



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

<b>Solicitation No – N° de l’invitation :</b>
1920-0018110
<b>Solicitation closes – L’invitation prend fin</b>
At : 14H00 (EST)
On : January 29, 2016

<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).</b>
<b>Name – Nom :</b>
<b>Title – Titre :</b>

<b>Date of Solicitation – Date de l’invitation:</b> January 11, 2016	
<b>Address inquiries to – Adresser toute demande de renseignements à:</b> <a href="mailto:Caleb.Wallace@Canada.ca">Caleb.Wallace@Canada.ca</a>	
<b>Area code and Telephone No. Code régional et N° de téléphone</b> (613) 882-3151	<b>Facsimile No. N° de télécopieur</b> (613) 951-2073
<b>Submit bids to:</b> <a href="mailto:Caleb.Wallace@Canada.ca">Caleb.Wallace@Canada.ca</a>	

**Instructions :**  
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**  
Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>	
<b>Facsimile No – N° de télécopieur :</b>	
<b>Telephone No – N° de téléphone :</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments and 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;
- 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and the Basis of Payment.

### **1.2 Summary**

Statistics Canada has a requirement for the delivery of monthly data reports on Major capital construction projects in Canada. The contract is for one(1) year with three(3) one(1) year option periods.

Requirement is not subject to the trade agreements.

Requirement does not have any security requirements.

### **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.

## **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 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 Supply Arrangement (RFSA).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

**2.2 Submission of Bids**

Bids must be submitted only to Statistics Canada (STATCAN) 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 STATCAN 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 FPS, 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.

**1. 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.

## 2. 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.

## 3. 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 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 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 (1 soft copy, pdf or scanned image)

Section II: Financial Bid (1 soft copy, pdf or scanned image)

Section II: Certifications (1 soft copy, pdf or scanned image)

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

#### **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 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 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.

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

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

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

Bidders must submit the certifications required under Part 5.



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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1. Mandatory Technical Criteria**

MTC #	Mandatory Technical Criteria (MTC)	Proposal Page Number
MTC1	The bidder must fully demonstrate that they have provided services delivering Monthly Data Reports on Major Capital Construction Projects in Canada for at least 3 years in the last 5 years.	

**4.1.2 Financial Evaluation**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

**4.2 Basis of Selection**

**4.2.1 Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared 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>), 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 specified 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.

## 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 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 6.2 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>) issued by Public Works and Government Services Canada.

#### 6.2.1 General Conditions

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

### 6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from March 1<sup>st</sup> 2016 to February 28<sup>th</sup>, 2017, 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 three(3) additional one(1) year periods 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 thirty(30) 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:

Caleb Wallace  
Statistics Canada  
Corporate Support Services Division  
150 Tunney's Pasture Driveway  
Ottawa, ON

Telephone: 613-882-3151  
E-mail address: Caleb.Wallace@Canada.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 Project Authority (To be identified at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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



### 6.5.3 Contractor's Representative (To be identified at contract award)

## 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.

## 6.7 Payment

### 6.7.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Monthly Payment

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

**Financial and Administrative Services Division (FASD)**

RH Coats Building, Finance Counter (RHC 6L)  
100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6  
[Financecounter@Canada.ca](mailto:Financecounter@Canada.ca)

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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.



#### 6.10 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 wordings 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 5 (2015-07-03), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

#### 6.12 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

#### 6.13 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, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract 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 e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

#### 6.14 Contract 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 supplier or the contractor or the name of the entity awarded this contract) respecting administration of this contract 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 contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



**ANNEX "A"**  
**Statement of Work (SOW)**

**SW.1.0 TITLE**

**Monthly Data Reports on Major capital Construction Projects in Canada**

**SW.2.0 BACKGROUND**

Investment, Science and Technology Division in Statistics Canada produces monthly and quarterly estimates of residential and non-residential investment. These estimates are derived from the Building Permit Survey (BPS) as well as additional sources in order to take in account some entities that are not required to take permits, such as embassies, some universities and military bases. We also require information to help us monitor changes in the value and length of capital construction projects.

**SW.3.0 OBJECTIVES**

Investment, Science and Technology Division in Statistics Canada requires monthly information on major capital construction projects for both the residential and non residential sectors in Canada.

The data provided for projects should contain information about commercial, industrial, institutional, multi-residential and engineering projects value, construction location, type of work at whatever degree of completion the project is at.

The data provided for these projects should contain information about commercial, industrial, institutional, multi-residential and engineering projects as well as their geographic location (province, census division, census sub division and construction location of the project), value, type of nature (work) and state of completion (I.e. degree of completion of the project being reported).

The information will be used for data confrontation and aid in producing a high quality monthly and quarterly indicator of the investment in non residential construction.

**SW.4.0 PROJECT REQUIREMENTS**

The Contractor will provide a detailed monthly breakdown of national, provincial and local construction data, including specific information of the project name, value, type of nature of work, stage for each project, type of project, site address, start date, end date and detailed geographical breakdown including geographical codes and names for the provinces, census division, census subdivision, census metropolitan areas (using Statistics Canada' standard geographic codes as defined below).

**SW.4.1 Tasks, Deliverables, Milestones and Schedule**

The contractor will provide the data on a monthly basis no later than the 6<sup>th</sup> day of every month. Also the contractor is required to send Statistics Canada any updates, changes of the projects information received previously such as changes in the value and length of the completion of the project.

The data file must be a Delimited text file with the ~ character to separate each field. Also the data file must contain the following fields and in the same order as specified below so that it can



easily be loaded into STATCAN's current database (operational constraint as it is an old system) each month as any other formats would require significant programming costs to make changes to our processing system.

Here's a brief description the tasks and deliverables for each projects the contractor **must provide the following that will be load in our database:**

Field	Field Name	Type	Description
1	Project ID	Numeric	Identification of the project
2	Last update date	Numeric	Last date the data updated (yyyymmdd)
3	First start date	Numeric	Date the project started (yyyymmdd)
4	State	Numeric	Information for the projects on the degree of completion
5	Nature	Numeric	Type of work
6	Province	Numeric	Province Code
7	Census div.	Numeric	County Code
8	Census subdiv.	Numeric	Municipality Code
9	Structure code	Numeric	Type of Structure Code
10	Number of structure	Numeric	Number of structure
11	Value	Numeric	Value of the project
12	Area	Numeric	Number of square feet or square meters
13	Storey	Numeric	Number of storey
14	Number of units	Numeric	
15	Completion date (YMD)	Numeric	Date the project completed (yyyymmdd)
16	Heating type	Numeric	
17	Site address	Alpha-Numeric	Construction Location
18	Project Name	Alpha-Numeric	
19	CMA/CA Code	Numeric	Census Metropolitan Area or Census Agglomeration Code
20	Owner name	Alpha-Numeric	
21	Owner address line 1	Alpha-Numeric	
22	Owner address line 2	Alpha-Numeric	
23	Owner address line 3	Alpha-Numeric	
24	Owner postal code	Alpha-Numeric	
25	Owner phone	Alpha-Numeric	xxx-xxx-xxx
26	Civil struct engineer name	Alpha-Numeric	
27	Civil struct. Engineer address line 1	Alpha-Numeric	
28	Civil struct. Engineer address line 2	Alpha-Numeric	
29	Civil struct. Engineer address line 3	Alpha-Numeric	
30	Civil struct. Engineer postal code	Alpha-Numeric	
31	Civil struct. Engineer phone	Alpha-Numeric	xxx-xxx-xxx
32	Architect name	Alpha-Numeric	
33	Architect Address line 1	Alpha-Numeric	
34	Architect Address line 2	Alpha-Numeric	
35	Architect address line 3	Alpha-Numeric	
36	Architect postal code	Alpha-Numeric	
37	architect phone	Alpha-Numeric	xxx-xxx-xxx
38	Contractor name	Alpha-Numeric	



39	Contractor address line 1	Alpha-Numeric	
40	Contractor address line 2	Alpha-Numeric	
41	Contractor address line 3	Alpha-Numeric	
42	Contractor postal code	Alpha-Numeric	
43	Contractor phone	Alpha-Numeric	xxx-xxx-xxx
44	Name1	Alpha-Numeric	
45	Locations1	Alpha-Numeric	
46	Address1	Alpha-Numeric	
47	City1	Alpha-Numeric	
48	Postal Code1	Alpha-Numeric	
49	Phone Number1	Alpha-Numeric	xxx-xxx-xxx
50	Name2	Alpha-Numeric	
51	Locations2	Alpha-Numeric	
52	Address2	Alpha-Numeric	
53	City2	Alpha-Numeric	
54	Postal Code2	Alpha-Numeric	
55	Phone Number2	Alpha-Numeric	xxx-xxx-xxx

**Contractor must provide the following type of nature (work) for each project:**

Nature Code	Nature Description
1	New
2	Addition
3	Addition / Alteration
4	Alterations
5	Engineering
6	Extension
8	Demolition

Contractor must provide information on the state of project when available (i.e. state of completion of project) using the following specifications:

State	State Description
11	Contemplated
15	Preparing plans
18	Residential Working Drawings
19	Plans completed
21	Negotiated/Planning
22	Negotiated/Planning Trade Price requested
23	Negotiated/Working Drawings Negotiated/Working Drawings Trade Price requested
24	requested
25	Negotiated/Plan completed
26	Negotiated/Plan completed Trade Price requested
28	Negotiated/Start
29	Negotiated/Start Trade Price requested
39	Award
41	Start
42	Residential Start
51	Construction Start



**Contractor must provide the following type of structure code and description for the projects:**

StructureCode	Description
10	Multiple Res
11	Single / Double Res
12	Residential Development
20	Hotels, Motels
21	Restaurants
22	Motor Vehicle Services
23	Retail, Wholesale
24	Shopping Centres, Plazas
25	Parking Buildings
26	Recreational Buildings
27	Warehouses, Storage Buildings
28	Private Office Buildings
29	Government Office Buildings
30	Religious Buildings
31	Hospitals
32	Medical / Welfare Buildings
33	Public Assembly Buildings
34	Defense, Law Enforcement Buildings
35	Educational Buildings
38	Passenger Terminals
41	Processing Plants
42	Manufacturing Plants
44	Agricultural Buildings
49	Misc. Industrial Buildings
51	Marine
52	Dams
61	Roads
62	Bridges
63	Tunnels / Subways
71	Sewers / Watermains
72	Sewage / Water Treatment Plants
75	Sewers
76	Sewage Treatment Plants
81	Electric Power Plants
82	Electric Transmission Lines
84	Telecommunications, etc...
86	Oil Refineries
87	Oil & Gas Pipelines
88	Gas Plants
89	Misc. Engineering
99	Unclassified



**Geographical requirements**

The contractor must provide the information on geographical location using the the Standard Geographical Classification (SGC) codes used by Statistics Canada (see below and also available on the Statistics Canada website). STATCAN needs the detailed breakdown including geographical codes and names for the provinces, census metropolitan areas, census division and census subdivisions.

**Statistical Area Classification Provinces and Territories**

Province Code	Description
10	Newfoundland and Labrador
11	Prince Edward Island
12	Nova Scotia
13	New Brunswick
24	Quebec
35	Ontario
46	Manitoba
47	Saskatchewan
48	Alberta
59	British Columbia
60	Yukon
61	Northwest Territories
62	Nunavut

**Statistical Area Classification Provinces and Territories, Census division and Census subdivision**

The contractor must use the codes and names in the record layout as presented in the following example table for: a project in the city of Toronto STATCAN needs geography codes for the province Ontario (**code 35**); the Toronto Census division (**code 20**), Census subdivision of Toronto (**code 005**) and also the Census metropolitan Areas (CMA) of Toronto (**code 535**)

Province	Census division Code	Census division Name	Census subdivision Code	Census subdivision Name
10	01	Division No.01	101	Division No. 1, Subd. V
11	02	Queens County	001	Lot 62-Township and royalty
12	03	Digby County	001	Clare
13	01	Saint John County	006	Saint John
24	81	Gatineau	017	Gatineau
35	20	Toronto Division	005	Toronto
46	05	Division No.05	058	Albert
47	04	Division No.04	048	Maple Creek
48	01	Division No.01	006	Medicine Hat
59	15	Greater Vancouver Regional District	015	Richmond



60	01	Yukon	009	Whitehorse
61	06	Region 6	023	Yellowknife
62	04	Baffin Region	003	Iqaluit

**Example: See example above of one project in the province of Ontario (code 35); in Toronto Census division (code 20) and Census subdivision of Toronto (code 005)**

**For Census metropolitan Areas (CMA)**

<b>Province</b>	<b>CMA</b>	<b>CMAName</b>
10	001	St. John's
12	205	Halifax
13	305	Moncton
13	310	Saint John
24	408	Saguenay
24	421	Québec
24	433	Sherbrooke
24	442	Trois-Rivières
24	462	Montréal
24	505	Ottawa – Gatineau (Que. part)
35	505	Ottawa – Gatineau (Ont. part)
35	521	Kingston
35	529	Peterborough
35	532	Oshawa
35	535	Toronto
35	537	Hamilton
35	539	St. Catharines - Niagara
35	541	Kitchener-Cambridge-Waterloo
35	543	Brantford
35	550	Guelph
35	555	London
35	559	Windsor
35	568	Barrie
35	580	Greater Sudbury / Grand Sudbury
35	595	Thunder Bay
46	602	Winnipeg
47	705	Regina
47	725	Saskatoon
48	825	Calgary
48	835	Edmonton
59	915	Kelowna
59	932	Abbotsford-Mission
59	933	Vancouver
59	935	Victoria

For more information about the concept of the Standard Geographical Classification (SGC) used by Statistics Canada and details of all statistical area classifications for all provinces and Territories, Census metropolitan areas, census divisions and census subdivisions please refer to the following hyperlinks:



- **SGC 2011 - Volume I, The Classification** [HTML](#) | [PDF \(1596 kb\)](#)

#### **SW.4.2 Reporting Requirements**

The contractor must provide on a monthly basis to Investment, Science and Technology Division in Statistics Canada in electronic medium (e.g. e-mail) and the data file must be a Delimited text file with the ~ character to separate each field.

#### **SW.4.3 Method and Source of Acceptance**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

#### **SW.4.5 Technical, Operational and Organizational Environment**

The contractor must provide on a monthly basis to Investment, Science and Technology Division in Statistics Canada the data file and it must be a Delimited text file with the ~ character to separate each field. Also the data file must contain all the fields as specified under **SW.4.1 Tasks, Deliverables, Milestones and Schedule** as required to be loaded into our current processing system. Any changes to the specification format of the data files could have significant quality implications for our products and could also require significant time, IT resources and high financial cost in order to redesign the current processing system.

#### **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

##### **SW.5.1 Language of Work**

English or French

All deliverables will be provided in English, no translation is required.



**ANNEX B**

**BASIS OF PAYMENT**

The Bidder must submit firm all-inclusive lot prices for the work described in Annex A, Statement of Work. The pricing must include all activities, GST/HST extra if applicable.

<b>Service periods</b>	<b>Lot Price</b>
Period March 1, 2016 to February 28 <sup>th</sup> 2017	\$
Optional Period #1: March 1, 2016 to February 28 <sup>th</sup> 2018	\$
Optional Period #2: March 1, 2016 to February 28 <sup>th</sup> 2019	\$
Optional Period #3: March 1, 2016 to February 28 <sup>th</sup> 2020	\$
<b>Total Evaluated Price</b>	\$