

REQUEST FOR STANDING OFFER (RFSO) # 9F030-20150322

For the requirement of

**Provide professional AUTOCAD drafting services
on as and when requested basis
For the David Florida Laboratory in Ottawa**

**Bid Submission Deadline:
FEBRUARY 02, 2016 at 14:00 PM (EST)**

Submit Bids to:
Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping (between 8:00 and 16:30)
Monday to Friday, From 08h00 to 16h30 (closed between 12h00 and 13h00)
6767 route de l'Aéroport
Saint-Hubert(Québec) J3Y 8Y9
Canada

Attention to: Claudine Morin
Email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Reference: CSA File No. **9F030 – 20150322**

Note: Please read this Request for standing offer carefully for further details on the requirements and bid submission instructions.

January 11, 2016

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Submission of a bid
3. Summary
4. Debriefing
5. Communications notification

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of a bid
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Ombudsman clause
6. Direct Deposit

PART 3 - BID PREPARATION INSTRUCTIONS

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of selection

ATTACHMENT 1 TO PART 4 – EVALUATION METHODOLOGY AND MANDATORY TECHNICAL AND RATED CRITERIA

PART 5 – CERTIFICATIONS

1. Certifications Precedent to Standing Offer and required with the bid

ATTACHMENT 1 TO PART 5 – CERTIFICATIONS PRECEDENT TO STANDING OFFER AWARD AND REQUIRED WITH THE BID

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

PART 7A - RESULTING STANDING OFFER CLAUSES

1. Description of requirement
2. Standard Clauses and Conditions
3. Security requirement
4. Term of the standing offer
5. Authorities
6. Call up instrument
7. Basis of payment
8. Payment method
9. Certification
10. Applicable Laws
11. Replacement of specific individuals
12. Priority of documents
13. Procurement Ombudsman – Dispute resolution services
14. Procurement Ombudsman – Standing offer administration
15. Government site regulations
16. Direct deposit

PART 7B - RESULTING CALL UP CLAUSES

1. Statement of Work
2. General Conditions
3. Period of call up
4. Limitation of call up

List of Annexes:

- Appendix A – Statement of work
- Appendix B – Unit price table
- Appendix C – Non-disclosure agreement
- Appendix D – Security Requirement Check List (SRCL)

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting standing offer document is divided into seven parts plus annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security Requirements.

Part 7 Resulting Standing Offer and Call up Clauses: includes the clauses and conditions that will apply to any resulting standing offer and call up against the standing offer.

The Attachments include

Attachment 1: Pricing Schedule

Attachment 2: Technical Criteria

Attachment 3: Certifications precedent to standing offer award and required with the Bid

The Annexes include the:

Annex A – Statement of Work

Annex B – Basis of Payment

Annex C – Non-disclosure agreement

Annex D – Security Requirements Check List

2. Submission of a bid

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

3. Summary

The purpose of this Request for Standing Offer (RFSO) is to solicit bids from interested Canadian organizations specialized in the provision of professional AutoCAD drafting services on as and when requested basis for the David Florida Laboratory in Ottawa.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFSO. A description of the work to be completed under this requirement is provided in the Appendix A.

4. Debriefings

After standing offer award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

5. Communications notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a standing offer.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat>

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 standing offer.

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

2. Submission of a Bid

Bids must be submitted only to Canadian Space Agency by the date, time and place indicated on page 1 of the bid solicitation.

You can send your proposal by email or mail.

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

You can also send your proposal at the following email address:

asc.soumissionscontrats-contractssubmissions.csa@canada.ca

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (claudine.morin@canada.ca) no later than three (3) 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 government of 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 government of Canada determines that the enquiry is not of a proprietary nature. Government of Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be

answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by government of Canada.

4. Applicable Laws

Any resulting standing offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of 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.

5. Ombudsman clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of standing offers under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

6. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

PART 3 - BID PREPARATION INSTRUCTIONS

Bid Preparation Instructions

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

Section I: Technical Bid (one hard and/or electronic copy by email);

Section II: Financial Bid (one hard and/or electronic copy by email);

Section III: Certifications (one hard and/or electronic copy by email).

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.

Multiple bids from the same bidder are not permitted in response to this bid solicitation. Each bidder must submit only a single bid. If more than one bid is submitted by the same bidder, Canada will accept only the first bid presented and reject all other bids.

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; and
- (b) use a numbering system that corresponds to the bid solicitation.

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

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>).

To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria, and under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Résumés for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include résumés for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described in the Flexible Grid outlined in Annex A of the Supply Arrangement (including any educational requirements, work experience requirements, and professional designation or membership requirements). Résumés should state the current level of personnel security held by the consultant(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

Attachment 1 to Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.
- 1.2 Bidders must submit their rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- 1.3 When preparing their financial bid, bidders should review the basis of payment in Annex B and section 2 of Attachment 1 to Part 4.
- 1.4 Bidders should include the following information in their financial bid:
 - 1) Name: _____
 - 2) Address: _____

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

3) Telephone: _____ Fax: _____

4) Email: _____

5) Email for financial questions: _____

6) Procurement Business Number (PBN): _____

7) Tax number: _____

8) Board of directors (members):

Section III: Certifications

Bidders must submit the certifications required under Part 5.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed.

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any standing offer that may result from its bid:

- a all travel and living expenses for work performed within the Contractor’s place of business to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- b any travel expenses for travel between the Contractor’s place of business and to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario; and
- c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting standing offer. These expenses cannot be charged directly and separately from the professional fees to any standing offer that may result from the bid solicitation.

	Year 1 (one year from the award date)	Year 2	1st option year	2nd option year	3rd option year
Firm Price per hour all included for an AutoCAD Senior Consultant	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

For purposes of evaluation only (the evaluation will be conducted for the total five (5) years)

The cost of the proposal will be evaluated according to the following scale:

- 1) 1100 hours per year X hourly rate for an AutoCAD Senior Consultant

*** Quantities provided are estimates. These quantities may be revised upward or downward as needed for operations.

PARTIE 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) The propositions will be evaluated in regards to all the criteria of the present request for proposals, including technical evaluation criteria and financial.
- b) An evaluation team made up representatives of government of Canada will evaluate the proposal.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

2. Basis of Selection: BASIS OF SELECTION: Highest Combined Rating of Technical Merit (60%) and Price (40%)

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the highest Combined Rating of Technical Merit (60%) and Price (40%).

Bids not meeting (a), (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : $PS_i = LP / P_i \times 40$. P_i is the evaluated price (P) of each responsive bid (i).

A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 60$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified, determined as follows: total number of points obtained / maximum number of points available.

The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$

The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a standing offer. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid which has the lowest evaluated price will be recommended for award of a standing offer.

(See example below)

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

Example based on 75% for the technical and 25% for the price

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available point equals 300 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	230/300	180/300	185/300
Bid Evaluated Price	55,000.00 \$	50,000.00 \$	45,000.00 \$
Calculations			
Technical Merit Score	$230/300 \times 75 = 57.50$	$180/300 \times 75 = 45.00$	$185/300 \times 75 = 46.25$
Pricing Score	$45000/55000 \times 25 = 20.45$	$45000/50000 \times 25 = 22.5$	$45000/45000 \times 25 = 25.00$
Combined Rating	77.95	67.5	71.25
Overall Rating	1 ^{er}	3 ^e	2 ^e

ATTACHMENT 1 TO PART 4 EVALUATION METHODOLOGY AND MANDATORY TECHNICAL AND RATED CRITERIA

1. Evaluation Methodology

The winning bidder will be selected using the weighting factors of 60% for technical evaluation and 40% for price:

- a. Proposals will first be screened against mandatory criteria. Those proposals that do not meet the requirements for the mandatory criteria will not be considered any further in the evaluation.
- b. Proposals will then be judged against the rated criteria. Those proposals that do not achieve a minimum score of 36 points on 60 points on the rated criteria will not be considered any further in the evaluation.
- c. The rated technical score from each of the remaining proposals will then be added to the score for the price. The score for the price will be set by giving the full 40 points to the lowest qualified bidder. Price proposals of other responsive bidders will be prorated from the lowest bid.

2. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

- **Description of the resource**

Provide a summary of the experiences and qualifications of the proposed resource including the backup. **The bidder must CLEARLY demonstrate that the proposed resource and the proposed backup have prior experience with tasks similar to those described in the Statement of Work. And describe how the resources and backup meets each of the Mandatory and Rated Evaluation Criteria (see section below for definitions of the evaluation criteria).**

The Bidder as a company shall have:

#	Mandatory Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The firm must be engaged in the provision of similar services for at least the past five (5) <u>current</u> years in the areas of Architectural, Structural, Mechanical and Electrical, AutoCad drafting, design and construction</p> <p>Examples of each service indicating type, location, size and length of contract must be clearly identified.</p>		

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

The AutoCAD Drafting personnel proposed by the Contractor shall have:

Note: Detailed resumes of the main personnel being proposed, as well as second personnel must be included for the purpose of this RFP. Failure to do such will result in being disqualified from this bid.

#	Mandatory Technical Criteria	Bidder Response Description (include location in the resume)	Met/Not Met
MT1	Completion of a recognized course from a recognized institute of community college or University in Mechanical, Electro-Mechanical or Architectural drafting.		
MT2	A minimum five (5) years recent professional work experience in a construction and/or consulting engineering environment, with proven ability to prepare construction related documents, including updating as built.		
MT3	Minimum three (3) years recent professional working experience operating, maintaining and updating an electronic drawing library.		
MT4	Minimum five (5) years' experience working with large format plotters and scanners.		
MT5	Minimum seven (7) years recent professional work experience utilizing AutoCad 2007 or latest CAD package in a construction and/or consulting engineering environment.		

*Recent is defined as being achieved within the last 10 years.

3. Rated Criteria

#	Rated Criteria	Bidder Response Description (include location in bid)	Points
R1	<p>The proposed personnel clearly demonstrates professional working experience using the following gained within the past eight (8) years:</p> <p>POINTS 15</p> <p>MS Project 3 years and under = 2 points Over 4 years = 5 points</p> <p>Adobe Acrobat Professional 3 years and under = 2 points Over 4 years = 5 points</p> <p>3D AutoCAD 3 years and under = 2 points Over 4 years = 5 points</p>		
R2	<p>Provide five (5) samples of similar work completed by the proposed personnel demonstrating mechanical, electrical & architectural CAD detailed design capabilities that was performed within the past five years.</p> <p>Note: 11"x17" sheets are acceptable. A simple CAD test might be requested during interview to validate sample work provided.</p> <p>POINTS 20</p>		

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

	<p>Mechanical CAD design = 5 points Electrical CAD design = 5 points Architectural CAD design = 5 points 3D design = 5 points</p>		
R3	<p>The proposed personnel clearly demonstrates professional working experience providing field services gained within the past ten (10) years (i.e. taking measurements on site and investigating existing building services – architectural, mechanical and electrical, etc.) POINTS 15</p> <p>2 years and under = 2 points 3 to 5 years = 5 points Over 6 years = 10 points</p>		
R4	<p>The proposed personnel clearly demonstrates professional working experience implementing PWGSC CAD standards on drawings and specifications gained within the past eight (8) years: POINTS 10</p> <p>5 years and under = 5 points Over 5 years = 10 points</p>		
			Total Points out of 60

* **Total Score: 60 points**

* **Minimum passing grade: 35 points**

PART 5 - CERTIFICATIONS

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Bidders must provide the required certifications to be awarded a standing offer. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. Bidders should provide the required certifications in Section III of their bid.

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

1. Certifications Required with the Bid

Bidders must submit as part of their bid the certifications included in Attachment 1 to Part 5, Certifications Required with the Bid, duly completed.

**ATTACHMENT 1 TO PART 5
CERTIFICATIONS PRECEDENT TO STANDING OFFER AWARD AND REQUIRED WITH THE BID**

1. Certifications Precedent to standing offer Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

B. 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_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of standing offer award.

C. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one);
 - a. sole proprietorship,
 - b. partnership, or
 - c. corporate entity;

2. It was registered or formed under the laws of

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of

4. Any resulting Supply Arrangement or standing offer may be executed under the following corporate full legal name and at the following place of business:

D. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

2) The bidder certifies that:

(a) no corruption and no collusion took place in the preparation of its bid; and

(b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office", 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

E. ATTESTATION – FORMER PUBLIC SERVANT

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

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** ()

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

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

By providing this information, 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 Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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.

F. STATUS AND AVAILABILITY OF RESOURCES

The Bidder certifies that, should it be awarded a standing offer as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement in the maximum delay of 14 days. For the purposes of this clause, only the following reasons will be considered as beyond the

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

G. EDUCATION AND EXPERIENCE

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

ATTESTATION

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

ATTESTATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- B. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION;
- C. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- D. LEGAL ENTITY AND CORPORATE NAME;
- E. CODE OF CONDUCT FOR PROCUREMENT;
- F. ATTESTATION – FORMER PUBLIC SERVANT;
- G. STATUS AND AVAILABILITY OF RESOURCES;
- H. EDUCATION AND EXPERIENCE.

SIGNATURE

Name and title of the authorized person for the contractor

Signature

Date

PART 6 – SECURITY REQUIREMENTS

Security Requirements

The work to be performed under this RFP do requires a reliability status as per indication in Appendix D. The employees will have to meet the requirements to have access to the building.

A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

PART 7A - RESULTING STANDING OFFER CLAUSES

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

1. Description of requirement

The Contractor shall perform and complete the Work as per the indications in the appendix A.

2. Standard Clauses and Conditions

All conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works Government Services Canada (PWGSC). The SACC Manual is available on the website of PWGSC:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.1 General Conditions

2005 (2015-09-03) General Conditions – Standing Offer – Goods or services applied to the standing offer and they are integral part of it.

2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the standing offer are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the standing offer: _____ (insert name(s) of person(s)).

3. Security Requirement

The work to be performed under this RFP do requires a reliability status as per indication in Appendix D. The employees will have to meet the requirements to have access to the building.

A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

4. Term of standing offer

4.1 Period of the standing offer

The period of the standing offer to be issued in response to this RFP will be for two (2) year from the date of the award of the standing offer.

4.2. Option to extend the standing offer

The Contractor grants to government of Canada the irrevocable option to extend the term of this standing offer by three (3) periods of one (1) year at the time each under the same terms and conditions. Government of Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the standing offer expiry date.

The Contractor agrees that, during the extended period of the standing offer, the rates/prices will be in accordance with the provisions of the standing offer.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for this RFP and any resulting standing offer is:

Claudine Morin
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert (Quebec) J3Y 8Y9
Telephone: (450) 926-4427
Facsimile: (450) 926-4969
E-Mail: Claudine.morin@asc-csa.gc.ca

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

5.2 Project Authority

To be inserted at standing offer award

5.3 Contractor's Representative

To be inserted at standing offer award

6. Call up instrument

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

7. Basis of payment

- Limitation of expenditures

Government of Canada's total liability to the contractor under the standing offer must not exceed **\$ 100,000.00 per year** for the limitation of expenditures part of the standing offer, harmonized sales tax is extra, if applicable.

No increase in the total liability of government 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 contractor authority before their incorporation into the work. The contractor must not perform any work or provide any service that would result in government of 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 standing offer expiry date, or
- c) as soon as the contractor considers that the standing offer funds provided are inadequate for the completion of the work, whichever comes first.

If the notification is for inadequate standing offer 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 government of Canada's liability.

8. Payment method

Payment requests must be made once per month after reception of a call up.

9. Certifications

Compliance with the certifications provided by the contractor in its bid is a condition of the standing offer and subject to verification by government of Canada during the entire standing offer period. If the contractor does not comply with any certification or it is determined that any certification made by the contractor in its bid is untrue, whether made knowingly or unknowingly, government of Canada has the right, pursuant to the default provision of the standing offer, to terminate the standing offer for default.

10. Applicable Laws

Any resulting standing offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario and the relations between parties will be determined by these laws.

11. Replacement of specific individuals

If specific individuals are identified in the standing offer to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

If the Contractor is unable to provide the services of any specific individual identified in the standing offer, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a

case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the standing offer.

12. Priority of documents

The documents listed below form part of and are incorporated into this standing offer. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the standing offer document including appendices;
- b) 2005 (2015-09-03) General Conditions – Standing Offers – Goods or services;
- c) Appendix C – Statement of work;
- e) the supplier proposal dated _____ (insert the date of the proposal) *(if the proposal has been clarified or revised, insert when you issue the standing offer : « clarified on _____ » **or** « , modified on _____ » and insert dates of clarifications or amendments).*

13. Procurement Ombudsman – Dispute resolution services

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties with respect to the interpretation or application of terms and conditions in this standing offer and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

14. Procurement Ombudsman – Standing offer administration

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor with respect to the administration of this standing offer if the requirements of subsection 22.2(1) of the Department of Public Works and Government Services Act and sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the Scope of the Work of this standing offer are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca.

15. Government site regulations

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

16. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

PART 7B - RESULTING CALL UP CLAUSES

The following clauses and conditions apply to and form part of any call up resulting from the standing offer.

1. Statement of work

The Contractor must perform the Work described in the call-up against the standing offer.

2. General Conditions

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

3. Period of the call up

The Work must be completed in accordance with the call-up against the standing offer.

4. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

APPENDIX A

STATEMENT OF WORK

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

Introduction:

The Canadian Space Agency (CSA) has a requirement to provide professional AutoCAD Drafting support on an “as and when required basis” to supplement and support the Building Operations and Security Group at the David Florida Laboratory (DFL), located in Ottawa, Ontario.

The work will involve the following:

Objectives:

To seek a standing offer for the services of an AutoCAD Drafting technologist to complete the work as detailed below in support of the CSA-DFL. The AutoCAD Drafting Technologist is to complete the required services at the offices of the David Florida Laboratory, utilizing equipment (computer, printers, scanner, digital camera, etc.) and software (AutoCAD 2007 or later versions, Microsoft Windows XP or later versions, Microsoft Office, Adobe Acrobat Professional, etc.) as provided by CSA-DFL.

Tasks:

- Coordinate receipt, transfer, and storage of as-built records (architectural, structural, mechanical, electrical, electronics) in electronic format.
- Create or maintain electronic drawings including, but not limited to, site plans, construction projects, fire evacuation plans, services and utilities plans, confined space work areas, hazardous areas, and environmental emergency plans.
- Co-operate and co-ordinate the execution of designs with other in-house or outside contractors.
- Create electronic drawings for small office furniture layouts, cabinet layouts, maintenance projects, and manufacturing details.
- Assist as necessary during the tender and design stages of various projects.
- Use photographs, existing original drawings, and survey data to create electronic drawings.
- Take photographs and measurements, and record data to create electronic drawings.
- Handle and maintain an electronic database filing system and storage for drawings, construction documentation, and photographs with precision and accuracy.
- Maintain a hard copy filing system of original drawings, project manuals, specifications, and photographs.
- Select and scan specified hard copy drawings to electronic format, for inclusion in the electronic database.
- Plot, burn to compact-disk, and store electronic drawings and records.
- Provide documentation and design support regarding location of telecommunications and electronic systems and equipment.
- Provide review of project manuals and specifications for technical information to support maintenance, renovations and projects.
- Prepare infrastructure & operation presentations and project schedules using Power point & MS schedule.

Health and Safety

Shall comply with the Treasury Board of Canada, Canada Labour Code regulations and David Florida Laboratory Health and Safety procedures, as well as all other in-house procedures.

Quality and Workmanship

Workmanship shall be of the best quality, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify owner if required Work is such as to make it impractical to produce required results.

Do not employ any unskilled personnel to execute this agreement.

Confidentiality and Ownership

All information, documentation and other materials provided during the course of this agreement shall remain strictly confidential and shall not be removed or used for other purposes without the written consent of the Project Authority.

All tools, equipment, software or hardware and material provided or made available during the course of this agreement shall remain the property of the client and must not be removed from site without written authorization.

Facility Working Hours and Estimated Annual Utilization

Facility working hours are Monday to Friday from 07:30 - 16:00.

APPENDIX B

UNIT PRICE TABLE

**PROVIDE PROFESSIONAL AUTOCAD DRAFTING SERVICES ON AS AND WHEN REQUESTED BASIS
for the David Florida Laboratory in Ottawa**

UNIT PRICE TABLE

- 1) **Scope of work:** firm price including travel and living expenses before taxes for the achievement of work listed in the appendix A (payment on as and when requested basis):

	Year 1	Year 2	1st option year	2nd option year	3rd option year
Price per hour for an AutoCAD Senior Consultant	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Name of the consultant					

APPENDIX C

NON-DISCLOSURE AGREEMENT

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of government of Canada in connection with the Work, pursuant to standing offer resulting from the request for proposals # 9F030-20150322 between Her Majesty the Queen in right of government of Canada, represented by the Canadian Space Agency and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Call up against the standing offer.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by government of Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by government of Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of government of Canada must be used solely for the purpose of the standing offer and must remain the property of government of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Call up against the standing offer.

Signature

Date

APPENDIX D

SECURITY REQUIREMENTS CHECK LIST