



**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

<b>Title - Sujet</b> ISO Aduit Services	
<b>Solicitation No. - N° de l'invitation</b> W3554-166152/A	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> W3554-16-6152	<b>Date</b> 2016-06-21
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-305-9828	
<b>File No. - N° de dossier</b> HAL-5-75257 (305)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-06-30</b>	
<b>Time Zone</b> Fuseau horaire Atlantic Standard Time AST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Collier, Susan	<b>Buyer Id - Id de l'acheteur</b> hal305
<b>Telephone No. - N° de téléphone</b> (902) 496-5350 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Amendment 005 is being raised to answer questions from potential bidders as follows:

**Question 1:**

*In the recent amendments, under the Annex B - Basis of payment, section 4, it asks for the cost to do a three year surveillance audit for 207 FMF Cape Breton. This is confusing as the normal audit cycle consists of one registration audit and two annual surveillance audits.*

**Answer 1:**

The total contract is for three years is for the entire agreement, (I.E. the life of the contract, of which only two years are required for FMFCB, 2017,2018).

FMFCB

2017 Registration audit: 9001:2008 Standards to be completed no later than 30 Jun17

2018 Surveillance audit: 9001:2008 Standards

FMF Cape Breton (Esquimalt, BC).

**Question 2:**

*It appears there are duplicates in Table 1 and table 2 yet they have requested a total price. this is not possible due to the duplicates.*

**Answer 2:**

There are no duplications as the ISO standards are different, see tables below: (9001 2004 vs 2015 standards and same for the 14001.

Please see revised Basis of Payment herein.

**Delete in its entirety;**

Annex A – Statement of Work

A1.1 EVALUATION GRID

Technical Statement of Requirement (TSOR)

Annex B Basis of Payment

**Insert:**

**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) Fleet Maintenance Facility Cape Scott (FMFCS) HMC Dockyard, and Halifax Nova Scotia to provide ISO Surveillance Audit Services for a three (3) year period as follows: ISO Requirements for FMFCS/FMFCB

### **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

### **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

### **FMFCB**

2017 Registration audit: 9001:2008 Standards to be completed no later than 30 Jun17

2018 Surveillance audit: 9001:2008 Standards

### **FMFCB Options**

2017 Registration audit: 9001:2015 Standard to be completed no later than 30 Jun17 if option utilized

2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun17 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\*\*\*

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 and FMFCB to verify conformance to ISO standards within the time frame outlined in SOW. 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 IAW SOW.

- 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 as applicable.
- 3.1.5.1 Level of effort required could be in the order of:
  - 3.1.5.1.1 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.
- 3.1.6 DND option to provide surveillance audit services for both FMFs to the ISO 9001: 2015 and ISO 14001:2015 standards as follows:

#### 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

#### FMFCB Options

2017 Registration audit: 9001:2015 Standard to be completed no later than 30 Jun17 if option utilized

2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun17 if option utilized

2018 Surveillance audit: 9001:2015

2018 Surveillance audit: 14001:2015 Standard

- 3.1.7 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**

**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**

<b>Requirement</b>	
2016 <b>Surveillance audit: 9001:2008 &amp; 14001:2004 Standards</b>	\$
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	
FMFCB	\$
2017 Registration audit: 9001:2008 Standards to be completed no later than 30 Jun17	
2018 Surveillance audit: 9001:2008 Standards	
FMF Cape Breton (Esquimalt, BC).	
General support such as answers to basic questions relating to ISO 9001/14001.	\$
<b>Total Table 1:</b>	\$

**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	
FMFCS Options 2017 Registration audit: 9001:2015 & 14001:2015 Standards to be completed no later than 31 Aug 17 if option utilized	\$
FMFCS Options 2018 Surveillance audit: 9001:2015 & 14001:2015 Standards	\$
FMFCB Option 2017 Registration audit: 9001:2015 Standard to be completed no later than 30 Jun17 if option utilized	\$
FMFCB Option 2017 Registration audit: 14001:2015 Standard to be completed no later than 30 Jun17 if option utilized	\$
FMFCB Option 2018 Surveillance audit: 9001:2015	\$
FMFCB Option 2018 Surveillance audit: 14001:2015 Standard	\$
<b>Total of Table 2:</b>	\$

**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**  
**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**