



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Nova Scotia
Bid Fax: (902) 496-5016

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet ISO Adult Services	
Solicitation No. - N° de l'invitation W3554-166152/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client W3554-16-6152	Date 2016-06-17
GETS Reference No. - N° de référence de SEAG PW-\$HAL-305-9828	
File No. - N° de dossier HAL-5-75257 (305)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-30	
Time Zone Fuseau horaire Atlantic Standard Time AST	
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: Collier, Susan	Buyer Id - Id de l'acheteur hal305
Telephone No. - N° de téléphone (902) 496-5350 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Amendment 004 is being incorporate for the following reason:

Delete in its entirety:

Request for Proposal (RFP)

Insert:

Request for Proposal (RFP)

(Attached herein)

ALL OTHER TERMS AND CONDITIONS REMAN THE SAME

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Solicitation No. - N° de l'invitation
W3554-166152/A
Client Ref. No. - N° de réf. du client
W3554-166152

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

Buyer ID - Id de l'acheteur
HAL305
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

A1.1 EVALUATION GRID
Technical Statement of Requirement (TSOR)

ANNEX "B"

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INTEGRITY CHECK

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, 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 sites 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;

1.2 Statement of Work

The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows:

- FMFCS
- 2016 Surveillance audit: 9001:2008 & 14001:2004 Standards
- 2017 Registration audit: 9001:2008 & 14001:2004 Standards to be completed no later than 31 Aug 17.
- 2018 Surveillance audit: 9001:2008 & 14001:2004 Standards

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

FMFCS Options

- 2017 Registration audit: 9001:2015 & 14001:2015 Standards to be completed no later than 31 Aug 17 if option utilized
- 2018 Surveillance audit: 9001:2015 & 14001:2015 Standards

The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows:

FMFCB

- 2017 Registration audit: 9001:2015 Standards to be completed no later than 30 Jun 17
- 2018 Surveillance audit: 9001:2008 Standards

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

FMFCB Options

- 2017 Registration audit 9001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2018 Surveillance audit: 9001:2015
- 2018 Surveillance audit: 14001:2015 Standard

All requirements include the successful bidder providing all the required certificates/documents in accordance with the applicable ISO standard upon completion of the audits.

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

- Optional Pricing to Audit FMF Cape Scott at the 9001:2015 and 14001:2015 standard for 2017 and 2018
- Optional Pricing to Audit FMF Cape Breton at the 9001:2015 standard for 2018 and 2019
- Optional Pricing to Audit FMF Cape Breton at the 14001:2015 standard for 2018 and 2019

This requirement is subject to Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA) and World Trade Agreement on Government [Procurement (WTO-AGP).

Please see Specification, Annex A for a complete detail listing of the requirement.

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 North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT) and World Trade Organization on Government Procurement (WTO-AGP).

1.5 Canadian Content

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

3. List of Names

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

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

Delete: 60 days
Insert: 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.

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

2.3 Former Public Servant

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

Definitions

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

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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:
name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 Nova Scotia.

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. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated, simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria 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. The total amount of Applicable Taxes must be shown separately.

Bidders must submit a firm unit dollar amount in Table 1 and Table 2 or be deemed non responsive.

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.

© The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

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 aggregate price (combined total of Table 1+Table 2) evaluated price will be recommended for award of a contract.

Technical Evaluation Criteria for the technical bids are included in Annex A1, Technical Statement of Requirements (TSOR).

- (A) The criteria in the TSOR will be used to assess whether a bid meets the Technical Requirements.

- (B) The bid will be assessed against the requirements shown in Table 1 "TSOR Technical Requirements" and assigned a "PASS" or "FAIL" designation.
- (C) For each and every Technical requirement listed in Table 1, the Contractor must provide a reference as to where in their proposal it states they have met the Technical Requirement.
- (D) A compliant bid must PASS all TSOR Technical Requirements`.

4.1.2 Financial Evaluation

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

Bidders must submit a firm unit dollar amount in Table 1 and Table 2 or be deemed non responsive.

4.2 Basis of Selection

4.2.1 A bid must comply with all requirements of the bid solicitation 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Canadian Content Certification - A3050T (2014-11-27)

Canadian Content Certification - A3066T (2010-01-11)

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

5.2.4 Status and Availability of Resources

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

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

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

5.2.5 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W3554-166152

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. 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 Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows:

- FMFCS
- 2016 Surveillance audit: 9001:2008 & 14001:2004 Standards
- 2017 Registration audit: 9001:2008 & 14001:2004 Standards to be completed no later than 31 Aug 17.
- 2018 Surveillance audit: 9001:2008 & 14001:2004 Standards

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

FMFCS Options

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- 2018 Surveillance audit: 9001:2015 & 14001:2015 Standards

The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows:

FMFCB

- 2017 Registration audit: 9001:2015 Standards to be completed no later than 30 Jun 17
- 2018 Surveillance audit: 9001:2008 Standards

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

FMFCB Options

- 2017 Registration audit 9001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2018 Surveillance audit: 9001:2015
- 2018 Surveillance audit: 14001:2015 Standard

All requirements include the successful bidder providing all the required certificates/documents in accordance with the applicable ISO standard upon completion of the audits.

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

- Optional Pricing to Audit FMF Cape Scott at the 9001:2015 and 14001:2015 standard for 2017 and 2018
- Optional Pricing to Audit FMF Cape Breton at the 9001:2015 standard for 2018 and 2019
- Optional Pricing to Audit FMF Cape Breton at the 14001:2015 standard for 2018 and 2019

This requirement is subject to Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA) and World Trade Agreement on Government [Procurement (WTO-AGP).

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010 B (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 Delivery Date

The Work is to be performed commencing contract award for a three (3) year period inclusive.

6.4.2 Optional Goods and or Services

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Susan Collier
Title: Supply Specialist
Public Works and Procurement Services
Acquisitions Branch
Directorate: Acquisitions Branch
Address: 1713 Bedford Row
Halifax, Nova Scotia B3J 3C9

Telephone: 902-496-5350
Facsimile: 902-496-5016
E-mail address: susan.collier@pwgsc-tpsgc.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 given upon 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

Business 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price, as specified in Annex B, Basis of Payment*. Customs duties are *included*, and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

6.7.3 SACC Manual Clauses

Single Payment - [H1000C](#) (2008-05-12)

6.8 Invoicing Instructions

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 copy of the release document and any other documents as specified in the Contract;
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses if applicable;

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.

7.1 Applicable Laws

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

7.2 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 2010 B (2016-04-04), Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work ;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

7.3 SACC Manual Clauses

Excess Goods – B7500C (2006-06-16)

Electrical Equipment - B1501C (2006-06-16)

Insurance – G1005C (2008-05-12)

Defence Contract - A9006C (2012-07-16)

ANNEX "A"

STATEMENT OF WORK

ISO SURVEILLANCE AND AUDIT SERVICES

REGISTRAR CERTIFICATION SERVICES

1. PURPOSE:

1.1 The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows:

- FMFCS
- 2016 Surveillance audit: 9001:2008 & 14001:2004 Standards
- 2017 Registration audit: 9001:2008 & 14001:2004 Standards to be completed no later than 31 Aug 17.
- 2018 Surveillance audit: 9001:2008 & 14001:2004 Standards

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

FMFCS Options

- 2017 Registration audit: 9001:2015 & 14001:2015 Standards to be completed no later than 31 Aug 17 if option utilized
- 2018 Surveillance audit: 9001:2015 & 14001:2015 Standards

The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows:

FMFCB

- 2017 Registration audit: 9001:2015 Standards to be completed no later than 30 Jun 17
- 2018 Surveillance audit: 9001:2008 Standards

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

FMFCB Options

- 2017 Registration audit 9001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2018 Surveillance audit: 9001:2015
- 2018 Surveillance audit: 14001:2015 Standard

All requirements include the successful bidder providing all the required certificates/documents in accordance with the applicable ISO standard upon completion of the audits.

The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

- Optional Pricing to Audit FMF Cape Scott at the 9001:2015 and 14001:2015 standard for 2017 and 2018
- Optional Pricing to Audit FMF Cape Breton at the 9001:2015 standard for 2018 and 2019
- Optional Pricing to Audit FMF Cape Breton at the 14001:2015 standard for 2018 and 2019

This requirement is subject to Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA) and World Trade Agreement on Government Procurement (WTO-AGP).

2. BACKGROUND:

- 2.1 The Fleet Maintenance Facilities are a major component of the Department of National Defence Naval Engineering and Maintenance System. FMFCS is located in HMC Dockyard, Halifax, Nova Scotia and FMFCB is located in HMC Dockyard, Esquimalt, British Columbia. The two FMFs support the Royal Canadian Navy (RCN) through the provision of both general and defence-specific engineering and maintenance services, designed to meet the unique work requirements of the Fleet.
- 2.2 The Units each have a workforce comprising of more than 1200 military and civilian personnel. The exact number of employees within each of the FMFs will fluctuate due to staffing actions such as hiring, retirements, deployments, Military postings etc. A general breakdown of the workforce at each FMF is as follows:

Department	FMFCS Numbers	FMFCB Numbers
Command	4	6
Finance	13	8
Unit Support	67	100
Operations	65	67
Process Integration	20	9
Strategy	0	1
Engineering	213	162
FTA	31	26
Production	902	926
Total	1254	1305

- 2.3 FMFCS has been ISO 9001: 2008 registered since 2003 and 14001: 2004 registered since 2005. FMFCB has been ISO 9001: 2008 registered since 2003 and, while not officially registered to ISO 14001: 04, are compliant to the requirements. Surveillance audits had been performed on an annual basis at both FMFs by an assortment of registrars throughout the years. The FMFs have an integrated Management System which includes a single Quality Manual, Policy Statement and Objectives as well extensive use of common process documentation. To further the integration

and alignment of the two FMFs, there is a desire to integrate the registration process within the FMFs as well. Current ISO certifications at the FMFs have the following expiry dates:

- FMFCS - ISO 9001: 2008 expires August 31, 2018.
- ISO 14001: 2004 expires September 11, 2018.
- FMFCB - ISO 9001: 2008 expires August 10, 2017.

3. REQUIREMENTS:

- 3.1 The Registrar is required to provide third party assessment of the Management System activities at FMFCS to verify conformance to ISO 9001:2008 and ISO 14001:2004 within the time frame outlined below. In particular, the Registrar shall satisfy the following requirements:
 - 3.1.1 Evaluate the organization's Management System documentation as required and identify preventive or corrective action requirements as necessary.
 - 3.1.2 Carry out surveillance audit services to the 9001: 2008 and 14001: 2004 standards at FMFCS. Such audit is to be carried out not later than September 30, 2016.
 - 3.1.4 Work closely with the FMF Management System Officer, Management System Supervisor and the Process Integration Manager, to focus on suitable improvement opportunities and provide subject matter expertise on matters related to the ISO 9001 and 14001 standards.

3.1.6.1 Level of effort required could be in the order of:

3.1.6.1.1 A call-up included to be provided to provide general support such as answers to basic questions relating to ISO 9001/14001. This support could take the form of remote services (telephone) or in-person assistance. Estimate 20 hours total, required hourly charge out rate.

3.1.5 DND option to provide surveillance audit services for both FMFs to the ISO 9001: 2015 and ISO 14001:2015 standards as follows:

FMFCB Options

- 2017 Registration audit 9001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun 17 if option utilized
- 2018 Surveillance audit: 9001:2015
- 2018 Surveillance audit: 14001:2015 Standard

FMFCB Options

- Optional Pricing to Audit FMF Cape Scott at the 9001:2015 and 14001:2015 standard for 2017 and 2018
- Optional Pricing to Audit FMF Cape Breton at the 9001:2015 standard for 2018 and 2019
- Optional Pricing to Audit FMF Cape Breton at the 14001:2015 standard for 2018 and 2019

3.1.6 The Registrar shall provide details, including estimated costs, of mandatory post-registration maintenance assessments and subsequent assessment requirements.

3.2 The Firm's personnel shall hold a Valid Security Clearance to the Reliability Status level at all times during the performance of work. The contractor must possess a valid Visitor's Security Clearance issued by PWGSC/ISD.

3.3 The bidders are required to include (in their assessment proposals) work plans and schedules for conducting the registration activities. This work plan shall outline access and information requirements needed to accomplish the work.

4. SCOPE:

4.1 Activities shall be sufficient to enable registration of the FMF facilities, within the Halifax Metro and Esquimalt areas and the including necessary maintenance assessment requirements.

4.2 Bidders shall provide sufficient level of detail and support in their proposals for the determination of the overall merit of the services offered.

5. CONSTRAINTS:

- 5.1 The contractor will take into consideration any and all constraints that may be necessary to carry out this process within the FMFs. Such constraints include:
 - 5.1.1 The size and extent of the facilities;
 - 5.1.2 The number of employees within the FMFs; and
 - 5.1.3 The diversity and nature of the work carried out by the Work Centers.
- 5.2 The time frame of re-registration goal shall be deemed critical. Overall assessment activity planning and reporting methods will be considered as important contributing factors in the selection process of the Registrar.

All proposals will include any required travel, accommodation, meal expenditures and premium time cost, as part of the overall bid price.

6. CLIENT SUPPORT:

- 6.1 The Registrar can expect the full support of the FMF organizations.
- 6.2 A temporary amount of office space and standard equipment including telephones and fax service will be made available when on site FMFs.

7. DELIVERABLES:

- 7.1 The Registrar is required to provide the necessary planning and schedule documents outlining assessment activities, corrective and preventive action requirements, advice, and guidance required by the Commanding Officer and the Management Team to facilitate the registration of the Management System of the FMFs, on a timeline that ensures that the registration dates are met. The deliverables shall include, but are not limited to, the following:
 - 7.1.1 Registration Audit Plans and Schedules.
 - 7.1.2 Progress and Status Reports.
 - 7.1.3 Assessment Reports.

8. CO-ORDINATION:

- 8.1 Liaison shall be required with the FMF Management System Officer.
- 8.2 All findings, documentation, methods and procedural processes produced during the fulfillment of this contract will remain the property of the Fleet Maintenance Facility Cape Scott and Fleet Maintenance Facility Cape Breton.

**A1.1
EVALUATION GRID
Technical Statement of Requirement (TSOR)**

Mandatory Technical Evaluation Criteria for the technical bids are included in Annex A1, Technical Statement of Requirements (TSOR).

- (A) The criteria in the TSOR will be used to assess whether a bid meets the Mandatory Technical Requirements.
- (B) The bid will be assessed against the requirements shown in Table 1 "TSOR Mandatory Technical Requirements" and assigned a "PASS" or "FAIL" designation.
- (C) For each and every Mandatory Technical requirement listed in Table 1, the Contractor must provide a reference as to where in their proposal it states they have met the Technical Requirement.
- (D) A compliant bid must PASS all "TSOR Technical Requirements".

Mandatory Technical Rated Requirements "PASS" or "FAIL":

Mandatory Technical Requirements	Compliant		Cross Reference
	Pass	Fail	Page No.
1. The supplier shall be accredited by the ANSI- ASQ National Accreditation Board (ANAB) or other approved accreditation body.			
2. The supplier shall have experience in the auditing of firms or organizations engaged in activities and functions, large industrial complex. Proposals shall include two detailed examples complete with (2) reference letters.			
3. The supplier shall have experience performing audits of both Quality and Environmental Management Systems, with preference given to those conducting integrated audits. Proposals shall include a list of ISO 9001:2008 and ISO 14001:2004 registrations completed in the last 2 years including two (2) reference letters from the most current clients.			
4. The Registrar shall provide details, including estimated costs, of mandatory post-registration maintenance assessments and subsequent assessment requirements.			
5. The bidders are required to include (in their assessment proposals) work plans and schedules for conducting the registration activities. This work plan shall outline access and information requirements needed to accomplish the work.			
Bidders shall provide sufficient level of detail and support in their proposals for the determination of the overall merit of the services offered. Proposals shall be judged on the above Requirements and the attached bid evaluation criteria data sheet.			

**Annex B
Basis of Payment**

Bidders must submit a firm unit dollar amount in Table 1 and Table 2.

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

EVALUATION 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 aggregate price (combined total of Table 1+Table 2) = evaluated price will be recommended for award of a contract.

Table 1

Requirement	3 Year Period
1. The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows: <ul style="list-style-type: none"> - FMFCS - 2016 Surveillance audit: 9001:2008 & 14001:2004 Standards - 2017 Registration audit: 9001:2008 & 14001:2004 Standards to be completed no later than 31 Aug 17. - 2018 Surveillance audit: 9001:2008 & 14001:2004 Standards 	\$
2. The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) to provide ISO Surveillance Audit Services for a three (3) year period as follows: <ul style="list-style-type: none"> FMFCB - 2017 Registration audit: 9001:2015 Standards to be completed no later than 30 Jun 17 - 2018 Surveillance audit: 9001:2008 Standards 	\$
2. To provide General Support such as answers to basic questions :ISO Audit 9001/14001 Estimate 20 hours	\$
4. To provide ISO Surveillance Audit Services for a three (3) year period as per Annex A herein as follows:ISO 9001:2008 Audit Services for 2017 FMF Cape Breton (Esquimalt, BC).	\$
Total Table 1:	\$

Table 2
Optional Services

Please note: The client may or may not require this service.

Department of National Defence may acquire the optional service as stated below and indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

Requirement	
<p>1. The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.</p> <p>FMFCS Options</p> <ul style="list-style-type: none"> - 2017 Registration audit: 9001:2015 & 14001:2015 Standards to be completed no later than 31 Aug 17 if option utilized 	\$
<p>2. The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.</p> <p>FMFCS Options</p> <ul style="list-style-type: none"> - 2018 Surveillance audit: 9001:2015 & 14001:2015 Standards 	\$

<p>3. The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.</p> <p>FMFCB Options</p> <ul style="list-style-type: none"> - 2017 Registration audit 9001:2015 Standard to be completed no later than 30 Jun 17 if option utilized - 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun 17 if option utilized 	\$
<p>4. The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.</p> <p>FMFCB Options</p> <ul style="list-style-type: none"> - 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun 17 if option utilized 	\$
<p>5. The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.</p> <p>FMFCB Options</p> <ul style="list-style-type: none"> - 2018 Surveillance audit: 9001:2015 - 2018 Surveillance audit: 14001:2015 Standard 	\$

<p>6. The Department of National Defence may acquire the optional service as stated below as indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.</p> <p>FMFCB Options</p> <ul style="list-style-type: none"> - 2018 Surveillance audit: 14001:2015 Standard 	\$
<p>Total of Table 2:</p>	\$

Total Evaluated Price \$ _____

(Combined price of Table 1 + Table 2)

Please note: Price of bidder's proposal must include any required travel, accommodation, meal expenditures and premium time cost, as part of the overall bid price

Solicitation No. - N° de l'invitation
W3554-166152/A
Client Ref. No. - N° de réf. du client
W3554-166152

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

Buyer ID - Id de l'acheteur
HAL305
CCC No./N° CCC - FMS No./N° VME

**ANNEX C
SECURITY (SRCL)**

Solicitation No. - N° de l'invitation
W3554-166152/A
Client Ref. No. - N° de réf. du client
W3554-166152

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

Buyer ID - Id de l'acheteur
HAL305
CCC No./N° CCC - FMS No./N° VME

ANNEX D

INTEGRITY CHECK

INTEGRITY and Certification – Related documentation

Offeror's List of Directors below. Please provide a list of names of all individuals who are currently Directors in accordance with Part 5 – CERTIFICATION.

Directors: Please print clearly

Name	Name	Name	Name

Attach additional names on a separate sheet if required.