



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Service de manoeuvres	
Solicitation No. - N° de l'invitation W7701-166148/A	Date 2016-04-07
Client Reference No. - N° de référence du client W7701-166148	
GETS Reference No. - N° de référence de SEAG PW-\$MTB-405-13823	
File No. - N° de dossier MTB-5-38270 (405)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-25	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Séguin, Caroline	Buyer Id - Id de l'acheteur mtb405
Telephone No. - N° de téléphone (514) 496-3734 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R ET D DEFENSE CANADA-VALCARTIER DRDC-DEFENCE R&D CANADA-VALCARTIER 2459 ROUTE DE LA BRAVOURE BÂTISSE 53 QUEBEC Québec G3J 1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A 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 Trade Agreements

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.5 Canadian Content

The requirement is limited to 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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** ()

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;

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-
- 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 five (5) 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 Quebec.

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
- Section II: Financial Bid: one (1) hard copy
- Section III: Certifications: one (1) hard copy

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

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

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

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

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

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.

Section III: Certifications

Bidders must submit the certifications and additional information 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.

A maximum of three (3) contract can be awarded as a result of this procurement process based on the highest combined rating of technical merit and price (see section 4.2.1 below).

For example, if a supplier scores the highest combined rating of technical merit and price for Resources 1, 2 and 3, this supplier will be awarded one contract for all three (3) resources.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Attachment 1 – Technical criteria

4.1.1.2 Rated Technical Criteria

See Attachment 1 – Technical criteria

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price

See Attachment 2 – Financial evaluation

Bidders must submit firm prices for one or multiple groups of items indicated in the Attachment 2 – Financial Evaluation.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest combined rating of technical merit and price

This basis of selection will be used for each resource proposed individually.

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.

No minimum score is required for each rated criteria.

A minimum score of 5 points is required for the overall rated criteria.

The rating is performed on a scale of 25 points.

2. Bids not meeting "(a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 30% for the technical merit and 70% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 30%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 70%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 30/70 ratio of technical merit and price, respectively. The total available points equals 25 and the lowest evaluated price is \$45,000 (45).

Basis of selection – Highest Combined Rating of Technical Merit (30%) and Price (70%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		25/25	15/25	10/25
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$25/25 \times 30 = 30$	$15/25 \times 30 = 18.00$	$10/25 \times 30 = 12.00$
	Pricing Score	$45/55 \times 70 = 57.27$	$45/50 \times 70 = 63.00$	$45/45 \times 70 = 70$
Combined Rating		87.27	81.00	82.00
Overall Rating		1 st	3 rd	2 nd

4.2.2 Maximum number of contracts to be awarded

A maximum of three (3) contracts could be awarded as a result of this procurement process.

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politiquepolicy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politiquepolicy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.2.3.2 Status and Availability of Resources

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

5.2.3.3 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance** at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. This contract includes access to **controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
4. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Industrial Security Manual* (Latest Edition).

6.2 Statement of Work

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

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

2010B (2016-04-04), General Conditions - Professional 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 date of Contract to March 31st 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 two (2) additional one (1) year periods under the same conditions, from _____ to _____ and from _____ to _____ (*will be filled in at contract award*). 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 _____ 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.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Caroline Séguin
Supply officer
Public Works and Government Services Canada
Acquisitions Branch
Quebec Region
Address: 800 de la Gauchetière Street West, Suite 7300, Montreal (Quebec), H5A 1L6

Telephone : (514) 496-3734
Facsimile : (514) 496-3822
E-mail : Caroline.Z.Seguin@tpsgc-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 Project Authority

The Project Authority for the Contract is (*will be filled in at contract award*):

Name: _____
Title: _____
Organization: _____
Address: _____

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mtb405
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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

The Contractor's representative is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

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 \$ _____ (will be filled in at contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (will be filled in at contract award). Customs duties are included 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.

6.7.3 Multiple Payments

H1001C (2008-05-12), Multiple Payments

6.7.4 SACC Manual Clauses

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

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

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 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- € Annex C, Security Requirement Checklist;
- (e) the Contractor's bid dated _____ .

6.12 SACC Manual Clauses

[A7017C](#) (2008-05-12), Replacement of Specific Individuals
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[B1501C](#) (2006-06-16), Electrical equipment
[B4060C](#) (2011-05-16), Controlled Goods

6.13 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- r. 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.

This policy should provide an extension to cover forklift operations and their operators.

6.14 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - g. OPCF/QEF/SEF #4a - Permission to Carry Explosives
 - h. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire
 - j. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
 - k. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
 - 8 to 12 Passengers: \$5,000,000
 - 13 or more Passengers: \$8,000,000
 - l. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
 - m. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Boatswains

2. BACKGROUND

The Munitions Experimental Test Centre (METC) offers a wide range of technical and engineering services to the Department of National Defence (DND), the Canadian Armed Forces (CAF) and other government or private-sector organizations in the field of weapons, protection systems, ammunition and explosives. Given an increase in testing requests, the METC requires the services of a boatswain to address the shortfall in support to its operations.

3. ACRONYMS

AD	Applicable Document
ATV	All-Terrain Vehicle
CAF	Canadian Armed Forces
DND	Department of National Defence
DRDC	Defence Research and Development Canada
METC	Munitions Experimental Test Centre
SOW	Statement of Work
SRCL	Security Requirements Check List
TA	Technical Authority

4. TASKS

4.1 Labourer for METC Valcartier – Two resources required

The Supplier must:

- 4.1.1 Use various basic and specialized electrical tools. The equipment may include, but is not limited to: grinders, metal saws, pneumatic tools, hydraulic jacks, etc. These tools may be used to cut pieces of wood or metal when necessary, or as tightening tools. Adjust jacks manually to level trailers and the portable desk used at testing sites.
- 4.1.2 Operate specialized vehicles, including double axle trucks, multi-function Bobcat vehicles and 6,000-lb lift trucks.
- 4.1.3 Secure equipment safely for transport to testing site storage areas. Using the truck's existing straps, tie down equipment such as concrete blocks, plywood boards, planks or metal beams. In summary, anything that can be transported by platform truck or utility trailer, in accordance with the trucking regulations.

-
- 4.1.4 Assemble and disassemble the equipment and material at the testing sites. The equipment used may include, but is not limited to, scaffolding, concrete blocks, bags of gravel, dry materials (planks, plywood), stepladders, ladders, cameras and wiring.
- 4.1.5 Maintain, inspect and detect minor problems on equipment and their accessories. Notify the Technical Authority (TA) if a piece of equipment is broken or defective. Such items may include, but are not limited to: broken shovel handles, hazardous stepladders, broken axe handles, twisted chainsaw chains, frayed or broken electrical wires.
- 4.1.6 Prepare, set up, execute and dismantle experimental trials based on the TA's instructions.
- 4.1.7 Perform construction work, notably including, but not limited to: installation and dismantling of scaffolding; collection of debris from demolition such as pieces of wood, metal or cement; performing heavy work such as carrying material not exceeding 30 kg (eg, bags of sand or gravel); shoveling using a handheld shovel or blower to clean outdoor work areas; shredding using a gas-powered wood chipper to shred tree parts or branches, etc.
- 4.1.8 Perform work at a maximum height of 10 feet. This work may include, but is not limited to: climbing ladders to place concrete blocks with chains so the blocks can be moved by the transportation team (loader).
- 4.1.9 Use motorized equipment such as trucks to travel to testing sites or transport material. Use ATVs or Argos to travel around the testing site between the firing point and target. Use multi-purpose vehicles (Thomas) to perform light excavation or leveling work at sites where necessary.

The list of vehicles that the Contractor may have to operate includes:

- Standard automobile
- ½ tone, ¾ tone and 1-tonne pick-up truck
- Cube van
- Double axel trailer (Class 3 driver's licence and airbrake qualification)
- Electric and propane lift truck
- Multi-function vehicle (Thomas)
- All-terrain vehicle (ATV)
- Argo utility vehicle
- Snowmobile

4.2 Labourer for METC Nicolet Detachment – One resource required

The Supplier must:

- 4.2.1 Use various basic and specialized electrical tools. This equipment may include, but is not limited to: grinders, metal saws, pneumatic tools, hydraulic jacks, etc. These tools may be used to cut pieces of wood or metal when necessary, or as tightening tools. Adjust jacks manually to level trailers and the portable office used at testing sites.
- 4.2.2 Operate specialized vehicles, including Polaris vehicles and 5,000-lb lift trucks.
- 4.2.3 Secure equipment safely for transport to testing site storage areas. Using the truck's existing straps, tie down equipment that may include, but is not limited to, concrete blocks, plywood boards, planks or metal beams. In summary, anything that can be transported by platform truck or utility trailer, in accordance with the trucking regulations.

-
- 4.2.4 Assemble and disassemble the equipment and material at METC Nicolet. This equipment may include scaffolding, concrete blocks, bags of gravel, dry materials (planks, plywood), stepladders, ladders, cameras, wiring, etc.
- 4.2.5 Maintain, inspect and detect minor problems with equipment and accessories. Notify the TA if a piece of equipment is broken or defective, such as: broken shovel handle, hazardous stepladder, broken axe handle, twisted chainsaw chain, frayed or broken electrical wire, etc.
- 4.2.6 Perform operator maintenance of equipment associated with the generator, chainsaw, pressure washer, trailer, lift truck, etc.
- 4.2.7 Perform construction work, notably including, but not limited to: installation and dismantling of scaffolding; collection of debris from demolition such as pieces of wood, metal or cement; performing heavy work such as carrying material not exceeding 30 kg (eg, bags of sand or gravel); shoveling using a handheld shovel or blower to clean outdoor work spaces; shredding using a gas-powered wood chipper to shred tree parts or branches, etc.
- 4.2.8 Perform work at a maximum height of 10 feet. This work may include, but is not limited to: climbing ladders to place a concrete blocks using chains so that the blocks can be moved by the transportation team (loader).
- 4.2.9 Use motorized equipment such as trucks to get to testing sites or to transport material. Use a Polaris or Argo to travel around the METC – Nicolet Detachment site.

The list of vehicles that the Contractor may have to operate includes:

- Standard automobile
- ½ tone, ¾ tone and 1-tonne pick-up truck
- Cube van
- Double axle trailer (Class 3 driver's licence and airbrake qualification)
- Electric and propane lift truck
- Multi-function vehicle (Thomas)
- All-terrain vehicle (ATV)
- Argo utility vehicle
- Snowmobile

5. WORK SCHEDULE

5.1 METC Valcartier between 7:30 a.m. and 3:30 p.m. or between 7:30 a.m. and 4:00 p.m.

From September to June, the Contractor shall provide boatswain services 5 days a week, from Monday to Friday, except on federal statutory holidays, for 8 hours a day Monday to Thursday inclusively, and 7.5 hours per day on Fridays (or a maximum of 40 hours per week).

For the 13 weeks between June and September (to be determined annually), the Contractor shall work 4 days per week from Monday to Thursday inclusively, except on federal statutory holidays, for 8 hours per day (or a maximum of 34 hours). No overtime is required.

5.2 METC Nicolet Detachment between 7:30 a.m. and 4:00 p.m.

The Supplier shall provide the services of one boatswain five (5) days per week, Monday to Friday, except on federal statutory holidays, for eight (8) hours per day (maximum of 40 hours per week). No overtime is required.

6. LANGUAGE OF WORK

French.

7. LOCATION OF WORK

7.1 The work must be performed at DRDC/METC Valcartier at the following address:

Munitions Experimental Test Centre (METC)/
Centre d'essais et d'expérimentation en munitions (CEEM)
2459 Route de la Bravoure
Québec City, Québec
Canada
G3J 1X5

7.2 The work must be performed at DRDC/METC Nicolet Detachment at the following address:

Munitions Experimental Test Centre (METC) Nicolet
Nicolet National Defence Garrison
695 Route Marie Victorin,
Nicolet, Québec
J3T 1T5

8. GOVERNMENT FURNISHED EQUIPMENT (GFE)

8.1 METC Valcartier

8.1.1 DRDC/METC shall provide the Supplier with access to all safety equipment required for the tasks to be performed.

8.1.2 Canada agrees to provide the Contractor, at minimum, with the item listed below:

8.1.2.1 One common work station including the following basic equipment:

- desk
- computer
- telephone

8.2 METC – Nicolet Detachment

8.2.1 DRDC/METC shall give the Supplier access to all safety equipment required for the tasks to be performed.

8.2.2 The section of the General Conditions entitled "Government Property" also applies to the use of Government Property by the Contractor. Canada agrees to provide the Contractor, at minimum, with the item listed below:

8.2.2.1 One common work station including the following basic equipment:

- desk
- computer
- telephone

9. SPECIAL CONSIDERATIONS

METC Valcartier is generally closed on Fridays between June and September.

10. ESTIMATED LEVEL OF EFFORT

The estimated level of effort for the initial period of the contract and option years is as follows:

ESTIMATED LEVEL OF EFFORT (DAY) PER RESOURCE		
DURATION OF CONTRACT	OPTION YEAR 1 From _____ to _____	OPTON YEAR 2 From _____ to _____
Min: 190 days Max: 240 days	Min: 190 days Max: 240 days	Min: 190 days Max: 240 days

10.1 These levels of effort are estimates made in good faith only and must not be considered a commitment by Canada.

ANNEX B

BASIS OF PAYMENT

The prices included in the table below represent the hourly rates per resource, including all the charged related to the work required.

		Period of contract From XX to XX	Option Year 1 From XX to XX	Option Year 2 From XX to XX
Valcartier	Resource 1	\$ _____ / hour (A)*	\$ _____ / hour (B)	\$ _____ / hour (C)
	Resource 2	\$ _____ / hour (D)	\$ _____ / hour (E)	\$ _____ / hour (F)
Nicolet	Resource 3	\$ _____ / hour (G)	\$ _____ / hour (H)	\$ _____ / hour (I)
TOTAL (taxes excluded)		\$ _____ / hour	\$ _____ / hour	\$ _____ / hour

* The letters from A to I refer to the prices evaluated in the Attachment 2 – Financial evaluation. They will be removed at contract award.

Solicitation No. - N° de l'invitation
W7701-166148/A
Client Ref. No. - N° de réf. du client
W7701-16-6148

Amd. No. - N° de la modif.
File No. - N° du dossier
mta-5-38270

Buyer ID - Id de l'acheteur
mtb405
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

See document attached herein.



Government of Canada

Gouvernement du Canada

RECEIVED
NOV 24 2015

Contract Number / Numéro du contrat W7701-166148
Security Classification / Classification de sécurité Sans classification

**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)/DGLPEM/QETE/METC	
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 LE MANOEUVRE SERA ASSIGNÉ AU SUPPORT DES OPERATIONS ET À CE TITRE SERA TENU DE PRENDRE PART ACTIVEMENT À TOUTES LES ACTIVITÉS LIÉES À LA PRÉPARATION, À L'INSTALLATION, À L'EXÉCUTION ET AU DÉMONTAGE DES SITES ESSAIS EXPÉRIMENTAUX.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Sans classification

Canada



Contract Number / Numéro du contrat W7701-166148
Security Classification / Classification de sécurité Sans classification

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

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? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat W7701-166148
Security Classification / Classification de sécurité Sans classification

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ATTACHMENT 1
TECHNICAL CRITERIA

Mandatory Technical Criteria (MC)	
The resource(s) proposed by the supplier must meet all the following mandatory criteria :	
NUMBER	Mandatory Technical Criteria
MC1	Valid driver's licence – Class 3. The supplier must provide a copy of the licence proving the resource(s) proposed meet this criteria.

Rated Technical Criteria (RC)			
The resource (s) proposed by the supplier should meet the following criteria :			
NUMBER	Rated Technical Criteria	MIN ⁽¹⁾	MAX
RC1	High School Diploma The following rating scale will be used to quantify the level of education of the resource proposed. No high school diploma: 0 point High School Diploma: 5 points The supplier must provide a copy of the diploma proving the resource proposed meet this criteria.	0	5
RC2	Experience as a boatswain. The following rating scale will be used to quantify the level of experience of the resource proposed. Less than 12 months: 5 points From 12 months to less than 24 months: 10 points From 24 months to less than 36 months: 15 points 36 months or more: 20 points The supplier must provide a copy of the CV proving that each resource proposed meet the criteria.	0	20

⁽¹⁾ A minimum of 5 points is established for the overall rated technical criteria.

ATTACHMENT 2
FINANCIAL EVALUATION

Bidders must submit firm prices for one or multiple groups of items. However, bidders must submit firm prices for all items listed in the group(s) of items for which they submit prices listed hereunder.

For evaluation purposes only:

Maximum level of effort estimated per year per resource:
240 days x 8 hours/day = 1920 hours

1. Valcartier

Resource 1			
	Maximum level of effort per resource per year	Prix proposed	Total (A x B)
Contract period From XX to XX	1920 hours	\$ _____ / hour (A)	\$ _____
Option Year 1 From XX to XX	1920 hours	\$ _____ / hour (B)	\$ _____
Option Year 2 From XX to XX	1920 hours	\$ _____ / hour (C)	\$ _____
TOTAL EVALUATED VALCARTIER 1 (3 years) (taxes excluded)			\$ _____

Resource 2			
	Maximum level of effort per resource per year	Prix proposed	Total (A x B)
Contract period From XX to XX	1920 hours	\$ _____ / hour (D)	\$ _____
Option Year 1 From XX to XX	1920 hours	\$ _____ / hour (E)	\$ _____
Option Year 2 From XX to XX	1920 hours	\$ _____ / hour (F)	\$ _____
TOTAL EVALUATED VALCARTIER 2 (3 years) (taxes excluded)			\$ _____

Solicitation No. - N° de l'invitation
W7701-166148/A
Client Ref. No. - N° de réf. du client
W7701-16-6148

Amd. No. - N° de la modif.
File No. - N° du dossier
mta-5-38270

Buyer ID - Id de l'acheteur
mtb405
CCC No./N° CCC - FMS No./N° VME

2. Nicolet

Resource 3			
	Maximum level of effort per resource per year	Prix proposed	Total (A x B)
Contract period From XX to XX	1920 hours	\$ _____ / hour (G)	\$ _____
Option Year 1 From XX to XX	1920 hours	\$ _____ / hour (H)	\$ _____
Option Year 2 From XX to XX	1920 hours	\$ _____ / hour (I)	\$ _____
TOTAL EVALUATED NICOLET (3 years) (taxes excluded)			\$ _____