



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Maintenance of AV Equipment	
<b>Solicitation No. - N° de l'invitation</b> 60074-151998/A	<b>Date</b> 2016-08-18
<b>Client Reference No. - N° de référence du client</b> 60074-151998	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-458-71423	
<b>File No. - N° de dossier</b> hn458.60074-151998	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-09-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Carlos	<b>Buyer Id - Id de l'acheteur</b> hn458
<b>Telephone No. - N° de téléphone</b> (819) 420-0336 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	Finance Canada Receiving, Room 0059A 90 Elgin Street Ottawa ON K1A 0G5	60074	DEPARTMENT OF FINANCE ACCOUNTING SERVICES 300 LAURIER AVE W. 4th Floor West Tower OTTAWA Ontario K1A0R5 Canada



## **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Debriefings
4. Trade Agreements

## **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Mandatory Site Visit

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

1. Bid Preparation Instructions

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

## **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Work
3. Task Authorizations
4. Standard Clauses and Conditions
5. Term of Contract
6. Authorities
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Insurance Requirements



**List of Annex's:**

- Annex A – Statement of Work
- Annex B – Equipment / Parts List
- Annex C – List of Dedicated Staff
- Annex D – Service and Maintenance Costing Table
- Annex E - Task Authorization form PWGSC 572
- Annex F – Security Requirement Check List (SRCL)
- Annex G - Commercial General Liability Insurance

## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. 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. Statement of Work

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities as stated herein, at Annex A and Annex B.

#### 2.1 Delivery Requirement

Initial period of the contract for Support Services are requested to begin from contract award till March 31, 2018, followed by three (3) additional one (1) year option periods.

### 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 4. Trade Agreements

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



## 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.

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

Delete: sixty (60) days  
Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2007-11-30

### 2. Submission of Bids

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

#### 2.1 Improvement of Requirement During Solicitation Period

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



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

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at *90 Elgin*, Ottawa, ON, on Tuesday August 30<sup>th</sup>, 2016. The site visit will begin at *10:30am*.

Bidders must communicate with the Contracting Authority no later than Thursday August 25<sup>th</sup>, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation



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

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

Section IV: Additional Information ( 1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment and Annex D – Service and Maintenance Costing Table. The total amount of Applicable Taxes must be shown separately.



## **1.1 Exchange Rate Fluctuation Risk Mitigation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

### **1.2 Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1.3 Additional Information**

#### **1.3.1 Contractor Representatives**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name:

Telephone:

Facsimile:

E-mail:

#### **Delivery follow-up**

Name:

Telephone:

Facsimile:

E-mail:



## 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation

Technical compliance to Annex A - Statement of Work (SOW) and Annex B – Equipment / Parts List;

Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to the requirement presented in Annex A - Statement of Work and Annex B – Equipment / Parts List. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

The technical bid should be structured in the same format as the Statement of Work and annexes A to G, through which the bidder will clearly explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### 1.2 Financial Evaluation

##### 1.2.1 Pricing Basis

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), Applicable Taxes extra, as applicable. Freight/Shipping charges to destination and all applicable Custom duties and Excise taxes must be included.



## 2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical criteria to be declared responsive. The responsive bid with **the** lowest total evaluated bid price (Annex “D”) will be recommended for award of a contract.

The Total Evaluated Bid Price is the sum of all yearly totals (Annex D, Sections D.1 to D.4).



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – List of Names**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.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.





### 5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

The following security clauses and SRCL (ANNEX F) apply and form part of the Contract.

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.

The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:  
Security Requirements Check List and security guide attached at Annex F;  
Industrial Security Manual (Latest Edition).

### 2. Statement of Work

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein at Annex "A" and Annex "B".

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested" basis using a Task Authorization (TA) (see ANNEX E). The Work described in the TA must be in accordance with the scope of the Statement of Work at Annex A and the basis of payment as stated herein.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16



### **3.0 Task authorization**

#### **3.1 Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" Form 572 specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **3.2 Task Authorization Limit**

The *Technical Authority* and Procurement Authority may authorize individual task authorizations up to a limit of \$ 25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### 3.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Procurement and Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted no later than 30 calendar days after the end of the reporting period.

### 3.4 Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain for each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.



### 3.5 For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 4. Standard Clauses and Conditions

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

### 4.1 General Conditions

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

## 5. Term of Contract

### 5.1 Period of the Contract

The initial two (2) year period of contract is from \_\_\_date\_\_\_ to \_\_\_date\_\_\_ inclusively.

### 5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Contract.

Option Year One (1): From \_\_\_date\_\_\_ to \_\_\_date\_\_\_ inclusively;

Option Year Two (2): From \_\_\_date\_\_\_ to \_\_\_date\_\_\_ inclusively;

Option Year Three (3): From \_\_\_date\_\_\_ to \_\_\_date\_\_\_ inclusively;



## 6. Authorities

### 6.1 Contracting Authority

The Contracting Authority for the Contract is:

**Carlos Lee**

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HN" Division

7B3, Place du Portage, Phase III

11 Laurier Street

Gatineau, QC, K1A 0S5

Telephone: (819) 420-0336  
Facsimile: (819) 953-4944  
E-mail address: [Carlos.lee@pwgsc-tpsgc.gc.ca](mailto:Carlos.lee@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.2 Contractor's Representative

Name and telephone number of the person responsible for:

#### General Enquiries

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

#### Delivery Follow-up

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract



## 7. Payment

### 7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Service and Maintenance Costing Table *in Annex D*, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of the total contract value.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

### 7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### 7.4 Monthly Payments

SACC Manual clause H1008C (2008-05-12) Monthly Payment

## 8. Invoicing Instructions

- (a) One (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.

Finance Canada  
Accounting Services  
4<sup>th</sup> Floor West Tower  
300 Laurier Ave. West  
Ottawa, ON  
K1A 0R5  
Attention: Michelle Allen

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.  
Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: Carlos Lee

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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) 2010C (2016-04-04) General Conditions – Services (Medium Complexity);
- (c) Requirement;
- (d) Annex A – Statement of Work
- (e) Annex B – Equipment / Parts List
- (f) Annex C – List of Dedicated Staff
- (g) Annex D – Service and Maintenance Costing Table
- (h) Annex E – Task Authorization form PWGSC 572
- (i) Annex F – Security Requirement Check List (SRCL)
- (j) Annex G - Commercial General Liability Insurance
- (k) the Contractor's bid dated \_\_\_\_\_

## 12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "G", Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Supply Arrangement. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under any resulting the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of issuance of the Supply Arrangement, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



## **ANNEX A STATEMENT OF WORK**

Audio-Visual Maintenance Services for Finance Canada

### **OBJECTIVE**

The Department of Finance Canada requires the services of a Contractor to provide support services, parts and labour in order to support and maintain the Department's Audio-Visual equipment installed at 90 Elgin Street.

### **BACKGROUND**

The Department of Finance moved to 90 Elgin Street in 2014. The Department's IM/IT division was mandated to support the audiovisual equipment installed for the Department of Finance Canada.

Finance Canada worked with Shared Services Canada (SSC) to purchase the audio-visual equipment. Audiovisual equipment was purchased and installed between July 2014 and March 2015. The Department of Finance Canada requires ongoing maintenance and support for the equipment. See Appendix A for list of AV equipment

### **CONTRACT PERIOD**

The proposed contract period will be from date of contract award to March 31, 2018. The contract includes three option years, to be exercised at the discretion of Finance Canada.

Option Year 1: April 1, 2018 to March 31, 2019

Option Year 2: April 1, 2019 to March 31, 2020

Option Year 3: April 1, 2020 to March 31, 2021

### **TASKS, TIMELINES AND DELIVERABLES**

#### **4.1 Monthly Maintenance Service (During Core Business Hours M-F 07:30-17:00)**

The Contractor will provide Maintenance Services, including technical and troubleshooting support over the phone, on site maintenance and repair services, rental equipment loaner support, repair parts replacement, engineering programming services, special event support services and preventative maintenance services, for the audio-visual equipment listed in Annex B.

## **4.2 Preventative Maintenance Services**

The Contractor shall provide service visits to be performed every 6 months to the Department of Finance Canada location. The Contractor will coordinate and provide a planned and controlled program of systematic inspections including but not limited to; cleaning, adjustment, lubrication, replacement of components, re-terminating cables (if necessary), as well as performance testing and analysis of all installed and portable audio-visual systems and equipment.

The Contractor shall provide the Department of Finance Canada with a report on all Department of Finance Canada Preventative Maintenance visits, including equipment check-lists and recommended lifecycle schedules. The Department of Finance must approve all recommended acquisitions before purchase and installation.

## **4.3 Reporting Services**

The Contractor will provide a service report every 6 months of all Maintenance and Services Work completed, in accordance with the performance of the Maintenance and Services Work, as set forth in this Agreement to Department of Finance Canada Technical Authority in a report format suggested by the Proposer and approved by the Department of Finance Canada Technical Authority.

## **4.4 Configuration Information**

All equipment software and hardware configurations information must be provided to the Department of Finance in writing with receipt of confirmation. This includes however not limited to compiled and un-compiled source codes, compilers, firmware, modules, infrared files, and, project archives.

## **4.5 Incident Management Support Services**

**4.5.1** The Contractor shall provide a toll free number to receive trouble calls and service request calls from Department of Finance Canada AV personnel during Standard Business Hours.



**4.5.2** The Contractor shall troubleshoot and provide a diagnostic of the cause within service expectation timelines listed in the chart below.

Priority	Priority Description	Expected Response Time	Expected On Site time	Expected Resolution Time
1	High profile event can no longer go on or is severely impacted due to complete loss of technical functionality and no workaround is available	15mins (Acknowledging the call from Finance)	Within an hour	4 hours
2	High profile event can function but technical functionality is limited and no workaround is available	15mins (Acknowledging the call from Finance)	Within an hour	1 Day
3	Event is somewhat impacted due to loss of technical functionality. A temporary workaround is in place.	1 day	2 days	4 days
4	Minor or low impact equipment failure	1 day	2 days	2 weeks

#### **4.6 Corrective Maintenance (On an as and when required basis – Task Authorization)**

The Contractor is responsible for the maintenance of the assets listed in the SOW including any other tasks outside the current list that will be performed at an hourly rate.

**4.6.1** Assistance required outside of core business hours (M-F 07:30 – 17:00) may be requested on short notice due to special annual high-profile events listed below but not limited to;

Blue Print 20/20	Approximately two major annual events
Federal Budget	Up to two major annual events
Fall Economic Update	Annually
Innovation Fair	Annually

#### **4.7 New Equipment**

The contractor will assist in the obtaining, installing, and configuration of new audio visual equipment on an as needed basis.

## **5. Training and Consulting Services**

The Contractor will provide training to the Department of Finance Canada staff on an “as needed basis”. The training will enable Department of Finance Canada staff the ability to perform first and second level troubleshooting steps before engaging the vendor. Training provided by the vendor will be compensated on an hourly rate as detailed in Annex D - Service and Maintenance Costing Table.

## **6. Mandatory Certification**

The following Mandatory certifications are required and must be provided prior to contract award.

The Contractor must be certified in BiAmp, Extron, Crestron, and Taiden training (Please complete in Annex C)

The Contractor and all employees working as part of this contract must be secret cleared (Please provide Certification)

The Contractor must have at least 3 years of experience managing conference rooms with an average of 100 sitting capacity in the room. (Please provide CV)

The Contractor must provide two reference letters from government or corporate clients for whom you have provided audio visual services as part of a service agreement.

For each reference, please provide the contact information of the client and/or supervisor.

References will be contacted to verify validity of claim.



## Annex B Equipment / Parts List

Manufacturer	Description	Model Number	QTY
Biamp	AudiaFLEX chassis with CobraNet Module	AudiaFLEX CM	5
Biamp	AudiaFLEX 2-Channel POTS Telephone Interface Card Kit	TI-2 CK	4
Biamp	AudiaFLEX 2-channel Voice over Internet Protocol telephone interface card	AudiaFLEX VoIP-2	3
Biamp	AudiaFLEX 2-channel Sona acoustic echo canceling card	AudiaFLEX AEC-2HD	22
Biamp	AudiaFLEX 2-channel mic/line output card	AudiaFLEX OP-2e	18
BlackBox	Ethernet to fiber extender	LH2001A-SC-R3	1
Bose	Line array speaker	MA12EX	10
Chief	MID SIZE SWING ARM	MWHUB	2
Chief	PLASMA CEILING MOUNT	PCSU	4
Chief	CMA-115 FLAT CEILING PLATE	CMA115	4
Contemp. Research	ATSC tuner with RS-232	232-ATSC+1	12
Crestron	8-Window High-Definition Dig Video Proc - 4 DVI-I & 4 HDMIvideo inputs	DVPHD-8	1
Crestron	32x32 DigitalMedia Switcher	DM-MD32X32	2
Crestron	DigitalMedia Presentation System 300	DMPS-300-C	3
Crestron	DigitalMedia Presentation System 200 [Just Released]	DMPS-200-C	21
Crestron	3-Series Ctrl Sys.	PRO3	3
Crestron	8x8 DigitalMedia Switcher; requires DMC series input cards & DMCO series output cards	DM-MD8X8	3
Crestron	4 DM 8G Fiber w/2 HDMI Output Card for DM-MD8X8 & DM-MD32X32 [Just Released]	DMCO-44	1
Crestron	16-Port Managed PoE Switch	CEN-SWPOE-16	5
Crestron	4 DM 8G STP w/2 HDMI Output Card for DM-MD8X8 & DM-MD32X32	DMCO-55	3
Crestron	10.1" Touch Screen, Blk Smth	TSW-1050-B-S	7
Crestron	DigitalMedia 8G Fiber Transmitter 201	DM-TX-201-S	17
Crestron	4.3" Touch Screen Control System, Black Smooth [Just Released]	TPCS-4SMD-B-S	1
Crestron	16-Port PoDM Pwr Sup for DMSwitchers	DM-PSU-16	2
Crestron	DigitalMedia 8G Fiber Receiver & Room Controller	DM-RMC-150-S	9
Crestron	DigitalMedia 8G Fiber Input Card for DM Switchers [Just Released]	DMC-S	6
Crestron	DigitalMedia 8G+ Receiver & Room Controller w/Scaler	DM-RMC-SCALER-C	55
Crestron	Wall Plate DigitalMedia 8G+ Transmitter 200, Black Textured; includes PW-2407WUL [Just Released]	DM-TX-200-C-2G-B-T	22
Crestron	4 HDMI w/4 Stereo Analog Audio Output Card for DM-MD8X8 and DM-MD32X32	DMCO-33	4
Crestron	DM input card	DMC-SDI	5
Crestron	DigitalMedia 8G STP Transmitter 201	DM-TX-201-C	40
Crestron	FlipTop Ctrl Cntr, blk Anodized	C2N-FTB-D-B	23
Crestron	2 DM 8G STP w/1 HDMI Output Card for DM-MD8X8 & DM-MD32X32	DMCO-50	2
Crestron	2x210W Commercial Power Amplifier, 4/8Ω or High-Power 70V	AMP-2210HT	6
Crestron	DigitalMedia 8G Fiber Receiver & Room Controller	DM-RMC-100-S	4

Crestron	DigitalMedia 8G STP Input Card for DM Switchers	DMC-C	40
Crestron	HDMI Input Card for DM Switchers	DMC-HD	17
Crestron	BNC Analog Video Input Card for DM Switchers	DMC-VID-BNC	4
Crestron	3-Series Control Card – 3 COM Ports [Available July 1, 2012]	C3COM-3	4
Crestron	2 HDMI w/2 Stereo Analog Audio Output Card for DM-MD8X8 and DM-MD32X32	DMCO-30	4
Crestron	Media Presentation Button Panel B10, 10 buttons & volume control; black, textured	MP-B10-B-T	1
Crestron	Dual Power Control Module, 120VAC. Includes PW-1205 Power Supply.	ST-PC	3
Crestron	Control Port Expansion Module [Just Released]	C2N-IO	2
Crestron	Cresnet 8 channel light control	DIN-8SW8	1
Crestron	48V Power Pack for PoDM	PW-4818DU	23
Crestron	TableTop Kit - TSW-1050, Blk Smth	TSW-1050-TTK-B-S	4
Crestron	Rack Mount Kit for all Crestron 1/2-space modules; mounts one or two devices	ST-RMK	2
Crestron	4 Wire to RJ11 Cresnet Converter	CNRJ11	1
Crestron	Crestron Certified HDMI to DVI Interface Cable, 30 ft	CBL-HD-DVI-30	2
Crestron	TableTop Kit for MP, MPC, and IPAC; Black	TTK-MP/MPC/IPAC-B-T	1
Crestron	Locking High-Speed HDMI Cable, 8 ft	CBL-HD-LOCK-8	16
Crestron	Crestron Certified HDMI Interface Cable, 12 ft	CBL-HD-12	1
Crestron	Locking High-Speed HDMI Cable, 4 ft	CBL-HD-LOCK-4	87
Crestron	Crestron Certified Computer VGA Interface Cable w/Audio, 12 ft	CBL-VGA-AUD-12	1
Crestron	Crestron Certified HDMI to DVI Interface Cable, 6 ft	CBL-HD-DVI-6	56
Crestron	Crestron Certified HDMI Interface Cable, 6 ft	CBL-HD-6	41
Crestron	Locking High-Speed HDMI Cable, 2 ft	CBL-HD-LOCK-2	5
Crestron	Crestron Certified Computer VGA Interface Cable w/Audio, 6 ft	CBL-VGA-AUD-6	8
Crestron	Crestron Certified Computer VGA Interface Cable w/Audio, 3 ft	CBL-VGA-AUD-3	26
Crestron	Set of engravable backlit labels for MP-B Series, MPC Series, or IPAC; white characters on black background, includes custom engraving	MP/MPC/IPAC_FRONT_LABEL_ENGRAVED-B-T	1
Crestron	Crestron Certified Computer VGA Interface Cable, 6 ft	CBL-VGA-6	22
Crestron	Dual Small Engrav Button Caps for FlipTop Boxes w/ Keypads, Incl. cust engrav	FT-BTNB-S	43
Crestron	Sgl Large Engrav Button Cap for FlipTop Boxes w/ Keypads, Incl. cust engrav	FT-BTNB-L	183
Crestron	Crestron Certified Mini-TRS Ster Aud Interface Cbl, 6'	CBL-AUDIO-6	73
Da-Lite	Manual screen with CSR, 60" x 96", matte white	34730	11
Da-Lite	Manual screen with CSR, 50" x 80", matte white	34726	6
Da-Lite	Wall mount angle, 10-14", white, (1 pair)	40957	17
Denon And Marantz	3D Ready Universal Disc Player with Networking	DBT-1713UDP	15
Draper	Access/Series V, 119", HDTV, Matt White XT1000V, 110 V	102300	6
Draper	Fixed projection screen	253097	4
Draper	LVC-III & LVC-S, 110 V	121057	6
Electro Standards	Secure light indicator with switch	2014-8690	1
Extron	Three Output Stereo Audio Mini Distribution Amplifier	60-440-01	17



Extron	1U 6" Deep Universal Rack Shelf Kit	60-190-10	2
Extron	1U 3.5" Deep Rack Shelf Kit	60-190-20	1
Extron	HDMI-FF Single Space AAP - Black	70-616-12	26
Extron	AAP - Module Ethertron	70-413-11	14
Extron	Single Space AAP - Black: One 15-pin HD Female to Female Gender Changer, One 3.5 mm Stereo Mini Jack to Solder Tabs	70-101-13	26
JBL	Powered speakers/ monitor	LSR4326P	4
JBL	Ceiling speakers	Control 266-C/T	42
JBL	TableTop Kit for TPMC-4SM & TPMC-4SMD, Gloss Black	TTK-4SM-B-S	1
Middle Atlantic	Custom podium (similar to VanSan 3260L-40)	EF-CUSTOM-40-xx-4933	3
Middle Atlantic	Custom podium (similar to VanSan 1700-32)	EF-CUSTOM-32-xx-4933	3
Middle Atlantic	24 SPACE GANGABLE RACK	WRK-24-32	1
Middle Atlantic	44 SPACE (77"), 32" DEEP GANGABLE RACK WITH R	WRK-44-32	4
Middle Atlantic	20SP27DP MOBILE F RACK GC	MFR-2027GC	24
Middle Atlantic	10" Fan Top for MRK-WRK	MW-10ft-fFC	5
Middle Atlantic	Pair of side panels fpor WRK-24-32	SPN-24-312	1
Middle Atlantic	PAIR OF SIDE PANELS, FITS MRK-4431 & WRK-44-3	SPN-44-312	3
Middle Atlantic	16 outlet 15A Vertical Pomer Bar	PDT-1615C-NS	1
Middle Atlantic	20OUT, 15A, SRG&NFY, CORD	PDT-2015C-RN	6
Middle Atlantic	12SP(21)RACK, 22DEEP	BRK12-22	1
Middle Atlantic	3 SPACE (5 1/4") UTILITY DRAWER, BLACK POWDER	UD3	24
Middle Atlantic	2 SPACE (3 1/2") UTILITY DRAWER, BLACK POWDER	UD2	3
Middle Atlantic	REMOTE POWER KEY SWITCH	RPS-K	2
Middle Atlantic	9 OUTLET, SINGLE 15 AMP CIRCUIT, SURGE/ SPIKE	PD-915R	1
Middle Atlantic	500 PC 10/32 PHILLIPS RACKSCREW WITH WASHER	HP500	1
Middle Atlantic	12 PC PBL1-CONTRACTOR PACK	PBL1-CP12	3
Middle Atlantic	POWER CENTER W/ PILOT LIGHT	PD-815R-PL	26
Middle Atlantic	2SP OPEN CLAMPING RACKMOUNT	OCAP-2	17
Middle Atlantic	2 SPACE VENTED UTILITY SHELF	U2V	51
Middle Atlantic	1SP VENTED UTILITY SHELF	U1V	14
Middle Atlantic	HALF RACK UNIVERSAL SHELF	UTR1	17



Middle Atlantic	100 PC. BLACK 10-32 PHILLIPS SCREWS WITH WASH	HP	4
Middle Atlantic	2 SPACE (3 1/2") FLANGED ALUMINUM BLANK PANEL	PBL-2	14
Middle Atlantic	1 SPACE (1 3/4") FLANGED ALUMINUM BLANK PANEL	PBL-1	137
NEC	22" Multisync LCD Display	E224WI-BK	4
Neutrik	Shielded Cat6 jack	NE8FDY-C6	80
Neutrik	4Pin connector,Panel, 4 contact female, solder, blk	NC4-FD-LX-B	53
Neutrik	Ehetron Shoielded RJ-45 with connector	NE8MC6-MO	80
Neutrik	Connector,Cable, 4 contacts, male,solder, blk	NC4-MX-B	51
Panasonic	80" Full HD LED LCD Display (1920 x 1080, 700cd/m <sup>2</sup> )	TH80LF50U	9
Panasonic	P/T/Z Camera, 1080p	AW-HE120WP	5
Panasonic	WXGA 1chip DLP Projctr (6,000 lm)	PTDW640US	17
Panasonic	Short Throw Zoom Lens	EDTLE080	4
Panasonic	Full HD Lamp Free 1chip DLP Projector (3,500 lm) w/Digital Link	PTRZ370U	10
Panasonic	Short Throw Lens	ETDLE150	2
Panasonic	65" LCD with internal tuner & speakers	TH65LRU70	13
Panasonic	42" 1080p HD LCD Display (1920 x 1080, 450cd/m <sup>2</sup> ) with HDMI(x2), DVI-D(In/Out), Component, Composite, PC, Digital Link and RS232C / LAN Control	TH42LFE7U	2
Peerless	Security SmartMount® Universal Flat Mount for 61" - 102" Flat Panel Screens	SF680	9
Peerless	PRGS Series Projector Mount	PRGS-UNV	17
Peerless	Adjustable Extension Column	ALU0305	19
Peerless	SmartMntLT Lg Univers Tilt Wall Mnt	STL670	13
Peerless	4"x4" Unistrut® and Structural Ceiling Plate	CMJ300	17
Sharp Electronic	80" 1080P LED with Network / Built in wifi	LC80LE642U	4
Shure	Quad ULX-D Wireless Receiver with 1/2 Wave Antennas	ULXD4Q-J50	4
Shure	Wireless Handheld Transmitter with SM86 Microphone	ULXD2/SM86-J50	12
Shure	Wireless Bodypack Transmitter	ULXD1-G50	8
Shure	Passive Splitter/Combiner Kit	UA221	1
Shure	Omni Lavalier Mic	WL183	8
Shure	Desktop Base for MX Mics	A412B	1
Shure	Microphone Floor Stand -Chrome	MS-10C	8
SMART Technologies	SMART Podium 524 interactive pen display with SMART Meeting Pro	SP524-SMP	3
Taiden	Digital IR Wireless Conference System Main Unit	HCS-5300MB/20	3
Taiden	Room Combiner	HCS-5300MX	1
Taiden	Charging Cart 960 watts power supply with DC harness, can charge and store up to 32 HCS-5300 wireless microphone units. Rolling cart	MVUSA-CART32	4
Taiden	HCS-5313/50 Taiden Microphone Management Module	N0624649	4
Taiden	Digital IR Wireless Chairman Unit 5 voting keys, 1+3 CHs Charcoal gray, detachable microphone (included), battery not included	HCS-5300CE_G/20	2



Taiden	Digital IR Wireless Chairman Unit Discussion, 5 voting keys, 1+3 CHs Silver, detachable microphone (included), battery not included	HCS-5300CE_S/20	1
Taiden	Fully Digital Congress System Interpreter Unit	HCS-4385U/50	6
Taiden	Digital IR Wireless Delegate Unit 1+3 CHs, 2 channel selectors, dual ID Silver, detachable microphone (included), battery not included	HCS-5301D_S/20	77
Taiden	Digital Infrared Transceiver	HCS-5300TD-WW	16
Taiden	Infrared Receiver Storage Case	HCS-5100KS	1
Taiden	Dedicated Transceiver Cable Plenum (CMP) Rated 30 m (98.4 ft)	CBL5300-30CMP	16
Taiden	Cable Splitter	HCS-5352	4
Taiden	4 (1+3) Channels Digital Infrared Receiver LCD, full language name display, signal strength and battery life, 270° IR reception angle 2xAA alkaline cells (not included), White	HCS-5100RA_W/04	100
Taiden	Lithium-Ion Rechargeable Battery Pack	HCS-5300BAT	80
Taiden	6-Pin Extension Cable Plenum (CMP) Rated 20 m (65.6 ft), plug-socket	CBL6PS-20CMP	2
Taiden	6-Pin Extension Cable Plenum (CMP) Rated 3 m (9.8 ft), plug-socket	CBL6PS-03CMP	1
Taiden	Headphone	HCS-5100PA	150
Taiden	6-Pin Extension Cable	CBL6PP-02	6
Tannoy	Low profile, small dia.ceiling speaker with 5" Dual Concentric™ driver with steel back can.Low imped and 70V(US)-100V(UK/EU) 30/15/7.5/3.75W taps (packed in pairs) - white	8001 4480	48
Vaddio	OneLINK for TANDBERG Precision HD Cameras	999-9550-000	3
Vaddio	1-RU Rack Panel for PresenterPOD Interface	998-6000-003	3





**ANNEX "D"**  
**Service and Maintenance Costing Table**

**D.1 INITIAL CONTRACT PERIOD (2 years)**

		<b>For Evaluation Purposes Total</b>	
<p><b>1. Monthly Maintenance Service</b>            As per the list of tasks detailed in sections 4.1-4.5 of the SOW for all rooms excluding Cisco Equipment            *Cisco videoconferencing equipment consisting of :</p> <ul style="list-style-type: none"> <li>•Cisco Codecs</li> <li>•Cisco Cameras</li> <li>•Cisco Microphones</li> <li>•Cisco remote controls/touch pads</li> </ul>	<p>\$ _____ per month            - GST/HST excluded</p>	<p>12 Months</p>	<p>\$ _____</p>
<p><b>2. Training Services:</b> Training for software / hardware, troubleshooting and system integration/configuration/installation activities.</p>	<p>\$ _____ per hour.            Firm Hourly Rate for training services.            - GST/HST excluded</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>Incident Response (Task Authorization)</b></p> <p>Response time will vary based on priority level as per section 4.5.2 of Annex A</p>			
<p><b>3a. Incident Response (Business Hours)</b>            Telephone Support and Assistance            Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>Included in Monthly Maintenance Service</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>3b. Outside Business Hours:</b>            Telephone Support and Assistance            Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>\$ _____ per hour            - GST/HST excluded</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>4a. On-Site Location Services (Business Hours) :</b>            On-Site Support and Assistance            Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>Included in Monthly Maintenance Service</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>4b. Outside Business Hours:</b>            Telephone Support and Assistance            Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>\$ _____ per hour            - GST/HST excluded</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>Total Evaluated Cost (lines 1, 2, 3b, 4b)</b></p>			<p>\$ _____</p>

## D.2 EXTENSION YEAR ONE (1) (Optional)

		For Evaluation Purposes Total	
<b>2.Monthly Maintenance Service</b> As per the list of tasks detailed in sections 4.1-4.5 of the SOW for all rooms excluding Cisco Equipment *Cisco videoconferencing equipment consisting of : <ul style="list-style-type: none"> <li>•Cisco Codecs</li> <li>•Cisco Cameras</li> <li>•Cisco Microphones</li> <li>•Cisco remote controls/touch pads</li> </ul>	\$ _____ per month - GST/HST excluded	12 Months	\$ _____
<b>2. Training Services:</b> Training for software / hardware, troubleshooting and system integration/configuration/installation activities.	\$ _____ per hour. Firm Hourly Rate for for training services. - GST/HST excluded	x 10 hours	\$ _____
<b>Incident Response (Task Authorization)</b>  Response time will vary based on priority level as per section 4.5.2 of Annex A			
<b>3a. Incident Response (Business Hours)</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	Included in Monthly Maintenance Service		
<b>3b. Outside Business Hours:</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	\$ _____ per hour - GST/HST excluded	x 10 hours	\$ _____
<b>4a. On-Site Location Services (Business Hours) :</b> On-Site Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	Included in Monthly Maintenance Service		
<b>4b. Outside Business Hours:</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	\$ _____ per hour - GST/HST excluded	x 10 hours	\$ _____
<b>Total Evaluated Cost (lines 1, 2, 3b, 4b)</b>			\$ _____



### D.3 EXTENSION YEAR TWO (2) (Optional)

		For Evaluation Purposes Total	
<b>3. Monthly Maintenance Service</b> As per the list of tasks detailed in sections 4.1-4.5 of the SOW for all rooms excluding Cisco Equipment *Cisco videoconferencing equipment consisting of : <ul style="list-style-type: none"> <li>•Cisco Codecs</li> <li>•Cisco Cameras</li> <li>•Cisco Microphones</li> <li>•Cisco remote controls/touch pads</li> </ul>	\$ _____ per month - GST/HST excluded	12 Months	\$ _____
<b>2. Training Services:</b> Training for software / hardware, troubleshooting and system integration/configuration/installation activities.	\$ _____ per hour. Firm Hourly Rate for training services. - GST/HST excluded	x 10 hours	\$ _____
<b>Incident Response (Task Authorization)</b>  Response time will vary based on priority level as per section 4.5.2 of Annex A			
<b>3a. Incident Response (Business Hours)</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	Included in Monthly Maintenance Service		
<b>3b. Outside Business Hours:</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	\$ _____ per hour - GST/HST excluded	x 10 hours	\$ _____
<b>4a. On-Site Location Services (Business Hours) :</b> On-Site Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	Included in Monthly Maintenance Service		
<b>4b. Outside Business Hours:</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events	\$ _____ per hour - GST/HST excluded	x 10 hours	\$ _____
<b>Total Evaluated Cost (lines 1, 2, 3b, 4b)</b>			\$ _____

**D.4 EXTENSION YEAR THREE (3) (Optional)**

		<b>For Evaluation Purposes Total</b>	
<p><b>4. Monthly Maintenance Service</b> As per the list of tasks detailed in sections 4.1-4.5 of the SOW for all rooms excluding Cisco Equipment *Cisco videoconferencing equipment consisting of:</p> <ul style="list-style-type: none"> <li>•Cisco Codecs</li> <li>•Cisco Cameras</li> <li>•Cisco Microphones</li> <li>•Cisco remote controls/touch pads</li> </ul>	<p>\$ _____ per month - GST/HST excluded</p>	<p>12 Months</p>	<p>\$ _____</p>
<p><b>2. Training Services:</b> Training for software / hardware, troubleshooting and system integration/configuration/installation activities.</p>	<p>\$ _____ per hour. Firm Hourly Rate for for training services. - GST/HST excluded</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>Incident Response (Task Authorization)</b></p> <p>Response time will vary based on priority level as per section 4.5.2 of Annex A</p>			
<p><b>3a. Incident Response (Business Hours)</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>Included in Monthly Maintenance Service</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>3b. Outside Business Hours:</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>\$ _____ per hour - GST/HST excluded</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>4a. On-Site Location Services (Business Hours) :</b> On-Site Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>Included in Monthly Maintenance Service</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>4b. Outside Business Hours:</b> Telephone Support and Assistance Diagnostics, Troubleshooting, Repair, Replacement, Special Events</p>	<p>\$ _____ per hour - GST/HST excluded</p>	<p>x 10 hours</p>	<p>\$ _____</p>
<p><b>Total Evaluated Cost (lines 1, 2, 3b, 4b)</b></p>			<p>\$ _____</p>

The Total Evaluated Bid Price is the sum of all yearly totals (Annex D, Sections D.1 to D.4).

**Total Evaluated Bid Price \$ \_\_\_\_\_**

## Definition of Terms

Listed below are the definitions of the terms used in this document.

**Contractor.** In this document, the term “Contractors’ performance capability” also refers to the technician (s) that will be responsible to provide the services

**On-site location service.** This term refer to the maintenance and repair activities completed at the sites identified at Annex A;

**On-line diagnostic.** This term refer to identifying equipment faults via telephone service call from the users;

**Contractor level support.** This term refer to the maintenance, repair, and upgrade activities completed at the contractors’ facilities;

**Business Hours:** is defined as the hours of operation from 7:30 am to 5:00 pm local time at the Service address from Monday to Friday excluding Federal/Provincial Statutory Holidays

**Outside Business Hours:** is defined as the hours from 5:00 pm to 7:30 am local time at the Service address from Monday to Friday excluding Federal/Provincial Statutory Holidays



## Annex G - Commercial General Liability Insurance

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

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



(I) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



**Annex E – Task Authorization form PWGSC 572**

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annex F – Security Requirement Check List (SRCL)**



Contract Number / Numéro du contrat Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
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	Acquisitions 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 Professional Services - Standing Offers and Supply Arrangements		
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"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

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

- |                                                                             |                                                                  |                                                      |                                                                  |
|-----------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input checked="" type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL | <input checked="" 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 unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat
Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

**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	COMSEC TOP SECRET / COMSEC 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?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  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?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS	Title - Titre Professional Services - Methods of Supply	Signature <i>Ruben Loman</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca
		Date 2012/03/13

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

Name (print) - Nom (en lettres moulées) Charron, Annick	Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1448	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca
		Date March 20, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  No  Yes  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  Non  Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Carlos Lee	Title - Titre Supply Specialist	Signature <i>CL</i>
Telephone No. - N° de téléphone 819-420-0336	Facsimile No. - N° de télécopieur 819-953-4944	E-mail address - Adresse courriel Carlos.lee@pwgsc.gc.ca
		Date May 30 2016

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 28-MARCH-2012

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Téloc - 613-954-4171