



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources naturelles Canada  
Bid Receiving Unit – Mailroom  
Unité de réception des soumissions, Salle du courrier  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

**Request for Proposal (RFP)  
Demande de proposition (DDP)**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and at the prices set out in the bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

**Comments – Commentaires**

**If submitting by courier, please ensure the courier envelope has the RFP number, Closing Date and Closing Time on the front, to avoid confusion in the Bid Receipt Unit.**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

Title – Sujet <b>Evaluation of Designated Substances at NRCan Sites and Development of Designated Substances Database</b>	
Solicitation No. – No de l'invitation <b>NRCan-5000024283</b>	Date 11 July 2016
Client Reference No. - N° de référence du client 133518	
Requisition Reference No. - N° de la demande 5000024283	
Solicitation Closes – L'invitation prend fin <b>at – à 02:00 PM EST on – le 09 August 2016</b>	
Address Enquiries to: - Adresse toutes questions à: <b>Valerie Holmes</b>	Buyer ID – Id de l'acheteur AB4
Telephone No. – No de telephone <b>(343) 292-8371</b>	Fax No. – No. de Fax <b>(613) 947-5477</b>
<i>If marked "X" please see the box to the left S'il ya un "X" ici, s.v.p. voir la boîte à la gauche</i>	<input checked="" type="checkbox"/> Acknowledgement copy required Accusé de réception requis
Destination – of Goods, Services and Construction: Destination – des biens, services et construction:  Natural Resources Canada Corporate Management Support Services 580 Booth Street, 3rd Floor Ottawa, Ontario K1A 0E4	
Security – Sécurité  There is a security requirement Il y a une exigence matière à la sécurité	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur          Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur: Email: - Courriel :	
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



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 4**

1. Introduction.....4

2. Summary.....4

    2.1 Security Requirement ..... 4

    2.2 Applicable Trade Agreements ..... 4

3. Debriefings .....5

**PART 2 - BIDDER INSTRUCTIONS ..... 6**

1. Standard Instructions, Clauses and Conditions .....6

2. Submission of Bids.....6

3. Enquiries - Bid Solicitation .....7

4. Applicable Laws .....7

5. Improvement of Requirement During Solicitation Period .....7

6. Basis for Canada's Ownership of Intellectual Property .....7

**PART 3 - BID PREPARATION INSTRUCTIONS ..... 8**

1. Bid Preparation Instructions.....8

    3.1 Exchange Rate Fluctuation ..... 10

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 11**

1. Evaluation Procedures.....11

    1.1 Mandatory Technical Evaluation..... 11

    1.2 Point Rated Technical Criteria ..... 11

2. Basis of Selection .....14

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 16**

1. Certifications Required with the Bid .....16

    1.1 Declaration of Convicted Offences ..... 16

2. Certifications Precedent to Contract Award and Additional Information .....16

    2.1 Integrity Provisions – List of Names ..... 16

3. Additional Certifications Precedent to Contract Award.....17

    3.1 Status and Availability of Resources..... 17

    3.2 Rate or Price Certification ..... 17

    3.3 Education and Experience ..... 17

    3.4 Former Public Servant ..... 17

    3.5 Aboriginal Designation ..... 19

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS ..... 20**

1. Security Requirements .....20

2. Insurance Requirements .....20

**PART 7 - RESULTING CONTRACT CLAUSES ..... 21**

1. Statement of Work .....21

2. Standard Clauses and Conditions .....21

    2.1 General Conditions ..... 21

    2.2 Supplemental General Conditions ..... 21

3. Security Requirements .....22

4. Term of Contract .....22

    4.1 Period of the Contract ..... 22

    4.2 Option to Extend the Contract..... 22

5. Authorities .....23

    5.1 Contracting Authority..... 23

    5.2 Project Authority ..... 23

    5.3 Contractor's Representative ..... 23



6.	Proactive Disclosure of Contracts with Former Public Servants .....	23
7.	Payment.....	24
7.1	<i>Limitation of Expenditure</i> .....	24
7.2	<i>Method of Payment</i> .....	24
8.	Invoicing Instructions .....	24
9.	Certifications .....	25
9.1	<i>Compliance</i> .....	25
10.	Applicable Laws .....	25
11.	Priority of Documents .....	25
12.	Foreign Nationals (Canadian Contractor OR Foreign Contractor).....	25
13.	Insurance .....	25
14.	Contract Administration .....	26
	<b>ANNEX “A” – STATEMENT OF WORK .....</b>	<b>27</b>
SW1	Background.....	27
SW2	Objectives.....	27
SW3	Facilities Overview.....	27
SW4	Scope of Work .....	29
SW5	General Requirements .....	29
SW5.1	<i>Work</i> .....	29
SW5.2	<i>Notifications/Permits</i> .....	30
SW5.3	<i>Progress Reporting and Meetings</i> .....	30
SW5.4	<i>Quality Assurance and Quality Control</i> .....	30
SW5.5	<i>Health and Safety Program</i> .....	30
SW5.6	<i>Responsibilities and Communication</i> .....	30
SW6	Tasks.....	30
SW6.1	<i>Planning</i> .....	30
SW6.2	<i>Review Existing Information</i> .....	31
SW6.3	<i>Perform and Assessments</i> .....	31
SW6.4	<i>Reporting</i> .....	32
SW7	Requirements .....	32
SW8	Deliverables .....	32
SW8.1	<i>Designated Substance Survey Reports</i> .....	32
SW8.2	<i>Designated Substances Database</i> .....	33
SW9	Language Capability.....	33
	<b>ANNEX “B” – BASIS OF PAYMENT .....</b>	<b>34</b>
1.	Professional Fees:.....	34
2.	Travel and Living Expenses .....	34
3.	Total Bid Price.....	35
	<b>ANNEX “C” – SECURITY REQUIREMENT CHECKLIST .....</b>	<b>36</b>



## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

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

**Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;

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

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

**Part 5 Certifications:** includes the certifications to be provided;

**Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

**Annex "A"** - the Statement of Work

**Annex "B"** - the Basis of Payment,

**Annex "C"** – Security Requirement Checklist

### **2. Summary**

By means of the RFP, NRCan is seeking proposals from Bidders to provide a work program required by Natural Resources Canada (NRCan) to conduct a Designated Substances Survey (DSS) at select NRCan facilities as referenced in the Statement of Work, as well as the development of a database to manage and track Designated Substances.

#### **2.1 Security Requirement**

There is no security requirements associated with this requirement. The Contractor will be escorted at all times.

#### **2.2 Applicable Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Agreement on Internal Trade (AIT).

NAFTA is exempt:

##### **E - Environmental Services**

E102 Industrial Investigation Surveys and Technical Support Related to Air Pollution

E107 Hazardous Substance Analysis

E110 Industrial Investigations, Surveys and Technical Support for Multiple Pollutants



### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## **PART 2 - BIDDER INSTRUCTIONS**

### **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 (2016-04-04)** - Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

#### **In the complete text content (except Section 1 – Integrity Provisions – Bid):**

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCan)

#### **In Section 2 – Procurement Business Number:**

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

#### **In Section 5.4 – Submission of Bids:**

DELETE: sixty (60) days

INSERT: one hundred and twenty (120) days

#### **In Section 8.1 – Transmission by Facsimile:**

DELETE: 819-997-9776

INSERT: 613-992-2920

#### **In Section 20.2 – Further Information:**

DELETE: in its entirety

### **2. Submission of Bids**

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit - Mailroom  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Valerie Holmes**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.



2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** business 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.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

### **5. 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 **five (5)** business days before the bid closing date. Canada will have the right to accept or reject any

### **6. Basis for Canada's Ownership of Intellectual Property**

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- (6.5) where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

NRCan will accept your bids in one of the following formats:

#### **HARD COPY:**

**Section I:** Technical Bid – 4 copies (1 original, 3 copies)

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

**Section III:** Certifications – 1 copy

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

**OR:**

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

#### **ELECTRONIC STORAGE MEDIA:**

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid – 4 copies (1 original, 3 copies)

**NOTE:** 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page (Original)  
3 CD/DVD/USB will contain: just the Technical Bid

**Section II:** Financial Bid - 1 copy (included with original Technical Bid).

**Section III:** Certifications – 1 copy (included with original Technical Bid and sole Financial Bid)

**Note: NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan's preference that you submit using Electronic Storage Media in order to adhere to our green initiative.**

**NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.**

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

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

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and



- ii. 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.
- iii. use a numbering system that corresponds to the bid solicitation.

### **1. Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

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 and may result in a loss of points. 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.

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

### **2. Page 1 of the RFP Document**

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) prior to submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

### **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B"- Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.



**3.1** *Exchange Rate Fluctuation*

C3011T (2013-11-06), Exchange Rate Fluctuation

**4. Section III: Certifications**

Bidders must submit the certifications as per Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Mandatory Technical Evaluation

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
M1	The Project Manager <b>MUST</b> provide three (3) unique and verifiable references from completed projects of a similar scope as the proposed NRCan work. <ul style="list-style-type: none"> <li>• The minimum documentation required for each reference includes: <ul style="list-style-type: none"> <li>○ Company name of client</li> <li>○ Name and phone number of client contact</li> <li>○ Brief (75-100 word) description of work undertaken including an overview of the methodology used</li> <li>○ Timing and duration of project</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	The Bidder <b>MUST</b> provide a copy of the resume of all persons assigned to the project.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	The proposed Project Manager <b>MUST</b> have a minimum of three (3) years of experience in conducting Designated Substances Surveys (DSS).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M4	One (1) member of the team <b>MUST</b> be fully bilingual (English and Advanced Oral French with Intermediate Written and Comprehension French). See legend below for further details.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M5	The Bidder <b>MUST</b> submit proof of accreditation(s) of the laboratory(s) to be used for sample analyses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### 1.2 Point Rated Technical Criteria

Point Rated Requirements:				
Item	Requirement	Points Breakdown	Max Points	Demonstrated Compliance
R1	The Bidder shall provide a project and tasks schedule that assigns resources and timelines to meet the requirements as per the Statement of Work.  Points assigned against the following:  a) The degree to which the schedule has included the steps indicated in the Statement of Work ( <b>max 5 points</b> ) b) The degree to which the Bidder has	a) <b>Excellent</b> (4.5 – 5 points) <b>Good</b> (3.5 – 4 points) <b>Poor</b> (0 – 3 points)  b) <b>Excellent</b> (3 points) <b>Good</b> (2 points) <b>Poor</b> (0 – 1 point)	<b>10</b>	



<b>Point Rated Requirements:</b>				
<b>Item</b>	<b>Requirement</b>	<b>Points Breakdown</b>	<b>Max Points</b>	<b>Demonstrated Compliance</b>
	<p>assigned personnel to complete each identified task in a timely and cost effective manner, including making efficient use of NRCan’s staff’s time (<b>max 3 points</b>)</p> <p>c) The degree to which the Bidder meets the required deliverables due date (<b>max 2 points</b>)</p>	<p>c) <b>Excellent</b> (2 points)  <b>Good</b> (1 point)  <b>Poor</b> (0 points)</p>		
<b>R2</b>	<p>The Bidder shall provide a detailed approach to performing the program of work as per the Statement of Work for all NRCan sites.</p> <p>Points assigned against the following:</p> <p>a) The bid should demonstrate a full understanding of the context, scope and objectives, and should not be limited to the description contained in the Statement of Work. The Bidder should clearly demonstrate, in their own words, that they have fully understood the context and scope (for both the DSS and development of the database) as detailed in the SOW. (<b>max 25 points</b>)</p> <p>b) The Bidder should clearly present the technical approach and methodology that they propose to use. The technical approach should be consistent, relevant to the tasks and complete. (<b>max 10 points</b>)</p> <p>c) The Bidder should clearly present how they plan to allocate resources for each of the sites in the Statement of Work, as well as the exact role of each of these resources in carrying out these tasks. The allocation of resources should be realistic, relevant and appropriate to the project realization. (<b>max 5 points</b>)</p>	<p>a) <b>Excellent</b> (21 – 25 points)  <b>Good</b> (14 – 20 points)  <b>Poor</b> (0 – 13 points)</p> <p>b) <b>Excellent</b>= 8-10;  <b>Good</b> = 6-7;  <b>Poor</b> = 0-5</p> <p>c) <b>Excellent</b>= 4.5-5;  <b>Good</b> = 3.5-4;  <b>Poor</b> = 0-3</p>	<b>40</b>	
<b>R3</b>	<p>The Bidder’s stated understanding of the requirements of applicable federal, provincial and industry standards, sampling protocols and best practices in the area of Designated Substances management.</p> <p>Points assigned against the following:</p> <p>a) The degree to which the Bidder demonstrates familiarity with applicable federal/provincial/industry standards and best practices regarding Designated Substances</p>	<p>a) <b>Excellent</b> (5 – 6 points)  <b>Good</b> (3 – 4 points)  <b>Poor</b> (0 – 2 points)</p> <p>b) <b>Excellent</b> (3 – 4 points)  <b>Good</b> (2 points)  <b>Poor</b> (0 – 1 points)</p>	<b>10</b>	



**Point Rated Requirements:**

Item	Requirement	Points Breakdown	Max Points	Demonstrated Compliance
	<p>(max 6 points) b) The degree to which the Bidder demonstrates an understanding of sampling protocols for Designated Substances (e.g., asbestos-containing materials, lead). (max 4 points)</p>			
<b>R4</b>	<p>The Project Manager and the proposed team shall demonstrate appropriate education, knowledge and experience for conducting Designated Substance Surveys and with database development.</p> <p>Points assigned against the following:</p> <p>a) The Project Manager's experience in conducting DSS and database development. (max 9 points) b) The project manager's level of relevant formal education in a scientific/Health &amp; Safety/environmental discipline (level, focus, graduation year, number, etc). (max 8 points) c) The team members' experience in conducting DSS. (max 9 points) d) The team members' level of relevant formal education in a scientific/Health &amp; Safety/environmental discipline (level, focus, graduation year, number, etc). (max 8 points) e) The Bidder's demonstrated experience, from the three listed references, of DSS testing. (Include Org, contact name, phone# for each example) (2 points for each reference max 6 points)</p>	<p>a) <b>Excellent</b> (8 – 9 points) <b>Good</b> (5 – 7 points) <b>Poor</b> (0 – 4 points)</p> <p>b) <b>Excellent</b> (7 – 8 points) <b>Good</b> (4 – 6 points) <b>Poor</b> (0 – 3 points)</p> <p>c) <b>Excellent</b> (8 – 9 points) <b>Good</b> (5 – 7 points) <b>Poor</b> (0 – 4 points)</p> <p>d) <b>Excellent</b> (7 – 8 points) <b>Good</b> (4 – 6 points) <b>Poor</b> (0 – 3 points)</p> <p>e) <b>Excellent</b> (2 points per reference – max 6 points) <b>Good</b> (1 point per reference – max 3 points) <b>Poor</b> (0 points per reference)</p>	<b>40</b>	
<b>Total Points Available</b>			<b>100</b>	
<b>Total Points needed to be Considered Compliant (60%)</b>			<b>60</b>	



Legend/Légende	Oral	Comprehension	Written
<b>Basic</b>	A person speaking at this level can: <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	A person speaking at this level can: <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	A person speaking at this level can: <ul style="list-style-type: none"> <li>support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>

## 2. Basis of Selection

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

### Highest Combined Rating of Technical Merit and Price

The responsive (compliant) Bidder with the highest combined rating of technical merit (**70%**) and price (**30%**) will be recommended for award of a contract. See the following example table below.

Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
<b>Technical Points Achieved by Bidder</b>	88	82	76
<b>Price Quoted by Bidder</b>	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
<b>Bidder 1</b>	$\frac{88 \times 70}{88} = 70.00$	$\frac{75 \times 30}{85} = 26.47$	96.47
<b>Bidder 2</b>	$\frac{82 \times 70}{88} = 65.23$	$\frac{75 \times 30}{80} = 28.13$	93.36



<b>Bidder 3</b>	$\frac{76 \times 70}{*88} = 60.46$	$\frac{**75 \times 30}{75} = 30.0$	90.46
* Represents the highest technical score ** Represents the lowest priced proposal			

**Assumption:** Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.



## **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.

### **1. Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **1.1 Declaration of Convicted Offences**

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

### **2. Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **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.

#### **List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide, prior to contract award, 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.

Certification:

I \_\_\_\_\_ (Suppliers name) certify that I have read and understand the information contained in the above link to this Certification. I understand that any information I submit in order for the department to confirm my eligibility to receive a contract may be shared and used by NRCan and /or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.



Board of Directors:

_____	_____
_____	_____
_____	_____

### 3. Additional Certifications Precedent to Contract Award

#### 3.1 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.

#### 3.2 Rate or Price Certification

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

#### 3.3 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.

#### 3.4 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**" means a 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 and includes:

- (a) An individual;



- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"**Pension**" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above? **YES ( )**      **NO ( )**

If so, the Bidder must provide the following information:

- (a) Name of former public servant: \_\_\_\_\_
- (b) Date of termination of employment or retirement from the Public Service. \_\_\_\_\_

**Work Force Reduction Program**

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

**YES ( )**      **NO ( )**

If so, the Bidder must provide the following information:

- (a) Name of former public servant;
- (b) Conditions of the lump sum payment incentive: \_\_\_\_\_
- (c) Date of termination of employment: \_\_\_\_\_
- (d) Amount of lump sum payment: \_\_\_\_\_
- (e) Rate of pay on which lump sum payment is based: \_\_\_\_\_
- (f) Period of lump sum payment including:
  - Start date: \_\_\_\_\_
  - End date: \_\_\_\_\_
  - Number of weeks: \_\_\_\_\_
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

Contract Amount:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.



### 3.5 *Aboriginal Designation*

An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,  
OR

A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es),  
provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

This is to confirm:

- Our Company is an Aboriginal Firm, as identified above
- Our Company is NOT an Aboriginal Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



---

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **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 7 - 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 7 - 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;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

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.

### **2. Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_. (*to be completed at contract award*)

### **2. Standard Clauses and Conditions**

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

#### **2.1 General Conditions**

**2035 (2016-04-04) - General Conditions - Higher Complexity - Services**, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### **2.2 Supplemental General Conditions**

##### **2.2.1 Dispute Resolution**

###### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

###### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

###### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution



process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### 2.2.2 Values and Ethics Code

In carrying out the Work under the terms and conditions of this Contract, the Contractor shall adhere to the provisions and practices of the Values and Ethics Code for the Public service (2003), namely, but not restricted to, the provisions pertaining to Respect for Diversity, Human Dignity and People Values. The following link provides the policy reference. [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tb\\_851/vec-cve-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tb_851/vec-cve-eng.asp)

## 3. Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), **Public Services and Procurement Canada (PSPC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PSPC.
3. The Contractor **MUST NOT** utilize its **Information Technology** systems to electronically process, produce or store PROTECTED information until the CISD/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.
5. 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)

## 4. Term of Contract

### 4.1 *Period of the Contract*

The period of the Contract is from date of Contract to **March 31, 2017** inclusive.

### 4.2 *Option to Extend the Contract*

The Contractor grants to NRCan the irrevocable option to extend the period of the contract for up to **one (1) additional twelve (12)** month periods, under the same terms and conditions and at the prices and/or rates stated in the contract.

The option may only be exercised by the Contracting Authority, at the request of the Project Authority, and will be evidenced, for administrative purposes only, through a contract amendment. NRCan may exercise the option, or any extension thereof, at any time by written notice to the Contractor at least 30 calendar days prior to the contract expiry date.



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Valerie Holmes**  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 580 Booth Street, 5<sup>th</sup> Floor, Room 5-D4-2  
Ottawa, Ontario, K1A 0E4  
Telephone: (343) 292-8371  
Facsimile: (613) 947-5477  
E-mail address: [Valerie.holmes@canada.ca](mailto:Valerie.holmes@canada.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.

### 5.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Facsimile:  
E-mail address:

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

### 5.3 Contractor's Representative

Name:  
Title:  
Email:

## 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.



## 7. Payment

### 7.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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.

### 7.2 Method of Payment

#### Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

## 8. Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>	<p><b>OR</b></p>	<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b> Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>
--	------------------	--



Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

## **9. Certifications**

### **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.

## **10. Applicable Laws**

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

## **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 **2035 (2016-04-04) – Higher Complexity – Services**;
- (c) the supplemental general conditions (contained herein);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_.

## **12. Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

*SACC Manual* clause A2000C (2006-06-16) - Foreign Nationals (Canadian Contractor)

*SACC Manual* clause A2001C (2006-06-16) - Foreign Nationals (Foreign Contractor)

## **13. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



## **14. Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX “A” – STATEMENT OF WORK

### SW1 Background

Under its Departmental Environmental Policy, NRCan is committed to assessing environmental impacts of past, present, and future activities and to taking action regarding any environmental impacts arising from such activities. In addition, the Department is responsible for ensuring that it meets federal environmental laws, regulations and policies and where appropriate is compatible with municipal, provincial, national and international environmental standards.

NRCan operates laboratories across Canada to conduct research related to forestry, mining, geology, explosives and energy technology development. Research activities and facility operations involve the use of various chemicals and other hazardous materials. To conduct these activities in an environmentally responsible manner, reducing environmental liability and limiting the risks to employee health and safety, proper management of these substances is paramount.

A Best Practice for NRCan is to have an up-to-date detailed Designated Substances Survey of each NRCan major facility to determine the presence of asbestos containing building materials (ACMs) and designated substances.

In all facilities, numerous renovations have been undertaken. Some of these renovations involved the removal of ACMs and possibly other designated substances (e.g., lead paint).

This Statement of Work (SOW) describes the requirements of a work program required by NRCan to conduct a Designated Substances Survey (DSS) at select NRCan facilities as referenced in the next section. Furthermore, NRCan is requesting the development of a database to manage and track Designated Substances.

Further details regarding scope of work, required tasks, and detailed information pertaining to these sites can be found herein.

### SW2 Objectives

The objective of the proposed project is to:

- Complete a Designated Substances Survey (DSS) per facility for each of the NRCan sites listed per Tables 1 and 2 in the following section.
- Develop a database for NRCan to manage designated substances vis-à-vis the tracking of Designated Substances (e.g., showing the locations of Designated Substances on floor plans, including sampling locations) as well as capability to update inventories based on removals/remediation.

### SW3 Facilities Overview

The tables below provide a brief overview of each facility to be inventoried:

Table 1: NRCan Facilities Requiring DSS (Year 1)

Site (incl. # of Buildings)	Address	City	Date Built	Total Building Size (Interior Gross Area in m2)
Pacific Forestry Centre (2 Bldgs.)	506 Burnside Road West	Victoria, BC	1965, 1985	14,778
Northern Forestry Centre (1)	5320 122 Street Northwest	Edmonton, AB	1969	13,209
Geological Survey of Canada (1)	3303 33 Street Northwest	Calgary, AB	1967	16,790



Site (incl. # of Buildings)	Address	City	Date Built	Total Building Size (Interior Gross Area in m2)
Great Lakes Forestry Centre (7)	1219 Queen Street East	Sault Ste. Marie, ON	1949 - 1985	24,355
Laurentian Forestry Centre (3)	1055 Du P.E.P.S. Street	Sainte Foy, QC	1987	12,687
Mine Laboratoire Val-d'Or (6)	1 Peter Ferderber Road	Val-d'Or, QC	1965 - 2003	3,220
Valcartier Forest Research Station	41 Murphy Road	Saint-Gabriel-de-Valcartier, QC	1936 - 1989	2,494
Acadia Research Forest (10)	Highway 10	Noonan, NB	1934 - 1983	1,731
Atlantic Forestry Centre (2)	1350 Regent Street	Fredericton, NB	1988,1989	13,570

Table 2: NRCan Facilities Requiring DSS (Year 2 Option)

Site (incl. # of Buildings)	Address	City	Date Built	Total Building Size (Interior Gross Area in m2)
PNT Seismic Station (1)	771 Whitelake Road	Penticton, BC	1959	84
Global Positioning Observatory (2)	Foothills No. 31 (site is located east of Highway 22)	Priddis, AB	1961	390
Geomagnetic Station (1)	Township Road 652	Meanook, AB	1955	32
Seismic Station (1)	Highway 167 (54.7255847, -101.978036)	Flin Flon, SK	1963	59
Fort Churchill Seismographic Station (3)	Block 3, Plan 844 NLTO (1.5km west of airport)	Fort Churchill, MB	1957 - 1967	154
Birds Hill Tree Nursery (1)	Hillside Road	Springfield, MB	1968	244
Great Lakes Forestry Centre Insectary (7)	460 Airport Road	Sault Ste. Marie, ON	1944 - 1980	711
St. Williams Field Station (2)	875 Highway 24	St. Williams, ON	1950, 1954	74
Angus Field Station (4)	141 King Street	Angus, ON	1950 - 1972	203
Forest Ranger Station (1)	Paipoonge, Atikokan	Thunder Bay, ON	1948	66
Geraldton Field Station (1)	(lat: 49.73 long: -86.95, Geraldton St. N	Geraldton, ON	1947	103
Kapuskasing Ranger Station (1)	68 Sailing Club Road	Moonbeam, ON	1947	96
Forest Ranger Headquarters (1)	131 Finlayson Point Rd	Temagami, ON	1947	70
Research Station (3)	64 Du Phare Highway	Métis-Sur-Mer, QC	1952	555
LPQ Seismic Station (1)	3e Rang E	Saint-Anne-de-la-Pocatière, QC	1986	13
Pasadena Field Station (11)	Midland Row Street	Pasadena, NL	1966 - 1975	1,210
Magnetic Observatory (1)	150 East White Hills Road	St. John's, NL	1988	233
Seismic Array (6)	Lots 730-2 and 1018	Yellowknife, NT	1962 - 1994	741
Brown Storage (2)	NRCan Complex	Tuktoyaktuk, NT	1986,1992	460
PCSP – Resolute (5)	NRCan Complex North Camp	Resolute, NU	1968 - 1989	4,973



Site (incl. # of Buildings)	Address	City	Date Built	Total Building Size (Interior Gross Area in m2)
Magnetic Observatory (1)	Baker Lake	Baker Lake, NU	1967	200
Seismograph Geomagnetic Station (1)	Ellesmere Island	Alert, NU	1961	128
GSC Seismic Station (1)	South Camp	Resolute, NU	1968	97
Geomagnetic Station (1)	Victoria Island	Cambridge Bay, NU	1972	84

#### SW4 Scope of Work

NRCan requires the services of a consultant to carry out these DSSs for one year, with a renewal option for one (1) additional year. The renewal option may be used by NRCan with 30 days written notice prior to March 31, 2017.

The winning bidder is required to carry out the studies as per the yearly schedule in Tables 1 and 2 in the previous section.

The DSSs are to occur, pending contract renewal, during the 2016-17 and 2017-18 fiscal (April 1 – March 31) years.

The consultant will:

- prepare appropriate work plans and health and safety plans for the project;
- review available documentation;
- conduct the Designated Substances Survey;
- produce a complete and concise report per facility.
- develop a Designated Substances Management database that will contain an up-to-date inventory of all designated substances in NRCan’s portfolio of buildings per Tables 1 and 2 in the previous section.

#### SW5 General Requirements

The Project Manager shall be a person from Natural Resources Canada or a designated alternate.

##### SW5.1 Work

The Consultant will be responsible for providing the people and resources to fulfill the terms of this Statement of Work, including the qualified personnel, office space, reference documents, laboratory and data-processing supplies, and machinery and equipment to conduct work as required for each type of evaluation, including but not limited to:

- conduct the historical review of relevant site information from various sources, and conduct interviews with knowledgeable persons about the site as required;
- conduct a floor-by-floor, room-by-room survey of all building areas to determine the presence/absence of Designated Substances, collect samples as appropriate, and characterize the general extent of findings;
  - When assessing asbestos containing building materials (ACMs), the Consultant must identify current ACM locations, condition, and type of asbestos comprising the ACM. Furthermore, identify and assess the ease of accessibility to ACMs by personnel (maintenance employees, tenants, etc.) that could potentially be exposed to or come into contact with the ACMs in each building. Additionally, rank the priority of removal/repair/surveillance of the ACMs in each building. Priority ranking will follow action levels set out in Annex C – Appendix 1 of PWGSC’s *Departmental Policy (DP) 057 – Asbestos Management*.
- make arrangements for sample transportation and analysis at an accredited laboratory;
- clean up site on completion of work; and
- interpret the information and data, and produce the required deliverables as specified in this SOW.



## **SW5.2 Notifications/Permits**

The Consultant shall be responsible for making whatever representations are necessary to the pertinent organizations in order to carry out the work required to fulfil the terms of this SOW. The costs incurred in obtaining these documents shall be borne by the Consultant.

## **SW5.3 Progress Reporting and Meetings**

**Progress Reports:** The Consultant shall provide a biweekly update to the NRCan Project Authority advising of the project status and any factors which may influence the planned schedule, budget or deliverables. The status report may be in the form of an email message, either briefly confirming activities are being completed in accordance with the planned schedule and budget, or explaining in detail any impacts to the schedule and budget.

## **SW5.4 Quality Assurance and Quality Control**

The Consultant is expected to identify and adhere to acceptable quality assurance and quality control (QA/QC) procedures throughout the project. QA/QC measures shall be explicitly identified in the Consultant's work plans and project reports.

## **SW5.5 Health and Safety Program**

A detailed health and safety plan (HASP) shall be maintained on site at all times. Adherence to the health and safety measures specified in that plan shall be mandatory for all on-site personnel and all site visitors.

## **SW5.6 Responsibilities and Communication**

All formal communication (e.g. letters of direction, approvals, etc.) will be between the NRCan Project Authority and the Consultant.

The Project Authority will provide the Consultant with on-site contacts. The Project Authority shall be copied on any communication with NRCan employees.

The Project Authority shall be kept aware of all project schedule changes, major findings and milestones. No additional work is permitted without prior approval from the Project Authority.

The Consultant will provide a regular status report detailing progress to date, outstanding issues, and problems encountered. This report can be sent by e-mail to the Project Authority.

Any queries about the project from the public, the media or others shall be referred to the Project Authority.

## **SW6 Tasks**

To meet the objectives of this mandate, the Consultant will carry out the following work, subject to site-specific environmental issues or other factors as applicable.

### **SW6.1 Planning**

The Consultant shall produce a work plan, and deliver on all items in section SW6: Tasks. The Consultant shall execute these tasks.

The work plan shall define:

- the proposed technical approach for each phase of the project;
- a schedule of activities;
- resource requirements; and



- persons assigned to the activities.

The work plan shall be appropriate to the nature of activities at the site. The project tasks, duration, sequence of tasks, and personnel assigned to the task shall be described. The schedule shall include all steps from kick off meeting to final report.

The schedule must meet a final report delivery date of no later than **March 31, 2017** (for Year 1 work) and **March 31, 2018** (for the optional Year 2 work)

### **SW6.2 Review Existing Information**

The Consultant shall compile and review all relevant information. This includes, but is not limited to, identifying all applicable federal and provincial guidelines, regulations and by-laws. Applicable reference documents include but are not limited to O.Reg. 278/05 and the PWGSC *Departmental Policy (DP) 057 – Asbestos Management*. A list of relevant federal/provincial/municipal regulations, codes, by-laws and practices used for the project should be included in the proposal; copies of reference documents will *not* be made available by NRCAN.

### **SW6.3 Perform and Assessments**

The Consultant shall conduct the Designated Substance Surveys for the project as listed in section SW2 of this document. The geographic scope of the assessment will be limited to areas of each site used by NRCAN, as discussed in section SW3.

This work will comprise of identification, sampling and laboratory analysis of materials in and on the identified buildings. Each building is actively used so any samples are to be taken from easily accessible areas and not impair the use and safety of the buildings.

All work will be as per applicable legislation, protocols, standards and guidelines. The methodology employed shall be in conformance with industry accepted methods and protocols.

### **Tasks**

The Consultant may be asked to carry out all or part of the following work depending on environmental issues and site-specific considerations:

- Review reports provided by NRCAN (existing Asbestos Surveys, Building Condition Reports, Designated Substances Surveys) as applicable;
- Complete an interview program with knowledgeable persons on site to discuss any retrofits to the building where Designated Substances have been impacted, identified and/or removed.
- Undertake a site reconnaissance and walk through of exterior and interior subject areas to include visual identification of materials suspected of containing Designated Substances.
- Collect samples of suspected ACMs;
- Laboratory analysis of samples collected; laboratories selected to complete the analysis of the various media samples collected during the investigation must be submitted to laboratories accredited by the Standards Council of Canada (SCC) in co-operation with the Canadian Association for Environmental Analytical Laboratories (CAEAL);
- Note the condition of suspected ACMs and make recommendations for repair or removal as appropriate (see Section 5.1, 2<sup>nd</sup> bullet, for further details);
- Assessment and examination of potential locations for other Designated Substances including PCBs, Lead, Mercury, UFFI, etc. and description of quantity and location as may be required.
- Prepare a report outlining the findings of the study including presence/absence of Designated Substances throughout the building. A floor plan of the building shall be included (**in both pdf and CAD format**) to identify sampling locations and assumed extent of Designated Substance in the building. The report will include recommendations for disturbance, handling and disposal of substances as required, in the context of construction, renovations, demolition, etc. as well as mitigation measures for the protection of Human and Environmental Health for any Designated Substances remaining in place.



- Develop a database (e.g., MS Access or other agreed upon option) for NRCan to manage Designated Substances vis-à-vis the tracking of Designated Substances (e.g., showing the locations of Designated Substances on floor plans, including sampling locations, per the previous bullet) as well as capability to update inventories based on removals/remediation.

Details on the functionality of the database. The database must provide the opportunity to:

- Filter data – examples include:
  - a) By facility
  - b) By room
  - c) By designated substance
- Add information for Designated Substances
- Update information for existing Designated Substances or for substances that's been remediated or removed from the inventory
- Add pdf documents (e.g., project/design drawings) and/or photographic evidence

#### **SW6.4 Reporting**

The Consultant shall prepare for review by the Project Authority, a draft copy of the report per site describing the Consultant's findings. Each Draft Report shall encompass all the information gathered during the assessment and the information shall be presented in a logical and concise manner. Following review of each Draft Report by NRCan, a Final Report will then be prepared which incorporates any reasonable comments provided by the Project Authority.

Note: The layout and content of the Reports is to be determined in collaboration with the Project Authority.

#### **SW7 Requirements**

The Consultant will be responsible for providing people and resources to fulfill the terms of this Statement of Work, including the qualified personnel, office space, reference documents, laboratory and data processing supplies, and any necessary machinery and equipment.

#### **SW8 Deliverables**

A report per site shall be produced for the work as described in this SOW. The report shall be written in English. The following deliverables are required for the study.

##### **SW8.1 Designated Substance Survey Reports**

**Draft Report** - The consultant shall submit the Draft Report per site, in electronic copy (on CD or by other means in Word or PDF format) **within 6 weeks of completion of on-site work per site**. The Project Authority and facility management shall review the Draft Report and provide comments via the Project Authority within two (2) weeks of receiving the Draft Report from the Consultant.

The feedback process concerning each draft report may include, but not normally exceed, two iterations. If the Project Authority and NRCan Facility Management have no comments on the Draft Report submitted initially (within two weeks), the consultant may proceed to prepare the Final Report in collaboration with NRCan. If there is a need to prepare a second Draft Report to incorporate NRCan comments, this second Draft Report will be submitted for approval to the Project Authority prior to proceeding to the Final Report stage. NRCan's comments on the second Draft Report are to be incorporated into the Final Report.

**Final Report** - The Consultant shall submit the Final Report per site, in electronic copy (on CD in Word or PDF format) including two (2) hard copies that are printed double sided with tabbed dividers for appendices and references – **within 2 weeks following receipt of NRCan's comments on the draft reports**. Information is given in this format with the understanding that it will be used as a basis for subsequent work. Documents may be made available to other firms involved with subsequent proposal calls/tenders at the site.



All working documents (including digital files), photographs, required studies, and documents collected will remain the property of NRCan and are to be forwarded with the final reports.

### **SW8.2 Designated Substances Database**

The Consultant shall provide a working example of the database incorporating all requirements to the Project Authority to assess for functionality. The Project Authority will then provide comments to the Consultant, and may discuss with the Consultant the incorporation of additional features. Any reasonable changes will be incorporated by the Consultant before the final version of the database is provided.

The final version of the database will incorporate the applicable information for all Designated Substance Surveys conducted by the Consultant under this SOW.

The database will be provided in English only.

The final version of the database will be provided to NRCan no later than **March 31, 2017**.

### **SW9 Language Capability**

The on-site working language of all studies will be English, except for those studies in Quebec, which will be French.

One (1) member of the winning bidder's team must have bilingual capability; they must be **fluent** in the English and French languages for verbal and written communication.



## ANNEX “B” – BASIS OF PAYMENT

### 1. Professional Fees:

The Bidder is to details their financial proposal below, identifying the Category of Personnel. Bids will be evaluated on the final total of the Financial Proposal

#### Initial Period: Date of Award to March 31, 2017

A	B	C	D	E (BxC+D)
Category of Personnel	Per Diem Rate(s)	Estimated Level of Effort/Number of Days Required	Laboratory Costs (lab analysis of DSS samples)	Total Estimated Costs for Professional Fees
1.	\$		\$	\$
2.	\$		\$	\$
3.	\$		\$	\$
4.	\$		\$	\$
<b>Total of Professional Fees:</b>				\$

#### Option Period #1: April 1, 2017 to March 31, 2018

A	B	C	D	E (BxC+D)
Category of Personnel	Per Diem Rate(s)	Estimated Level of Effort/Number of Days Required	Laboratory Costs (lab analysis of DSS samples)	Total Estimated Costs for Professional Fees
1.	\$		\$	\$
2.	\$		\$	\$
3.	\$		\$	\$
4.	\$		\$	\$
<b>Total of Financial Proposal:</b>				\$

### 2. Travel and Living Expenses

Destination	Accommodation	Meals & Incidentals	Transportation	Total Estimated Travel Costs
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
<b>Total:</b>				\$



### 3. Total Bid Price

The Bidders Total Bid Price as follows:

Bidder total tendered price to perform the work from contract award to March 31, 2017	\$
Bidder total tendered price for optional periods	\$
Bidder total tendered price for laboratory costs	\$
Bidder total tendered price for Travel and Living Expenses:	\$
Bidder total tendered price inclusive of optional periods, laboratory costs and Travel	\$

**Firm Per Diem Rate(s) (also known as daily rate)** - The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.

The Per Diem Rate(s) is 'all inclusive' except for travel expenses on project business outside the National Capital Region (that is pre-approved by the NRCan Project Authority), and GST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site in the National Capital Region, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

**Pre-Authorized Travel and Living Expenses** - The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**

NRCan will not accept any travel and living expenses incurred by the Supplier as a consequence of any relocation of personnel required to satisfy the terms of this Contract.



# ANNEX "C" – SECURITY REQUIREMENT CHECKLIST

16-088

lor

Ticket 133518



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

## 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	Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction Human Resources and Workplace Management Branch
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 Conducting Designated Substance Surveys (e.g., asbestos, lead, etc.) at numerous NRCan facilities across the country. The work will involve collecting suspected designated substances samples at each facility and producing a report summarizing the findings. The winning bidder will also be tasked with developing a database for NRCan to manage and track designated substances.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input 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"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" 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 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"/>

MS

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  Non  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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  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 checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 un-screened personnel be used for portions of the work?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will un-screened personnel be escorted?  No  Yes  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  Non  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?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  Non  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?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  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?  No  Yes  
 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?  Non  Oui

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



870-01

16-0988



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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).



16-088

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Bill Young		Title - Titre Senior Environmental Officer	Signature <i>Bill Young</i>
Telephone No. - N° de téléphone 613-808-4613	Facsimile No. - N° de télécopieur 613-957-9500	E-mail address - Adresse courriel bill.young@canada.ca	Date May 19, 2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Julie MURPHY		Title - Titre Security Screening Officer	Signature <i>Julie Murphy</i>
Telephone No. - N° de téléphone 343-292-2088	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel julie.murphy@canada.ca	Date 2016-6-23
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Valerie Holmes		Title - Titre Procurement Specialist	Signature <i>Valerie Holmes</i>
Telephone No. - N° de téléphone (343) 292-8371	Facsimile No. - N° de télécopieur (613) 947-5477	E-mail address - Adresse courriel valerie.holmes@canada.ca	Date June 20, 2016
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division		Title - Titre	Signature <i>Anna Kulycka</i>
Telephone No. - N° de téléphone Anna.Kulycka@nrcan.gc.ca Tel/Tél - 613-957-1450 / Fax/Fax - 613-954-4171	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel	Date June 30, 2016