



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage

Montréal
Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THE REQUIREMENT
CE DOCUMENT CONTIENT DES ÉXIGENCES EN
MATIÈRE DE SÉCURITÉ

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest

7^{ème} étage
Montréal

Québec

H5A 1L6

Title - Sujet RISO: Renewal Petroleum Equipment	
Solicitation No. - N° de l'invitation EF928-162067/B	Date 2016-08-10
Client Reference No. - N° de référence du client EF928-16-2067	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-775-13990
File No. - N° de dossier MTC-5-38340 (775)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-30	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Aguilera, Maria Pia	Buyer Id - Id de l'acheteur mtc775
Telephone No. - N° de téléphone (514)496-3573 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EF928-162067/B

Client Ref. No. - N° de réf. du client

EF928-162067

Amd. No. - N° de la modif.

File No. - N° du dossier
MTC-5-38340

Buyer ID - Id de l'acheteur

MTC775

CCC No./N° CCC - FMS No./N° VME

This bid solicitation cancels and supersedes previous bid solicitation number EF928-162067/A dated June 10th, 2016 with a closing of July 25th, 2016 at 14h00 EDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Required Services, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

The services provided by the consultant(s) are intended for Environmental Services, Quebec Region (excluding the territories covered by the James Bay and Northern Quebec Agreement), Public Works and Government Services Canada.

The various work performed, as detailed in Annex "A" may cover the following activities:

- Audit and/or compliance review of storage tank systems for petroleum products and allied petroleum products
- Operation Manual and training
- Strategic Advice
- Plans and specifications
- Worksite supervision

PWGSC intends to award a maximum of three (3) standing offers. The duration of the standing offers is one (1) year with a possibility of three (3) one year extensions for each.

Individual call-ups will vary, up to a maximum of \$200,000 each (GST included). Proponents should note that there is no guarantee that the full or any amount of the Standing Offer will be called up. PWGSC will award call-ups only when the specific services to be provided under the Standing Offer are needed.

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

"The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing (**via email: mariapia.aguilera@tpsgc-pwgsc.gc.ca or via facsimile: 514-496-3822**) to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex C, Price proposal. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "X" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to meet the mandatory requirements will render the proposal non-responsive and no further evaluation will be carried out.

Licensing, certification or authorization

The offeror must be certified to provide the necessary professional services to the full extent required by provincial or territorial law in effect in Quebec. To be selected, the firm must have within its organization at least

- Two (2) «Recognized verifier» by the RBQ; and
- Two (2) engineer who is a member of the Ordre des ingénieurs du Québec.

Employees and/or partners identified as having the required accreditations must be employees of the firm, able to truly participate in the performance of the work required. The offeror must provide a copy of the required accreditations.

Price Proposal

The offeror must complete and submit the Price Proposal form with its proposal.

4.1.1.2 Point Rated Technical Criteria

Understanding of scope of services (10 points)

What we are looking for

A brief demonstration that the Consultant understands the scope of services (5 points) and the way services are to be delivered (5 points). We will assess the thoroughness of the firm's understanding and the suitability of the services offered by the firm to meet the scope of services.

Firm is required to submit

- A summary of the understanding of the scope of services;
- Detailed list of services offered.

Approach and methodology for service delivery (10 points)

What we are looking for

We would like a description of how the project team will be organized and how it will fit into the current structure of the firm, or firms in the case of a joint venture.

Firm is required to submit

A description of the following:

- The firm's management and organization (project organizational chart);
- The firm's approach in carrying out contracts resulting from this Standing Offer;
- The methodologies and techniques used to provide the necessary services;
- How the firm intends to control the quality of its services.

Prior project experience (20 points)

What we are looking for

The offeror must demonstrate that, in the past five (5) years, he or she participated in a range of projects needing the various services required in the Standing Offer and has demonstrated leadership in carrying out these projects (2 pts/project, 10 projects total). The availability of the requested information, as well as the relevance, scope, complexity and achievement of project objectives will be evaluated. The offeror must have completed 50% of the projects submitted with the federal government. The offeror must also ensure all the services required in the Standing Offer are represented in all the projects submitted.

Firm is required to submit

A brief description of ten (10) major projects completed by the offeror in the last five (5) years on storage systems for petroleum products, including five (5) projects carried out for federal departments or agencies.

The projects must meet the following conditions:

- One (1) page maximum per project;
- A maximum of three (3) projects per category of specialized services required (compliance audit, operation manual and training, design of plans and specifications, strategic advice and worksite supervision);
- Projects must have been completed in the last five (5) years;
- At least five projects must have been completed in Quebec;
- For each project submitted, the following information must be provided:
 - date and location of the project;
 - names of personnel involved in the project;
 - Client (name and telephone number of the client contact); indicate clearly whether this was a federal government contact;
 - final project cost;
 - specific characteristics of the project; and
 - Description and scope of the project and commonality with services required herein.

NB: PWGSC reserves the right to check references.

Staff experience (30 points)

What we are looking for

We require demonstration that the offeror has employees with the experience required in each labour category submitted (10 pts/labour category).

All project staff submitted by the offeror must demonstrate that they have knowledge and experience in implementing the regulatory requirements that must be used to provide the various services required. In total, we would like six (6) curriculums vitae (CV), according to the following labour categories:

Labour Categories	Number of CVs required	Comments	
Project Director	1	The two engineers members of the "Ordre des ingénieurs du Québec" required may find themselves in one of these two categories of labour	The two verifiers recognized by the RBQ required may find themselves in in any of these three categories of labour
Supervisor or Project Manager	2		
Technician	2		
Draftsman	1		

The offerors must also provide an organizational chart showing all of the offeror's staff.

Firm is required to submit

- submit six (6) CV distributed according to the categories of labour indicated above;
- These CVs should contain the following information (two pages maximum per CV):
 - Academic and professional training;
 - Number of years of experience in delivery of the services required;
 - Number of years of seniority with the offeror;
 - Main duties at the offeror's firm;
 - Main duties related to the services required;
 - Responsibilities, if applicable, under the projects listed in the "Past Project Experience" section;
 - Work experience with federal requirements (number of projects completed);
- Organizational chart of all of the offeror's staff in projects resulting from the Standing Offer for all the services required.

It should be noted that PWGSC will not award additional points in the rating process for information deemed to exceed the information requested.

4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

4.2 Basis of Selection

See Appendix "B" Submission Requirements and evaluation.

1. To be declared responsive, an offer must:
 - a. meet all the requirements of the request for standing offers;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain minimum point rating for each of the technical evaluation criteria which are subject to point rating

Bids not meeting (a) or (b) or (c) will be declared inadmissible.

The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the Employment and Social Development Canada-Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness,

maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate.

Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #: EF928-16-2067

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "D";
 - (b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer. *(to be completed at time of award)*

The period for making call-ups against the Standing Offer is from _____ to _____.

7.4.2 Extension of Standing Offer *(to be completed at time of award)*

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **three (3) additional one (1) year periods**, from _____ to _____ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority _____ days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased, by multiplying the rates by the percentage change in the Consumer Price Index (CPI) as published in Statistics Canada Catalogue no.62-001, table 5, for the most recent average CPI of the twelve (12) month period preceding the date of exercise of the said option.

Consumer Price Index for Canada is published by Statistics Canada and can also be found on the Statistics Canada website at <http://cansim2.statcan.ca>, Table 326-0020, Cansim Vector number V41690973.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Maria Pia Aguilera
Title: Acquisitions Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 800 de la Gauchetière Ouest
Montréal, QC.
H5A 1L6

Telephone: 514-496-3573
Facsimile: 514-496-3822
E-mail address: mariapia.aguilera@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority *(The project authority will be identified in the standing offer)*

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____

Solicitation No. - N° de l'invitation
EF928-162067/B
Client Ref. No. - N° de réf. du client
EF928-162067

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-5-38340

Buyer ID - Id de l'acheteur
MTC775
CCC No./N° CCC - FMS No./N° VME

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative *(The offeror's representative will be identified in the standing offer)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

7.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or an electronic document

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

7.9 Financial Limitation

The total annual cost to Canada resulting from call ups against the Standing Offer for all suppliers must not exceed the sum of \$500,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04) General Conditions - Services (Medium Complexity)
- e) Annex A, Required Services;
- f) Annex B, Submission Requirements and Evaluation;
- g) Annex C, Price proposal;
- h) Annex D, Security Requirements Check List;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.11.2 SACC Manual Clauses

SACC Manual clause M3020C (2016-01-28) Status and Availability of Resources

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

7.13 SACC Manual Clauses

SACC Manual clause M3800C (2006-08-15), Estimates

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of _____ (*fill in start date of the work*) to _____ (*fill in end date of the work*).

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

(As the case may be, the clause 7.5.1 or 7.5.2 will apply)

7.5.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm price", as specified in contract for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

7.5.2 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "C", to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.5.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption"*) 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.

7.5.4 SACC Manual Clauses

SACC Manual clause H1000C (2008-05-12), Single Payment
SACC Manual clause CUA H1001C (2008-05-12), Multiple Payments

7.5.5 Progress Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
 - (a) an accurate and complete claim for payment, accord to Canada, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - (c) all the certificates have been signed by the Contractor;
 - i. All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
 - ii. Indirect costs have been paid for or accrued in the accounts.
 - iii. Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
 - iv. All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;

- v. All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
 - vi. No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.
- (d) all the certificates have been signed by the Departmental Representatives;
- i. Scientific/Project/Inspection Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.
 - ii. Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.
- (e) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted

7.5.6 SACC Manual Clauses

SACC Manual Clauses C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services
SACC Manual Clauses A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)(2006-06-16)
A2000C SACC Manual Clauses A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
SACC Manual Clauses C0711C (2008-05-12), Time verification

7.6 Invoicing Instructions (*limitation of expenditure contract*)

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
3. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

7.8 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

ANNEX "A"

REQUIRED SERVICES

Introduction

1. Public Works and Government Services Canada (PWGSC) is inviting consulting firms who have skills in the field of storage tank systems for petroleum products and allied petroleum products to submit proposals for a Standing Offer in the province of Quebec. The consultants chosen must provide services as specified in the Required Services section.
2. offerors must be licensed or eligible to be licensed to practice in Quebec. Offerors should be able to demonstrate successful delivery of these services for a broad variety of projects over the last five years. In general, the firm and its personnel will be evaluated on the basis of their demonstrated understanding of the scope of services, their approach and methodology to provide the required services, the quality of their relevant experience in this area, as well as the cost of the delivery of the services.

Scope of the Services

1. The services provided by the consultant(s) are intended for Environmental Services, Quebec Region, Public Works and Government Services Canada (PWGSC). The various work performed will assist PWGSC staff and may involve one or more activities usually associated with real property management. The consultant must perform the services described herein and in any call-up, in accordance with the terms and conditions of this Standing Offer.
2. Please note that, in general, services provided for PWGSC must be comprehensive, since all the major issues with a significant impact on the project must be taken into account. This will help prevent surprises and ensure successful completion of the project.

Regulatory requirements

The following is a list including but not limited to acts, regulations, manuals, directives and codes that must be used to provide the various required services, on the federal property of PWGSC clients:

- *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197)*;
- Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products of the Canadian Council of Ministers of the Environment (CCME, 2003);
- National Fire Code (NFC), Canada 2010;
- Installation code for oil-burning equipment, CAN/CSA-B139-09;
- Emergency electrical power supply for buildings, CAN/CSA-C282-09;
- Chapter VIII "Petroleum Equipment Installations" of the Building Code of the *Building Act* (RSQ, c. B-1.1);
- Chapter VI "Petroleum Equipment Installations" of the Safety Code of the *Building Act* (RSQ, c. B-1.1).

Required specialized services

The Standing Offer will encompass the following basic services:

1. Audit and/or compliance review of storage tank systems for petroleum products and allied petroleum products

The compliance review must include the following:

- Description and visual inspection of the storage tank system components;
- In-depth inspection of the written and unwritten procedure and management tools in place for the operation and maintenance of storage tank systems;
- Description of the roles and responsibilities of the persons involved in storage tank systems management;
- Compliance monitoring with regard to the acts, regulations, directives and codes for all aspects related to the storage tank systems, including related equipment.

All audit protocols must be drafted by experienced expert review personnel.

In addition, regardless of the title of the project manager, the compliance review must be carried out by the Verifier recognized by the Régie du bâtiment du Québec (RBQ) for conducting compliance reviews on petroleum equipment installations and/or someone with a minimum of ten (10) years' experience in petroleum equipment design.

The scope of the review includes all indoor and outdoor storage tank system components including, but not limited to the following:

- Petroleum product and allied product storage tanks
- Connections;
- Secondary containment;
- Spill protection;
- Corrosion protection;
- Leak detection and monitoring;
- Oil-water separation;
- Maintenance and operation;
- Safety procedures and accessories;
- Transfer areas;
- Posting.

The audits must also encompass the review of the design and installation of the systems and their components. This review must be conducted by an engineer with a minimum of ten (10) years experience in petroleum equipment design who is a member of the Ordre des ingénieurs du Québec. This engineer must follow his or her code of ethics in particular with regard to his or her obligations to inform colleagues who created the plans to be reviewed.

The Auditor and/or Reviewer must obtain information on procedures for operating, maintaining and monitoring the storage systems, including but not limited to:

- Filling;
- Inventory control;
- Corrosion protection;
- Leak detection;
- Monitoring water accumulation at the bottom of the tank;
- Periodic inspection of monitoring and control systems;
- Maintenance;
- Record-keeping;

- Planning for environmental emergencies;
- Transfer area analysis.

The following must be submitted, as needed, for each of the audits:

- An inventory and detailed description of each audited storage system;
- A statement concerning the need for registration with Environment Canada;
- A map showing where the storage system is located in relation to the entire site as well as neighbouring structures and features;
- A complete and detailed list of components and characteristics of the storage systems as well as their compliance status and identifying information as required for Environment Canada registration;
- Detailed documentation of non-compliance with photos and specific references to sections of regulations and technical codes;
- A prioritized list of corrective actions required for each storage system;
- An estimate of costs (class D) of implementing the corrective measures;
- A photographic record.

2. Operating Manuals and Training

Provide petroleum storage system operating manuals that include minimally the following elements:

- Standard operating procedures;
- Emergency plan adapted to the system;
- Plan preventive maintenance;
- Log operation and maintenance of the system;
- Certification, as-built drawings and specification sheets of the system
- Forms Kit (EC registration number, fuel reception, leak tests, rejection reports, decommissioning, etc.);
- Transfer area compliance analysis (according to the requirements of section 15 of the Storage Tank Systems for Petroleum Products and Allied Petroleum Products).

Provide customized training relating to the management of storage tank systems to various stakeholders (managers and employees responsible for operations) taking into account their level of familiarity and involvement.

- Create and give awareness and training sessions on the responsible, safe and compliant management of petroleum product storage systems in the federal context.
- Produce teaching material and reference documents for the training sessions.

3. Strategic advice

Provide strategic advice to assist property management in choosing equipment and management methods.

Draft investment analysis reports (IAR) or preliminary surveys that introduce and discuss possible scenarios listing the advantages and disadvantages of each. A costs estimate must also be submitted with each of the scenarios discussed. The IAR must recommend a scenario by showing that it is the best solution to a given problem.

4. Plans and specifications

Support PWGSC personnel in delivering services related to the design, installation, modification and/or removal of petroleum product storage systems.

- Prepare the plans and specifications in National Master Specification (NMS) format for the installation of new systems and the improvement or removal of existing systems. The plans and specifications must describe in detail the requirements for the work and final estimate of project costs.
- Submit the plans and specifications at the required stages (33%, 66%, 99%, 100% for bidding and for construction).
- Ensure compliance with codes, standards, acts and regulations that are in effect and apply to the project.
- Submit updated cost estimates as the project develops.
- Update the project schedule.
- Prepare a final cost estimate (Class A).

The plans and specifications must be sealed and signed by an engineer who is a member of the Ordre des ingénieurs du Québec and, if necessary, the engineer may call upon a person who is recognized by the RBQ and who is a member of his or her team.

At any time during the design stages, the plans and specifications provided by the consultant may be reviewed by the PWGSC Architectural and Engineering Services Branch taking into account all requirements of federal regulations in effect.

5. Support in tendering and Worksite supervision

- Accompany PWGSC personnel in the bidding process using PWGSC's Standing Offers (e.g. producing addenda, responding to bidder's questions, etc.)
- Supervise project worksites for the installation of new systems and the improvement and removal of existing systems. The worksite must be supervised by a Verifier who is recognized by the RBQ for conducting compliance audits of petroleum equipment installations;
- Attend meetings on project coordination and submit regular progress reports to the PWGSC representative;
- Assist the PWGSC representative in preparing project-related visual presentations;
- Elaborate compliance certification reports during removal of storage tank systems for petroleum products;
- Before commissioning the equipment, draft work completion reports or attestations confirming that the work is compliant with the requirements of the plans and specifications. The work completion reports or attestations must be drafted by a Verifier who is recognized.

Summary of Required Services

- Audit and/or compliance review of storage tank systems for petroleum products and allied petroleum products;
- Training and operating manual;
- Strategic advice;
- Preparation and quality control of plans and specifications;
- Supervision of work and support within the framework of the tendering process;

Upon request, the following related services could also be required:

- Supervision of leak tests;
- Supervision of inspections according to the API653 norm
- Supervision audit of cathodic protection systems;
- Supervision of corrosion analyses;
- Supervision of performance tests done on oil-water splicer;
- Quality control supervision of materials (analysis of concrete, compaction tests);
- Text Translation

Labour category descriptions

Unless otherwise indicated, the firm selected must provide the services requested through the persons described below:

Title	Role
Senior Advisor	Advisor and/or expert on the various projects within the team (provides support to the Project Manager)
Project Head or Manager	Administrator, coordinator and/or project implementor with PWGSC
Technician	Supervisor in the field
Draftsman	Responsible for field surveys and measurements
Administrative assistant	Provides administrative support to the Offeror

Reminder: The firm must submit at least two engineers and two recognized Verifiers (RBQ).

Deliverables

Unless otherwise indicated in call-ups, three (3) copies of all documents to be submitted are required, as well as an electronic version on a medium approved by the PWGSC representative. Hard copies must be printed on both sides.

The proponent must be able to produce the documents and give the training sessions in both official languages and provide French-English and English-French document translation services.

Call-up Procedure

1. Services will be called-up as follows:

a) The PWGSC representative will establish the scope of services to be performed. For each individual call-up, consultants will be considered using a computerized Distribution System. This system will track all call-ups assigned to each consultant and will maintain a running total of the Value of Business Distributed. The system will contain for each consultant an Ideal Business Distribution percentage which has been established as follows:

- 40% of the business for the top-ranked consultant;
- 30% for the second;
- 30% for the third.

In the event fewer than three (3) consultants are successful for each Western Region, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{\% pre-established}}{100 \text{ less the non-distributed \%}} \times 100$$

The consultant who is furthest under the ideal amount of business that they should have received in relation to the other consultants will be selected for the call-up.

- b) The scope of services will be provided and the consultant will submit a proposal to the PWGSC representative in accordance with the fixed hourly rates established under the Standing Offer. The Consultant's proposal must include the category of personnel, name of personnel and the number of hours estimated/required to perform the services, as well as an estimate of proposed disbursements, if applicable.
- c) For the preparation of bilingual documents, the consultant must estimate the required number of hours and multiply by the applicable hourly rates established in the Standing Offer. If the services of a translation firm are required to produce bilingual documents, these costs must be treated as a disbursement.
- d) A flat rate or, if it is not possible or appropriate to agree on flat rates, hourly rates up to a set maximum must be established in accordance with the hourly rates set out in the Standing Offer.

2. The consultant must be authorized in writing to provide the services by the Contracting Authority, who must create a call-up against the Standing Offer.

Solicitation No. - N° de l'invitation

EF928-162067/B

Client Ref. No. - N° de réf. du client

EF928-162067

Amd. No. - N° de la modif.

File No. - N° du dossier
MTC-5-38340

Buyer ID - Id de l'acheteur

MTC775

CCC No./N° CCC - FMS No./N° VME

3. Any changes proposed to the scope of the work must be discussed with the Departmental Representative, but any such changes may be authorized only by means of an amendment drawn up by the Contracting Authority.

ANNEX "B"

SUBMISSION REQUIREMENTS AND EVALUATION

General information

➤ **Reference to selection procedure**

For an overview of the selection procedure, see the general instructions.

➤ **Submission of proposal**

The offeror is required to comply with all submission requirements. Follow the detailed instructions given in Part 3 - OFFER PREPARATION INSTRUCTIONS which deals with the submission of proposals.

➤ **Calculation of total score**

For this Standing Offer, the total score will be determined as follows: Technical score (0-80 points) + Price score (0-20 points) = Total score (0-100 points).

Evaluation and Scoring

Generally speaking, the proposal must show that the consultant clearly understands the objectives and responsibilities for the services to be provided. It must enable PWGSC to ascertain the level of performance achieved previously by the firm in delivering the services required, as well as its organizational structure, workforce, and approach and methodology used in the services to be provided.

Responsive proposals (that is, those that satisfy all mandatory requirements stipulated in the Request for a Standing Offer) will be examined, evaluated and rated by a PWGSC evaluation board. At first, prices will remain secret and only the technical elements of the bids will be evaluated, based on the criteria specified in the evaluation table below, to establish the technical ratings:

Technical evaluation

Bidders should note that PWGSC will not award additional evaluation points in the rating process for information elements deemed to exceed the information requested.

Evaluation points will be awarded for the technical merit of bids (set out in the Evaluation Criteria Table below).

a) Evaluation rating

The information provided by consulting firms will be rated between 0 and 10 for each technical criterion.

b) Weighted rating

The evaluation rating is then multiplied by a weight factor to obtain the weighted rating.

c) Score

The score for each technical criterion is calculated by dividing the weighted rating by ten.

Evaluation criteria table

Criteria	Weight Factor (A)	Evaluation Rating (B = 0 to 10)	Weighted Rating (C = AxB)	Score (C/10)
Understanding of scope of services	10			
Approach and methodology	20			
Past project experience	20			
Personnel experience	30			
Technical total				/80
Cost of services	20			/20
Total	100			/100

d) Pass mark

The offeror must obtain a minimum score of 60% on each technical criterion evaluated (evaluation rating 0 to 10). The score for the overall technical proposal must be equal to or greater than 70%. If the bidder fails to obtain the minimum technical score for one or all of the technical criteria evaluated, the bid will be considered non-responsive.

All price proposal envelopes for the responsive bids will be opened once the technical evaluation is completed. The average price is determined by adding all the price proposals together and dividing the total by the number of price proposals opened.

All price proposals that exceed the average by twenty-five percent (25%) or more will be rejected and will receive no further consideration.

The remaining price proposals will be rated as follows:

- The lowest price proposal will be assigned a rating of 10;
- The second, third, fourth and fifth lowest price proposals will receive price ratings of 8, 6, 4 and 2 respectively. All other price proposals will receive a price rating of 0.
- On the rare occasions when two (or more) price proposals are identical, these price proposals will receive the same rating and the corresponding number of ratings will then be skipped.
- The rating will then be multiplied by a weight factor to obtain the weighted rating, which is then divided by ten to obtain the final price score.

The total score for each bidder will be calculated by adding the price score (0 to 15) to the technical score (0 to 85). Proposals will be ranked from the highest to the lowest based on the total score. offerors with the highest scores will be recommended for the awarding of a Standing Offer. In the event of a tie, the offeror submitting the lowest price will be selected.

Check list of submission requirements

The list of documents and forms below is included to help offerors ensure their submission is complete. The offeror is responsible for meeting all submission requirements.

Offerors must follow the detailed instructions provided in the section on submission of proposals. Offerors may attach a one-page cover letter to their proposal.

- Technical proposal (**signed, three copies**)
- Request for a Standing Offer cover page (**completed and signed**)
- Amendment to a Standing Offer cover page, if required (**completed and signed**)
- Appendix A (**completed and signed**)
- Copies of various accreditations required

In a separate envelope

Price Proposal form from Appendix C (completed, signed and submitted in a separate envelope)

ANNEXE « C »

PRICE PROPOSAL

INSTRUCTIONS

1. Complete the price proposal form and submit it in a separate sealed envelope. On the envelope, write the proponent's name, the project number and the words "Price Proposal Form."
2. Prices must not include the GST/HST and must be in Canadian dollars.
3. The proponents must neither modify the form nor add information other than the information requested.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: proponents must provide an hourly rate for each listed position. In the event that the firm has fewer employees than listed, provide an hourly rate that corresponds with each position listed. The proposed hourly rate provided must be equal to or greater than the hourly rate provided for the positions listed below it. For example, if the firm does not have any Intermediate Personnel, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Personnel. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.
5. The hourly rates specified in the table will apply to the first year of the period covered by the Standing Offer. For services provided during the first, second and third extension years, rates must be increased or reduced each time an option is exercised or when an amendment is issued by multiplying the rates indicated in the Standing Offer by the percentage change in the Consumer Price Index (CPI) published by Statistics Canada for the province of Quebec.
6. Travel and living expenses: Firms are advised that travel costs and related expenses associated with the delivery of services will be paid (with the prior approval of the departmental representative) in accordance with the current Treasury Board policy. Travel costs will be calculated from the main business place of the firm or one of its branches (that is closest to the place where the services will be rendered).
7. Fixed hourly rates for each category are to be provided in column A. For evaluation purposes, multiply the weight factor in column B (estimated number of hours for tender purposes) by the rates in column A. Write the result in column C.

Solicitation No. - N° de l'invitation

EF928-162067/B

Client Ref. No. - N° de réf. du client

EF928-162067

Amd. No. - N° de la modif.

File No. - N° du dossier
MTC-5-38340

Buyer ID - Id de l'acheteur

MTC775

CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

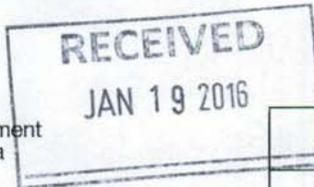
ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



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**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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Biens Immobiliers
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 Expert-conseil en équipements pétroliers		
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 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 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 <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

No / Non Yes / Oui

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui

No / Non Yes / Oui



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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	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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Caron, Sébastien	Title - Titre Spécialiste en environnement	Signature
Telephone No. - N° de téléphone 514-496-3516	Facsimile No. - N° de télécopieur 514-496-3311	E-mail address - Adresse courriel sebastien.caron@tpsgc.gc.ca
		Date 2016/01/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Robinson, Kevin	Title - Titre SO	Signature
Telephone No. - N° de téléphone 514-496-3613	Facsimile No. - N° de télécopieur 514-496-3324	E-mail address - Adresse courriel kevin.robinson@tpsgc-pwgsc.gc.ca
		Date 2016-01-19

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? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Jan. 22, 2016

Maria Mendoza
Contract Security Officer, Contract Security Division
Maria.Mendoza@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1618 / Fax/Télé - 613-954-4171