified.</p> <p><b>0 points</b> - The response demonstrates very little or no knowledge, understanding or capability of performing management services. Insufficient information was provided to determine if the Bidder's response meets or supports the requirement. Major deficiencies in this regard were identified.</p>			
<b>B</b>	<b>Contract Manager Experience</b>				
<b>B.1</b>	<p>The Bidder should identify the proposed Contract Manager, describe his/her roles and responsibilities within the Management Team, and provide a detailed résumé that indicates the level of responsibility and experience obtained in the past 10 years. The person proposed should have 7 years of Contract Management experience within the last 10 years where he/she was responsible for Technical publication management and publishing services.</p>	<p>70 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing technical publication management and publishing services</p> <p>50 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing technical publication management and publishing services</p> <p>30 Points - The Bidder has provided documentation demonstrating more than 3 to 5 years' experience in providing technical publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p>	<b>70</b>		
<b>B.2</b>	<p>The Bidder should provide examples of the relevance of Contract Manager's experience to the requirements for Technical publication management and publishing services for the aeronautic industry.</p>	<p>30 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing technical publication management and publishing services</p> <p>15 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing technical</p>	<b>30</b>		<b>SOW Annex A Section 2.2</b>

		<p>publication management and publishing services</p> <p>5 Points - The Bidder has provided documentation demonstrating 3 to 5 years' experience in providing technical publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p>			
<b>C</b>	<b>Publishing Services</b>				
<b>C.1</b>	<p>The Bidder should describe how they plan to perform the Technical Publishing Services in support of this contract. Publishing Services means the processes of converting a manuscript/electronic media publication into a final publication. These processes include writing, validating, editing, translating, Translation Accuracy Check (TAC) and "desktop/production system publishing". Desktop/production system publishing includes formatting, layout, composing, creating links within a publication for easy navigating, providing PDF publishing, illustrating and art work reproduction, CD mastering, and/or printing, in specified quantity and shipping to the Director Supply Chain Operation.</p>	<p><b>10 Points</b> – The response demonstrates an excellent level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly strong and when implemented should result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be very clear and comprehensive. There is no doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder.</p> <p><b>8 Points</b> - The response demonstrates a very good level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly very good and when implemented should result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be mostly clear and comprehensive. There is very little doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and very few minor deficiencies in this regard were identified.</p> <p><b>6 points</b> - The response demonstrates a good level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly good and when implemented will result in some sustainable benefits. The evaluator perceives the approach to performing contract requirements to be fairly clear and comprehensive. There is some doubt or confusion in the evaluator's mind as to the</p>	<b>10</b>		<p><b>SOW  Annex A  Section  2.3</b></p>

		<p>description of the approach and methodology employed by the Bidder, and minor deficiencies in this regard were identified.</p> <p><b>4 points</b> - The response demonstrates a limited knowledge, understanding or capability of performing technical publication services. The Bidder's approach is technically and feasibly poor and will not likely result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be unclear and not comprehensive. There is doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and deficiencies in this regard were identified.</p> <p><b>0 points</b> - The response demonstrates very little or no knowledge, understanding or capability of performing technical publication services. Insufficient information was provided to determine if the Bidder's response meets or supports the requirement. Major deficiencies in this regard were identified.</p>			
<b>D</b>	<b>Publishing Service Experience</b>				
<b>D.1</b>	The Bidder should provide an ORG chart				
<b>D.2</b>	<p>The Bidder should provide the Profiles (résumés) of proposed company personnel or sub-contractor personnel who would be employed on this Contract; including recognized qualifications and experience of personnel.</p> <p>Note: Experience is not cumulative between bidders/subcontractors. Experience is calculated as the maximum individual amount of any one employee or sub-contractor employee.</p>	<p>70 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing publication management and publishing services</p> <p>50 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing publication management and publishing services</p> <p>30 Points - The Bidder has provided documentation demonstrating 3 to 5 years' experience in providing publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p>	<b>70</b>		

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<b>D.3</b>	Bidders should provide 3 references to demonstrate their experience in dealing with Technical Publication Services contract(ss).	15 Points - Bidder has provided 3 references that confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services.  10 Points - Bidder has provided 2 references that confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services.  5 Points - Bidder has provided 1 reference that can confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services.  0 Points - Bidder has provided 0 references – 0 Points	<b>15</b>		
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### Appendix 3 to Annex G– Financial Proposal Response Matrix

		Table C.1 Financial Proposal Response Matrix																						
Contract Line Item Number (CLIN)	CLIN Description	FY1			FY2			FY3			FY4			FY5			Total							
		Contract Award to 31 March 2016			01 April 2016 to 31 March 2017			01 April 2017 to 31 March 2018			01 April 2018 to 31 March 2019			01 April 2019 to 31 March 2020										
		Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE								
001	Management Services (SOW ref. 2.2)			\$0.00													\$0.00							
002	Management Services (SOW ref. 2.2)						\$0.00										\$0.00							
003	Management Services (SOW ref. 2.2)									\$0.00							\$0.00							
004	Management Services (SOW ref. 2.2)												\$0.00				\$0.00							
005	Management Services (SOW ref. 2.2)															\$0.00	\$0.00							
006	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																\$0.00							
007	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																\$0.00							
008	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																\$0.00							
009	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																\$0.00							
010	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																\$0.00							
		Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Total							
		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Total							
011	Printed copies and Workable Soft copies (SOW ref.2.3.2, 4, e)			0.00			0.00			0.00			0.00			0.00	\$0.00							
012	3. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 8)			0.00			0.00			0.00			0.00			0.00	\$0.00							
013	Freight - (SOW ref. 21.2-21.6)			0.00			0.00			0.00			0.00			0.00	\$0.00							
		FY6			FY7			FY8			FY9			FY10			FY11			FY12			Total	
		1st Option year 01 April 2020 to 31 March 2021			2nd Option year 01 April 2021 to 31 March 2022			3rd Option year 01 April 2022 to 31 March 2023			4th Option year 01 April 2023 to 31 March 2024			5th Option year 01 April 2024 to 31 March 2025			6th Option year 01 April 2025 to 31 March 2026			7th Option year 01 April 2026 to 31 March 2027				
		Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE	Firm Labour Rate (\$/hour CAD)	Level of Effort (hrs)	Total Cost (BC4D) L1P/LOE		
014	Management Services (SOW ref. 2.2)			\$0.00																				
015	Management Services (SOW ref. 2.2)						\$0.00																	
016	Management Services (SOW ref. 2.2)									\$0.00														
017	Management Services (SOW ref. 2.2)												\$0.00											
018	Management Services (SOW ref. 2.2)															\$0.00								
019	Management Services (SOW ref. 2.2)																			\$0.00				
020	Management Services (SOW ref. 2.2)																						\$0.00	
021	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
022	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
023	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
024	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
025	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
026	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
027	Publication Services (SOW ref. 2.3 excluding 2.3.2,4,6)																							
		Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Total	
		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Rate	X\$ 100		Total	
028	Printed copies and Workable Soft copies (SOW ref.2.3.2, 4, e)			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00	\$0.00	
029	3. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 8)			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00	\$0.00	
030	Freight - (SOW ref. 21.2-21.6)			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00	\$0.00	
																<b>Total Price</b>	<b>\$0.00</b>							

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**Appendix 4 to Annex G– Bidder Information**

<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]		
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Signature Block</b>  On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	<hr/> Signature  <hr/> Date	

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**<sup>5</sup>ANNEX "H"**

**RFP Bidder's Questions  
(SEE ATTACHED PDF DOCUMENT)**

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Project Management Plan		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-001
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit a Project Management Plan.		
4. APPROVAL DATE DATE D'APPROBATION  30 Days after Contract award	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Contracting Authority	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 3.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Project Management Plan shall be delivered in both hardcopy and electronic and shall include the following headings and information:  <ul style="list-style-type: none"> <li>a. The organization in place, or planned, to deal with the work and shall include an organizational chart indicating the relationship and structure of the personnel resources used to support this contract;</li> <li>b. The conduct of correspondence to the Contract Authority, the Technical Authority (TA) and the Procurement Authority;</li> <li>c. The resources in place, or planned, to simultaneously handle the work for both the printed copy and Compact Disc (CD) production, e.g., facilities, equipment and the management tools which will be used to support this contract;</li> <li>d. An implementation schedule to put in place the elements which are not yet part of the Contractor's organization/facility. This shall also clearly indicate how the contract requirements will be met during peak periods or other contingencies;</li> <li>e. Disaster recovery of contractor database related to this contract;</li> <li>f. Profiles of personnel who will do the work stipulated herein; and</li> <li>g. The Quality Assurance (QA) and Quality Control (QC) processes and procedures that will be used to perform work associated with this contract.</li> </ul>		
10.2 Upon the TA's acceptance of the Project Management Plan, the Contractor shall implement the approved plan.		
10.3 As required, the Contractor shall make appropriate amendments to the plan throughout the term of the contract to reflect current and planned activities (including process re-engineering, continuous improvement initiatives, or other innovations affecting the plan). The Contractor shall submit amendments to the plan to the TA for approval.		

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DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Monthly Progress Report	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-002	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit a monthly progress report.		
4. APPROVAL DATE DATE D'APPROBATION  Within 15 days after the month end	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Contracting Authority Procurement Authority	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 4.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Monthly Progress Report shall be delivered in electronic format in accordance with C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications part 12 section 2 para 10.		

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10.2 PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES

- a. The Contractor shall submit a Monthly Publication Forecast Report to the Technical Authority, and shall include the following headings and information:
  - b. CFTO number;
  - c. Work Package (WP) number;
  - d. Schedule of work activities (list) from start to completion;
  - e. Target date of validation;
  - f. Date WP delivered to Technical Authority;
  - g. Target date of shipping to Consignee; and
  - h. Percent complete.
-

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DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Program and Technical Review Meeting (PRM/TRM) Agendas	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-003	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 Program Review Meeting is an open forum to discuss technical and programmatic issues and significant events and milestones of the work in accordance with an approved Agenda.		
4. APPROVAL DATE DATE D'APPROBATION  Five (5) days before meeting	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Procurement Authority Contract Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 5.1.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible to prepare an agenda for the Program and Technical Review Meetings in Contractor format. The Contractor shall submit a recommended agenda to the TA for TRMs and the CA for PRMs, at least five (5) working days prior to the meeting for approval. The agenda should highlight all of the discussion items for the meetings and should include: <ul style="list-style-type: none"> <li>a. Date of the meeting;</li> <li>b. Location of the meeting;</li> <li>c. Discussion points/deliverables;</li> <li>d. Estimated time for each discussion point;</li> <li>e. A brief description of each discussion point; and</li> <li>f. Chair assigned to each discussion point.</li> </ul> 10.2 Once the agenda is approved, the contractor shall distribute One (1) copy to the Contracting Authority, the Procurement Authority and the Technical Authority.  10.3 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority.		

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Program and/or Technical Review Meeting Minutes	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-004	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Program and/or Technical Review Meeting Minutes are a record of all discussion items and significant events that have occurred, and will occur, during meetings related to the work. 3.2 The Contractor shall be responsible for the preparation and submission of the Meeting Minutes.		
4. APPROVAL DATE DATE D'APPROBATION  Approval date is ten (10) working days after receipt of minutes.	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority (TA) Procurement Authority (PA) Contract Authority (CA)	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW Para 5.1.3		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible for taking Program and/or Technical Review Meeting Minutes Program. The minutes of all program meetings, reviews and conferences shall be in the Contractor's format and delivered to DND/CF for review of completeness and accuracy. 10.2 Format. It is preferable that all electronic submissions be in Microsoft Office format. 10.3 The Contractor shall forward the Technical Authority (TA), Procurement Authority (PA) and Contract Authority (CA) a draft copy of the minutes in soft copy within 10 days of the meeting date. The TA, PA and CA shall review the minutes within five (5) working-days time and advise the contractor of any amendment requirements. Approved minutes shall be returned to the Contractor for publication. Published minutes shall be delivered in electronic format to the TA, PA and CA. 10.4 All meeting minutes shall have a cover page identifying the document as follows: 10.4.1 The name of the report; 10.4.2 identification of the meeting being reported (date, time, location); 10.4.3 identification of the preparing authority; 10.4.4 submission date; and 10.4.5 deliverable end item number. 10.5 The minutes shall be type written in Contractor format and must encompass the following: 10.5.1 sponsor of the topic; 10.5.2 meeting attendees; 10.5.3 describe the discussion and document the decisions taken for agenda items;		

- 10.5.4 include copies of briefing materials and discussion documents
  - 10.5.5 document action item responsibility assignments;
  - 10.5.6 identify target date for completion of action items;
  - 10.5.7 next meeting schedule; and
  - 10.5.8 approval signature blocks for both the DND and Contractor managers.
- 10.6 A copy of the tabled agenda is to be attached to the minutes.
- 10.7 Minutes are only a record of activity and carry no authority. No change in the interpretation of the Project, Statements of Work, cost, or schedule, as defined in the Contract, may be authorized by the minutes of a meeting. Such actions require formal Contract amendment(s) by the Contract Authority. The minutes shall have a note prominently stating, "No agreement, clarification or any other item contained within these minutes shall, by being stated herein, serve to change any contractual price, delivery, specification, or otherwise modify the contract."
- 10.8 One (1) copy of the recommended agenda and one (1) copy of the meeting minutes shall be forwarded to the Procurement Authority, the Technical Authority and the Contracting Authority for signatures.
- 10.9 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority.

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Progress Claim Detail Summary Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-005
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit, along with their monthly claim, a progress claim detail summary report detailing the costs of the work packages.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 22.1		
8. ORIGINATOR - AUTEUR  DAP 4-4-2		9. APPLICABLE FORMS – FORMULES PERTINENTS  <ul style="list-style-type: none"> <li>• PWGSC 1111 Progress Claim</li> <li>• PWGSC 1112 Supplementary Claim</li> <li>• Or spreadsheet reflecting same info in MS Office suite format (Excel) and PDF copy acceptable to PA &amp; CA</li> </ul>
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall submit, along with their monthly claim, a progress claim detail summary report detailing the cost of each work package by fleet (i.e. Buffalo and Twin Otter reported on separate lines), which shall include the following: <ul style="list-style-type: none"> <li>10.1.1 Work package number;</li> <li>10.1.2 Description</li> <li>10.1.3 Labour hours</li> <li>10.1.4 Labour cost</li> <li>10.1.5 Material</li> <li><sup>1</sup>10.1.6 Management Services</li> <li>10.1.7 Sub Contract Cost</li> <li>10.1.8 Sub Contract Mark-up</li> <li>10.1.9 Total Cost</li> <li>10.1.10 Total Cost to date</li> </ul> 10.2 The Contractor shall provide an advance email (electronic) copy to allow TA, CA & PA to start the claim review process early and address any issues. This advance copy should be a mirror image of the official copy that will follow and include same information and documentation, including being broken down by fleet and separate projects or activities.  Note: For the purpose of Account Verification - (Section 34 of the Financial Administration Act) by the Crown (PA) ... the Contractor shall provide the following supporting documentation (as a minimum) in support of para 10.1 above for subcontracted work costs covered in the contract's terms and conditions and where it is not part of the firm fixed price: copies of actual invoices from subcontractors for the goods and services provided, and approved		

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DND626 or work packages...

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Forecast of Expenditures	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-006	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall provide a quarterly and annual forecast (as applicable) of the expenditures based on Government Fiscal Year and a schedule of planned Management activities that include estimated cost and time.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Procurement Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 24.2		
8. ORIGINATOR - AUTEUR  DAP 4-4-2	9. APPLICABLE FORMS – FORMULES PERTINENTS MS Office suite format (Excel) acceptable to PA	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall provide a quarterly forecast of the expenditures based on Government Fiscal Year and a schedule of planned Management activities that include estimated cost and time in order to allow the Crown to ensure fiscal responsibilities are met.  10.2 The estimated costs of each expenditure are to be reported and broken down by fleet (i.e. Buffalo and Twin Otter separated) and the estimated costs to show as a minimum: 10.2.1 Description 10.2.2 Labour hours 10.2.3 Labour cost 10.2.4 Material 10.2.5 Program Management Fee 10.2.6 Sub Contract Cost 10.2.7 Sub Contract Mark-up 10.2.8 Estimated Total Cost  10.3 The Contractor shall provide this info in a MS Excel format. The quarterly forecasts shall be provided four (4) weeks prior to the end of the current Fiscal Year (FY) quarter. The annual forecast is required to be submitted within four (4) weeks of the beginning of the Government FY, reflecting the work forecasted to be done and that which is the line for the remainder of the fiscal year The Government FY runs from April to March and is divided into 4 Quarters (Q#). Quarter dates and expected returns for the remainder of the are as follows:  10.3.1 Q1 – April / June – 10.3.2 Q2 – July / September 10.3.3 Q3 – October / December 10.3.4 Q4 – January / March – Return for remainder of Q4 and what will need to be pushed out to next FY Q1 due first week of February.		

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<p><u>Note:</u> During the Q4 with the impending ending of the fiscal year and budgetary balancing, there may be a recurring requirement to validate the forecast on a more frequent basis than only for the quarter. If required by DND, it will be requested as and when required.</p>
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