



**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

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Special Projects/Projets Spéciaux

11 Laurier St./11, rue Laurier

Place du Portage/, Phase III

Floor 10C1/Étage 10C1

Gatineau

Québec

K1A 0S5

Title - Sujet NEW HANGAR 11 & VIP LOUNGE CONTRACT	
Solicitation No. - N° de l'invitation 08850-150240/A	Date 2016-10-27
Client Reference No. - N° de référence du client 08850-150240	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZL-100-30558	
File No. - N° de dossier 100zl.08850-150240	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Vincent Landreville	Buyer Id - Id de l'acheteur 105zl
Telephone No. - N° de téléphone (873) 469-3957 ()	FAX No. - N° de FAX (819) 997-2229
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Foreign Affairs, Trade and Development Canada LB PEARSON BLDG TWR A1 125 SUSSEX DR. OTTAWA Ontario K1A0G2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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1. Bid Preparation Instructions

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1. Title

For the provision of the following professional services: Operations and Facilities Management.

PART 1 – GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include: Pricing Schedule; Technical Criteria; and Additional Certifications Precedent to Contract Award.

The Annexes include: Statement of Work; Basis of Payment; Insurance Requirements, Non-Disclosure Agreement and Security Requirements Check List.

2. Summary

To provide operations and facilities management services at the following two CRC facilities in Ottawa, Ontario, to meet the needs of Global Affairs Canada, Office of Protocol:

- a) CRC Terminal Lounge within the Macdonald-Cartier International Airport Main Terminal; and
- b) CRC Hangar 11 at the Macdonald-Cartier International Airport (near the terminal).

The National Capital is the formal starting point for all official visits by foreign dignitaries invited by the Governor General, the Prime Minister, the Chief Justice, the Speakers of the Senate and the House of Commons as well as Ministers of the Government. Although some visits may start elsewhere in Canada, the arrival in Ottawa is symbolically and officially significant because of its status as the National Capital.

For official visits, Ottawa's Macdonald-Cartier International Airport has an exclusive role in Canada as the official gateway to and from the National Capital for all foreign and Canadian dignitaries traveling on commercial and dedicated aircraft. In order to facilitate, on behalf of the Government of Canada, the arrivals and departures of these dignitaries on behalf of the Government of Canada, Global Affairs Canada - Office of Protocol, has established a Canada Reception Centre (CRC) at the MacDonald-

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Cartier International Airport, Ottawa, Ontario. The CRC has two facilities: (i) a Terminal Lounge within the Main Terminal for dignitaries traveling on commercial flights; and (ii) Hangar 11 which is separate from the Main Terminal and located on the grounds of the MacDonald-Cartier International Airport for dignitaries traveling on dedicated flights. The Hangar also provides additional space for State ceremonial functions, training exercises and other special events approved by the Office of Protocol of Canada.

The CRC facilities and the services provided are the first impression foreign dignitaries receive of Canada's National Capital and the quality of the official hospitality offered by Canada and its Government. The facilities are expected to provide services that enhance Canada's image and its ability to meet national and international protocol standards for arrivals and departures of dignitaries during official visits.

The period of the Contract is from date of Contract to December 31, 2018 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional 1 year period(s) 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 Basis of Payment.

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

The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

3. Debriefings

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

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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: 60 days

Insert: 100 calendar days.

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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

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, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the

Royal Canadian Mounted Police. A former public servant may be:

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- (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 Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

- 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. 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.

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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 [4 hard copies];
Section II: Financial Bid [1 hard copy];
Section III: Certifications [1 hard copy]; and
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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

- 1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- a) Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- b) Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

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- c) When preparing their financial bid, Bidders should review clause 5 - Financial Evaluation, of Part 4 of the bid solicitation; and article 9 - Payment, of Part 7 of the bid solicitation.
 - d) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

- a) their legal name;
- b) their Procurement Business Number (PBN);
- c) the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- d) for Part 2, article 3 - Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information.
- e) for Part 6, article 6.1, Security Requirement, of the bid solicitation: for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - i) the name of the individual;
 - ii) the date of birth of the individual; and
 - iii) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses.

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ATTACHMENT 1 to PART 3 - PRICING SCHEDULE

1. Pricing Schedule

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

2. Contract Period - (Date of Contract to December 31, 2018 inclusive)

2.1 Resources

Table 1					
A	B	C	D	E	F
#	Proposed Resource Type	Number of Proposed Resource Type	Estimated Number of Hours per resource for contract period.	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E
1	Manager Hanger 11	1	5,724	\$	\$
2	Manager Terminal Lounge	1	4,080	\$	\$
3	Assistant Manager Hanger 11	1	4,160	\$	\$
4	Operations Staff Hanger 11	2	2,559	\$	\$
5	Operations Staff Terminal lounge	4	3,140	\$	\$

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6	Tarmac Escort	1	1,570	\$	\$
Total Evaluated Price (sum of column F) =					\$

2.2 Vehicle

Table 2					
A	B	C	D	E	F
#	Requirement	Number of Vehicles Required	Estimated Number of Hours per week	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	1	1, 570	\$	\$
Total Evaluated Price =					\$

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3. Option Period 1 - (From January 1, 2019 to December 31, 2019 inclusive)

3.1 Resources

Table 1					
A	B	C	D	E	F
#	Proposed Resource Type	Number of Proposed Resource Type	Estimated Number of Hours per resource for contract period.	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E
1	Manager Hanger 11	1	2,862	\$	\$
2	Manager Terminal Lounge	1	2,040	\$	\$
3	Assistant Manager Hanger 11	1	2,080	\$	\$
4	Operations Staff Hanger 11	2	1,279	\$	\$
5	Operations Staff Terminal lounge	4	1,570	\$	\$
6	Tarmac Escort	1	785	\$	\$
Total Evaluated Price (sum of column F) =					\$

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3.2 Vehicle

Table 4					
A	B	C	D	E	F
#	Requirement	Number of Vehicles Required	Estimated Number of Hours per week	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E*52
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	1	15	\$	\$
Total Evaluated Price (sum of column F) =					\$

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4. Option Period 2 - (From January 1, 2020 to December 31, 2020 inclusive)

4.1 Resources

Table 1					
A	B	C	D	E	F
#	Proposed Resource Type	Number of Proposed Resource Type	Estimated Number of Hours per resource for contract period.	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E
1	Manager Hanger 11	1	2,862	\$	\$
2	Manager Terminal Lounge	1	2,040	\$	\$
3	Assistant Manager Hanger 11	1	2,080	\$	\$
4	Operations Staff Hanger 11	2	1,279	\$	\$
5	Operations Staff Terminal lounge	4	1,570	\$	\$
6	Tarmac Escort	1	785	\$	\$
Total Evaluated Price (sum of column F) =					\$

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4.2 Vehicle

Table 6					
A	B	C	D	E	F
#	Requirement	Number of Vehicles Required	Estimated Number of Hours per week	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E*52
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	1	15	\$	\$
Total Evaluated Price (sum of column F) =					\$

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5. Option Period 3 - (From January 1, 2021 to December 31, 2021 inclusive)

5.1 Resources

Table 1					
A	B	C	D	E	F
#	Proposed Resource Type	Number of Proposed Resource Type	Estimated Number of Hours per resource for contract period.	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E
1	Manager Hanger 11	1	2,862	\$	\$
2	Manager Terminal Lounge	1	2,040	\$	\$
3	Assistant Manager Hanger 11	1	2,080	\$	\$
4	Operations Staff Hanger 11	2	1,279	\$	\$
5	Operations Staff Terminal lounge	4	1,570	\$	\$
6	Tarmac Escort	1	785	\$	\$
Total Evaluated Price (sum of column F) =					\$

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5.2 Vehicle

Table 6					
A	B	C	D	E	F
#	Requirement	Number of Vehicles Required	Estimated Number of Hours per week	Firm All Inclusive Hourly Rate	Evaluated Price = C*D*E*52
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	1	15	\$	\$
Total Evaluated Price (sum of column F) =					\$

6. Summary

Table 7	
Total Evaluated Price (sum of Table 1 to Table 6 inclusive) =	\$

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids which contain a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

2. Technical Evaluation

2.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- i) Contracts all signed by A;
 - ii) Contracts all signed by B; or
 - iii) Contracts all signed by A and B in joint venture, or
 - iv) Contracts signed by A and contracts signed by A and B in joint venture, or
 - v) Contracts signed by B and contracts signed by A and B in joint venture.
- that show in total 100 billable days.
- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3. Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4. Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

5. Financial Evaluation

- 5.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

6. Basis of Selection – Highest Combined Rating of Technical Merit (80 %) and Price (20 %).

- 6.1 To be declared responsive, a bid must:
- a) comply with all the requirements of the bid solicitation; and
 - b) meet all the mandatory evaluation criteria.
- 6.2 Bids not meeting 6.1 (a) or (b) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 6.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = (LP / P_i) \times 20$. P_i is the evaluated price (P) of each responsive bid (i).
- 6.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 80$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.
- 6.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

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- 6.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.
- 6.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi) x 80	Pricing Score (LP/Pi) x 20	Combined Rating
Bidder 1	$(120/135) \times 80 = 71.11$	$(50/60) \times 20 = 16.67$	87.78
Bidder 2	$(98/135) \times 80 = 58.07$	$(50/55) \times 20 = 18.18$	76.25
Bidder 3	$(82/135) \times 80 = 48.59$	$(50/50) \times 20 = 20.00$	68.59

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ATTACHMENT 1 to PART 4 - TECHNICAL CRITERIA

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Table 1		
MT1 – Bidder Experience		
#	Mandatory Technical Criterion	Bid Preparation Instructions
MT1.1	The Bidder must have substantial and recent operations and facilities management experience within the airport operations industry.	<p>The Bidder must demonstrate it has, within the last 5 years from the Request for Proposal closing date, experience in managing operations within the airport operations industry, by submitting 2 unrelated project summaries that have endured a minimum duration of 12 consecutive months.</p> <p>Within each project summary the Bidder must provide:</p> <p>a) A detailed description of the services provided.</p> <p>b) The name, title, telephone number or email address for a customer reference who can confirm the services provided in a) above.</p> <p>Note:</p> <p>1) Canada will disregard any information about experience if the project summary does not include the relevant dates for the experience claimed e.g. dates should be identified by month and year, for example March 2013 to May 2015.</p>

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Table 2		
MT2 – Resource Experience		
#	Mandatory Technical Criterion	Bid Preparation Instructions
MT2.1	The Bidder must provide two named Resources for the proposed managers for CRC Hanger 11 and CRC Terminal Lounge, that has substantial and recent experience within the operations and facilities management or airport operations industry or any combination of the above.	<p>The Bidder must demonstrate the named Resource for the proposed manager for CRC Hanger 11, has within the last 5 years from the Request for Proposal closing date, operations and facilities management experience within the airport operations industry, by submitting a resume that meets:</p> <p>a) the requirements stated in Statement of Work article 6.10 - Education and Experience, clause a).</p> <p>Notes:</p> <p>1) For work experience to be considered, the resume must not simply indicate the title of the individual's position, but must demonstrate that the individual has the required experience by explaining the responsibilities and work performed by the individual while in that position.</p> <p>2) Canada will disregard any information about experience if the individual's resume does not include the relevant dates for the experience claimed e.g. dates should be identified by month and year, for example March 2013 to May 2015. In situations in which the individual worked at the same time on more than one project, only one project will be counted to the individual's length of experience.</p>

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2. Point Rated Technical Criteria

Table 3		
Point Rated Technical Criteria Summary		
Number	Point Rated Technical Criteria	Maximum Number of Points
RT1.1	Bidders Experience	30
RT2.1	Personnel Training	25
RT3.1	Quality Program	100
RT4.1	Start-Up Plan	100
Maximum Points Available =		255

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Table 4			
RT1 - Bidder's Experience			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Rating Guide
RT1.1	The Bidder has acquired experience in operations and facilities and/or with events that involve diplomats or foreign dignitaries.	The Bidder should demonstrate it has, within the last 5 years from the Request for Proposal closing date, experience in managing event operations and/or that involve diplomats or foreign dignitaries, by submitting 1 project summary that has endured a minimum duration of 12 consecutive months.	The Rating Guide below will apply to a) listed under Bid Preparations Instructions.
		<p>Within the project summary the Bidder should provide:</p> <p>a) A detailed description of the services provided, in addition to the name, title, telephone number or email address for a customer reference who could confirm the services provided.</p> <p>Note:</p> <p>1) Canada will disregard any information about experience if the project summary does not include the relevant dates for the experience claimed e.g. dates should be identified by month and year, for example March 2013 to May 2015.</p> <p>2) Additional consideration will be given for duration of experience above minimum requirement. (max 5 pts)</p>	<p>Not appropriate – 0 points. No information provided or is considered to be ineffective to meet the requirement.</p> <p>Poor - 10 points Is considered to have limited effectiveness to meet the requirement.</p> <p>Average - 15 points Is considered to be sufficiently effective to meet the requirement.</p> <p>Good - 20 points Is considered to be very effective to meet the requirement</p> <p>Very Good – 25 Points Is considered to be highly effective to meet or exceed the requirement.</p> <p>Additional experience: 2-5 years=1 pt 5-8 years=2 pts 9-12 years=3 pts 13-15 years=4 pts 16+ years=5 pts</p>

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Maximum Points =	30
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Table 5			
RT2 - Personnel Training			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Rating Guide
RT2.1	The Bidder should have a personnel strategy.	The Bidder should demonstrate its personnel training strategy by including:	The Rating Guide below will apply to a) listed under Bid Preparations Instructions.
		a) Its strategy for: i) initial training of newly hired personnel; and ii) on-going training to ensure its personnel has the appropriate knowledge and is kept current with respect to changes in processes, procedures and policies. iii) A performance management action plan for the management or release of underperforming employees.	Not appropriate – 0 points. No information provided or is considered to be ineffective to meet the requirement. Poor - 10 points Is considered to have limited effectiveness to meet the requirement. Average - 15 points Is considered to be sufficiently effective to meet the requirement. Good - 20 points Is considered to be very effective to meet the requirement Very Good – 25 Points Is considered to be highly effective to meet or exceed the requirement.
Maximum Points =			25

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Table 6			
RT3 - Quality Program			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Rating Guide
RT3.1	The Bidder has acquired experience in the implementation and management of a Quality Assurance System.	The Bidder should demonstrate its acquired experience in the implementation and management of a Quality Assurance System by including:	The Rating Guide below will apply to each of a) and b) listed under Bid Preparations Instructions.
		a) A detailed description of the purpose and scope of its Quality Assurance System including quality standards and a proposed methods guide for dignitary services agents and inspection and reporting procedures.	Not appropriate – 0 points. No information provided or is considered to be ineffective to meet the requirement. Poor - 20 points Is considered to have limited effectiveness to meet the requirement. Average - 30 points Is considered to be sufficiently effective to meet the requirement.
		b) A detailed description of the process the Bidder uses to identify and act upon non-conformance and to implement corrective action. The Bidder should include a detailed example of identifying and acting upon a non-conformance.	Good - 40 points Is considered to be very effective to meet the requirement Very Good – 50 Points Is considered to be highly effective to meet or exceed the requirement.
Maximum Points =			100

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Table 7			
RT4 – Start Up Plan			
#	Point Rated Technical Criteria	Bid Preparation Instructions	Rating Guide
RT4.1	The Bidder should have a detailed project start-up plan to ensure the requirements in Annex A - Statement of Work, can be met within a 2 week period from the Contract start date.	The Bidder should demonstrate its project start-up plan to ensure the requirements in Annex A - Statement of Work, can be met within a 2 week period from the Contract start date, by including:	The Rating Guide below will apply to a) listed under Bid Preparations Instructions.
		a) A description of the proposed start-up plan, outlining the steps involved to meet the requirements in Annex A – Statement of Work, including a strategy to develop a network of key contacts, a communications strategy with key stakeholders and a strategy for personnel training on service standards and procedures.	Not appropriate – 0 points. No information provided or is considered to be ineffective to meet the requirement. Poor - 40 points Is considered to have limited effectiveness to meet the requirement. Average - 60 points Is considered to be sufficiently effective to meet the requirement Good - 80 points Is considered to be very effective to meet the requirement Very Good – 100 Points Is considered to be highly effective to meet or exceed the requirement.
		Maximum Points = 100	

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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. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1. Certifications and Additional Information Required with the Bid

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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award.

2. Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

2.1 Integrity Provisions – Required Documentation

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.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

2.3 Additional Certifications Required Precedent to Contract Award

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award.

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**ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO
CONTRACT AWARD**

1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: _____ Instructions to the Bidder: (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
 - ☐ A2. The Bidder certifies being a public sector employer.
 - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
 - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
 - ☐ A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
 - ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- or
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.
- or
- ☐ B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

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2. Canadian Content

2.1 Canadian Content Definition

SACC Manual clause A3050T (2014-11-27), Canadian Content Definition

2.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

3. Status and Availability of Resources

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

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

4. Education and Experience

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

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PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1 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 7 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 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.

1.3 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. Financial Capability

SACC Manual clause A9033T (2012-07-16), Financial Capability

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

2. Standard Clauses and Conditions

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

3. General Conditions

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

4. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

5. Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

6. Security Requirement

6.1 The following security requirement (SRCL and related clauses provided by the [Industrial Security Program \(ISP\)](#) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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).
2. The Contractor personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must EACH** hold a valid personnel security screening at the level of **SECRET**, processed by CISD/PWGSC.

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3. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/ PROTECTED** 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.
 4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISC/PWGSC.
 5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E.
 - (b) *Industrial Security Manual* (Latest Edition).

7. Term of Contract

7.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2018 inclusive.

7.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional 1 year period(s) 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 Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.4 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

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8. Authorities

8.1 The Contracting Authority for the Contract is:

Vincent Landreville
Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Project Delivery Services Division –ZL
11 Laurier Street
Gatineau, Québec K1A 0S5

Telephone: 873-469-3957
Facsimile: 819-956-2675
E-mail address: vincent.landreville@tpsgc-pwgsc.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.

8.2 Technical Authority

(The Technical Authority will be identified at Contract award)

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

8.3 Contractor's Representative

(The Contractor's representative will be identified at contract award)

9. Payment

9.1 Basis of Payment

9.2 Limitation of Expenditures

For the Work described in the Statement of Work in Annex A:

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 B, to a limitation of expenditure of \$_____ (*amount inserted at contract award*). Customs duty are included, and Applicable Taxes are extra.

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9.3 Canada's Total Liability

For the Work described in the Statement of Work in Annex A, Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*amount inserted at contract award*). Customs duties are included, and Applicable Taxes are extra.

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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

9.4 Method of Payment

9.4.1 Monthly Payment

H1008C (2008-05-12), Monthly Payment

9.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

10. Invoicing Instructions

10.1 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.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed; and
- b) a copy of the invoices, receipts, vouchers for all direct expenses.

10.2 Invoices must be distributed as follows:

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- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

11. Certifications

11.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

11.3 Canadian Content Certification

SACC Manual clause A3060C (2008-05-12), Canadian Content Certification

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*inserted at Contract award*).

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Non-Disclosure Agreement;
- (g) Annex E, Security Requirements Check List; and
- (h) the Contractor's bid dated _____ (*inserted at Contract award*).

14. Insurance Requirements

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The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill 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 award of the Contract, 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.

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ANNEX A - STATEMENT OF WORK

1. Title

Operations and facilities management services for two Canada Reception Centre (CRC) facilities at the Macdonald-Cartier International Airport, Ottawa, Ontario.

2. Objective

To provide operations and facilities management services at the following two CRC facilities in Ottawa, Ontario, to meet the needs of Global Affairs Canada, Office of Protocol:

- a) CRC Terminal Lounge within the Macdonald-Cartier International Airport Main Terminal; and
- b) CRC Hangar 11 at the Macdonald-Cartier International Airport (near the terminal).

3. Background

The National Capital is the formal starting point for all official visits by foreign dignitaries invited by the Governor General, the Prime Minister, the Chief Justice, the Speakers of the Senate and the House of Commons as well as Ministers of the Government. Although some visits may start elsewhere in Canada, the arrival in Ottawa is symbolically and officially significant because of its status as the National Capital.

For official visits, Ottawa's Macdonald-Cartier International Airport has an exclusive role in Canada as the official gateway to and from the National Capital for all foreign and Canadian dignitaries traveling on commercial and dedicated aircraft. In order to facilitate, on behalf of the Government of Canada, the arrivals and departures of these dignitaries on behalf of the Government of Canada, Global Affairs Canada - Office of Protocol, has established a Canada Reception Centre (CRC) at the MacDonald-Cartier International Airport, Ottawa, Ontario. The CRC has two facilities: (i) a Terminal Lounge within the Main Terminal for dignitaries traveling on commercial flights; and (ii) Hangar 11 which is separate from the Main Terminal and located on the grounds of the MacDonald-Cartier International Airport for dignitaries traveling on dedicated flights. The Hangar also provides additional space for State ceremonial functions, training exercises and other special events approved by the Office of Protocol of Canada.

The CRC facilities and the services provided are the first impression foreign dignitaries receive of Canada's National Capital and the quality of the official hospitality offered by Canada and its Government. The facilities are expected to provide services that enhance Canada's image and its ability to meet national and international protocol standards for arrivals and departures of dignitaries during official visits.

Since needs and situations are ever changing, flexibility in serving clients (see Appendix 1) is of the utmost importance.

4. Acronyms and Definitions

4.1 Acronyms

- a) Canada Border Services Agency (CBSA)
- b) Canada Reception Centre (CRC)
- c) Canadian Airport Transport Security Authority (CATSA)
- d) Canadian Corps of Commissionaires (CORPS)
- e) Department of National Defence (DND)
- f) Identification (ID)

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- g) Navigation Canada (NAVCAN)
 - h) Other Government Departments (OGD)
 - i) Prime Minister's Office (PMO)
 - j) Public Works and Government Services Canada (PWGSC)
 - k) Restricted Area Identity Card (RAIC)
 - l) Royal Canadian Mounted Police (RCMP)
 - m) Statement of Work (SOW)
 - n) Transport Canada (TC)

4.2 Definitions

"Clients" refers to individuals and/or groups eligible to use the CRC Terminal Lounge and CRC Hangar 11, as authorized by the Project Authority and as listed in (but not limited to) Appendix 1 in Annex A herein.

5. Scope

5.1 General

The services provided by the Contractor pertain to the management and operation of the CRC facilities and must meet all requirements expected in accordance with national and international standards of protocol for arrivals/departures and special events. When customs courtesies and/or security exemptions are granted to a client, the Project Authority will advise the Contractor to ensure that appropriate formalities are accorded. The Project Authority will normally discuss requirements with the Manager but reserves the right to deal directly with the Contractor's personnel should circumstances dictate.

The services required at the CRC facilities are for Clients as outlined in Appendix 1 to Annex A, in accordance with the terms and conditions and provisions of the contract, as well as on an "as needed" basis as approved in writing (i.e. fax or e-mail) by the Project Authority.

5.2 Use of the CRC facilities and Working Relationship

The CRC Terminal Lounge is leased from the Ottawa Airport Authority. The CRC Hangar 11 is owned by the Department of National Defence. Both facilities are managed by Global Affairs Canada - Office of Protocol, which is the Project Authority.

The Clients eligible to use the CRC facilities (Terminal Lounge and Hangar 11) are defined by Global Affairs Canada and are outlined in Appendix 1 to Annex A. Any new requests made to the Contractor for use of the CRC facilities are to be routed to the Project Authority for consideration and approval. The Contractor will receive requests/bookings for the CRC facilities from the Project Authority and act on them accordingly. Once the use of the CRC facilities has been confirmed by the Project Authority, clients will deal directly with the Contractor on operational issues related to the particular event.

6. Requirements

6.1 General

The Contractor must:

- a) Ensure that if a question or request that is "out of the ordinary", is received from a client, that they refer the matter to the Project Authority.

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- b) Advise the Project Authority in a timely fashion by e-mail or fax when routine bookings for the CRC facilities come directly from clients.

Note: To increase operational efficiency, once the Project Authority has approved general use of the CRC facilities for particular clients, routine bookings for the CRC facilities may come directly from these clients to the Contractor.

- c) Establish and maintain effective working relationships with the Airport partner community and other Government departments (OGDs) whose collaboration are essential in providing appropriate services to foreign and Canadian high level dignitaries using the CRC facilities. The organizations involved include but are not limited to the Airport Authority, Airlines, Transport Canada, CATSA, Ottawa Police Services, RCMP, CBSA, NAVCAN, DND, US Immigration and Customs, ground handlers and PWGSC.
- d) Facilitate arrivals and departures at the CRC facilities by eligible Clients as listed in Appendix 1 to Annex A. At the CRC Terminal Lounge, these arrivals and departures occur on scheduled commercial flights. At the CRC Hangar 11, these arrivals and departures occur on dedicated aircraft (e.g., foreign and Canadian private and government aircraft).
- e) Facilitate the access and use of the CRC Hangar 11 space for clients who have Project Authority approval to use it for State ceremonial functions, training exercises or other special events.

6.2 Services at the CRC Facilities

6.2.1 Arrival/Departure or Event information and Booking

The Contractor must:

- a) Receive arrival/departure or event information and booking details from the Project Authority or, when applicable from Clients (see article 5.2 above), schedule resource(s) and plan services required for the CRC facilities. The information can be received electronically, verbally or by fax and will normally include the following type of information:
- i) Name and title of visitor;
 - ii) Type of visitor;
 - iii) Presence (or absence) of RCMP protective package;
 - iv) Services required;
 - v) Delegation details: size, names, titles;
 - vi) Arrival/departure dates and times;
 - vii) Flight details;
 - viii) Expected greeting/farewell parties;
 - ix) Identification of key contacts managing the visit or event (including telephone/cellular/fax numbers and/or e-mail address); and
 - x) Dates and flight information for advance team's visit (if applicable).

Note: The above information is subject to change with very little advance notice, requiring the Contractor to accommodate changing circumstances.

- b) Advise relevant airport partners and related OGDs (see article 6.1 c) above) of arrivals/departures, training exercises or other Project Authority approved activities scheduled to take place at the CRC facilities as well as any and all changes to the schedule.

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- c) Ensure the Project Authority, clients, relevant airport partners and OGDs have up to date information on event scenarios (i.e., who, when, how, what) so that all services can be coordinated and successfully delivered.
 - d) When approved by the Project Authority, meet clients or advance teams to review arrangements or visit sites prior to arrivals/departures or special events.
 - e) Ensure all clients at the CRC facilities are made aware of arrangements being put into place to greet or bid farewell to their guests or to ensure the success of their event and that they and their guests are welcomed and made comfortable.
 - f) Be responsive to reasonable requests and sensitive to expectations of dignitaries and, when appropriate or necessary, offer and serve refreshments.
 - g) Ensure that the cleanliness and orderly presentation of the CRC facilities in order to receive guests including with little to no advance notice.
 - h) Ensure the CRC facilities are clean and tidy and stocked with supplies and refreshments at all times.
 - i) Forward a request in writing to the Project Authority for the approval to purchase necessary items such as linens, towels, toilet paper, toiletries, cleaning products and, as necessary, send linens and towels and other related items to be cleaned (e.g. laundry or dry cleaning).
 - j) Establish and maintain a "log book" and calendar of arrivals, departures and other activities at the Hangar 11 and the Terminal Lounge.
 - k) Make arrangements with the Ottawa Airport Authority to take possession, secure and assume responsibility for issuing and retrieving a number of Restricted Area Identity Cards.
 - l) Based on the requirements of the Airport Authority, establish and maintain a log, tracking the issuance and retrieval of the Restricted Area Identity Cards to greeting and farewell parties.
 - m) Advise the Project Authority of client requests for additional or extraordinary services, concerns raised by an airport partner or OGDs or any other issues that may arise.
 - n) Advise the PWGSC contact of any requirements as well as interruption of services should it occur.
 - o) Report immediately all equipment malfunctions to the Project Authority or PWGSC contact identified by the Project Authority, who will arrange for any repairs.

6.2.2 CRC Terminal Lounge (Arrivals/Departures)

The Contractor must:

- a) Make arrangements with the Airport Authority to allow access/parking for vehicles to drop-off/pick-up greeting/farewell parties and incoming/departing delegations.
- b) Consult the Project Authority before making any access/parking arrangements with the Airport Authority for visits involving a full RCMP/City Police escorted motorcade given that this will likely disrupt normal Airport traffic.
- c) Maintain contact with airlines to verify flight details and keep Project Authority contact, clients, guests and airport partners advised of any developments.

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- d) Pre-arrange and re-verify immediately prior to arrival/departure that all is in order with relevant airport partners (e.g., Airport Authority, CBSA, CATSA, Transport Canada, Airlines, US Immigration and Customs, etc.) to access restricted areas of the airport to greet and bid farewell to guests.
- e) Before leaving the Lounge, ensure clients have proper documents to enter restricted areas (e.g., RAIC, Boarding Passes, valid photo ID, etc.) and are aware of any personal security screening to which they may be submitted.
- f) Escort greeting and farewell parties and incoming/departing delegations to and from gate or CBSA area, CRC Terminal Lounge and vehicles at the appropriate time.
- g) Assist as required with the coordination of baggage collection/delivery to vehicles on arrival and baggage and passenger check-in on departure.
- h) Ensure the arrivals and departures are complete and that all outstanding issues (e.g., lost baggage, connecting flights, etc.) have been or are being dealt with. On departure, advise client and, when applicable, RCMP of wheels-up and, if requested by client or RCMP, keep CRC Lounge open for 20 minutes after wheels-up (if after 2000 hours).

6.2.3 CRC Hangar 11 (Arrivals/Departures/Events/Training Sessions)

The Contractor must:

- a) Consult the Project Authority with a recommendation whether arrival/departure or event will require an extension of the Primary Security Line (PSL).

Note: The request to extend the PSL is made by the Project Authority to the Airport Authority as are the arrangements to secure the extended line. Subsequent follow-up with respect to any timing changes or adjustments is done by the Contractor.
- b) Assume the responsibility of personnel access to the facilities which is inclusive but not limited to clients, guests, partners and PWGSC contractors.
- c) Assume the responsibility of personnel access to the airport restricted area while ensuring compliance with Airport Authority and Transport Canada regulations.
- d) Liaise with PWGSC Ceremonial Staff as required to ensure they have access to the Hangar area where ceremonial equipment and supplies are stored as well as coordination of schedule for set-up and removal of ceremonial equipment and supplies (e.g., flags, red carpets, media risers, etc.).
- e) Provide or make arrangements for a driver(s) (Tarmac Escort) and vehicle(s) to escort all vehicles with authorized access to the restricted area of the airport when required. The driver must meet the requirements established by the Ottawa Airport Authority, as detailed at article 6.3 – Resource Requirements.
- f) Make arrangements for authorized vehicles to enter restricted area of the airport (i.e. tarmac), while ensuring that authorized vehicle information is made available to the Contractor's personnel at the Gate; as well as when relevant, the RCMP and CATSA.
- g) Verify with partners (ground handlers, CATSA, CBSA, Airport Authority, RCMP, OPS etc.) to ensure they have current information necessary to provide required support for arrival and departure and take necessary steps to investigate and resolve any discrepancies that may arise.

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- h) Develop working relationship with Tower staff (NAVCAN) so accurate information can be obtained, when needed, regarding incoming flight(s) such as when the anticipated flight(s) are entering Canadian airspace and when they are expecting to land in Ottawa. Keep the Project Authority and clients apprised of developments.
 - i) Prior to arrival of an aircraft, ensure ground handling, motorcades, greeting parties, CBSA, media and ceremonial supplies are all in place and everyone is aware of how sequence of events will unfold.
 - j) Once dignitary's motorcade has departed, coordinate completion of the process (e.g., baggage, aircrew needs, aircraft parking, access for aircraft security, off-hour procedures to gain access to secure aircraft, etc.).
 - k) For departure of an aircraft, ensure facility is open and available for aircrew to access aircraft to prepare for departure, baggage to arrive (and be screened if necessary) and loaded, passengers to arrive (and be screened if necessary), and boarded when appropriate. Verify arrival time of motorcade and ensure tarmac access procedures are in place.
 - l) Ensure that the arrival and departure are complete and that all outstanding issues have been or are being dealt with. If necessary, advise clients of wheels-up on departure and, if requested, keep Hangar open for 20 minutes after wheels-up.
 - m) Monitor the CRC driveway and parking areas as well as the adjacent Airport Authority parking area (E2) when used by CRC guests (ensure permits are distributed and placed in vehicles being parked there).
 - n) When the Project Authority has approved use of the Hangar for training exercises or special events, work closely with the client to ensure they are made to feel welcome, have ready access to facility and to the extent possible, facilitate their stay. Consult the Project Authority as required to resolve any concerns, problems or scheduling conflicts that may arise from these events.
 - o) Provide daily facility management at the CRC Hangar 11, including but not limited to:
 - i) the scheduling of contractors and repairs with PWGSC;
 - ii) trouble-shooting all issues and matters that arise within the facility; and
 - iii) coordinating with other clients such as Cadets and occupants such as DND Air Marshalls.

6.2.4 Janitorial Services

The Contractor must:

- a) Inspect the facilities for cleanliness and may make recommendations as required.
- b) Arrange for any additional cleaning services as required upon approval by the Project Authority.

6.2.5 Provision of Food and Beverages

The Contractor must:

- a) Ensure the self-service coffee, beverage and snack service in place at the CRC Terminal Lounge and Hangar 11 are available and ready (e.g. coffee made, kettle ready, beverages chilled and food displayed on counter), when required.

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b) When requested by clients and approved by the Project Authority, arrange for catered food and beverage service for both CRC facilities. This service will either be self-service or served by waiter/waitress depending on the activity taking place.

c) Make all food and beverage purchases as well as the catering arrangements, with every effort made to offer a range of Canadian-made food and beverage products.

Note: The Project Authority has the right to review the list of suppliers and make additions and/or deletions whenever necessary.

d) Invoice the Project Authority for reimbursement of food and beverage purchases or catering services (consisting of food, beverages, staff and service fee), made in connection with paragraphs a) and b) above.

e) When required and approved by the Project Authority, replace dishes, cutlery, kitchen wares and small appliances.

6.2.6 Plants and Flowers

The Contractor must:

- a) If/when requested, purchase potted plants and floral arrangements for the CRC facilities.
- b) If/when requested, arrange for the maintenance of any potted plants and floral arrangements.
- c) Purchase's/services described in a) and b) above, must be pre-approved by the Project Authority. The Contractor must forward a request in writing to the Project Authority for approval.

6.2.7 Paper and Light Bulbs

The Contractor must:

- a) Purchase paper for the computer, fax and photocopier.
- b) At CRC Hangar 11, purchase any light bulbs required.
- c) Purchases described in a) and b) above, must be pre-approved by the Project Authority. The Contractor must forward a request in writing to the Project Authority for approval.

6.2.8 Snow Removal and Lawn Maintenance

The Contractor must:

- a) Provide snow clearance services for all air-side drive-ways and walkways.
- b) Provide grass cutting services on ground and air side.
- c) Provide sprinkler system maintenance services as and when requested.

The equipment for the above services is provided by the Project Authority.

Note: Equipment purchases to provide services described above, must be pre-approved by the Project Authority. The Contractor must forward a request in writing to the Project Authority for approval.

6.3 Resource Requirements

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The Contractor must:

- a) Provide the following Managerial Resource(s):
 - i) One (1) Manager for CRC Hangar 11; and
 - ii) One (1) Manager for CRC Terminal Lounge.
- b) Provide the following Support Resource(s):
 - i) One (1) CRC Hangar 11 Assistant Manager;
 - ii) Four (4) Operations staff; and
 - iii) One (1) Tarmac Escort.
- c) Provide, as and when requested in writing by the Project Authority or Clients outlined in Appendix 1 to Annex "A", additional resource(s) required to provide services to large visits, international conferences/meetings or special events.

Note: The qualifications of any additional resource must be the same as those specified under article 6.10, for the required category of personnel.

- d) Ensure the Managers will be the principal point of contact for the Project Authority to coordinate services provided by the Contractor at the CRC Hangar 11 and the CRC Terminal Lounge.
- e) Ensure the Operations staff provide full arrival/departure and event services.
- f) Ensure, that in order to have unescorted access to the restricted areas of the airport, that all personnel have/obtain, a Restricted Area Identity Card (RAIC) from the Ottawa Airport Authority.
- g) Ensure the Tarmac Escort Assistant, escorts vehicles moving within the restricted area of the airport (i.e., Hangar 11 tarmac area), when these services are required.

Note: The Ottawa Airport Authority requires a RAIC and an Airside Vehicle Operator Permit (AVOP) for the driver. The Airport Authority will provide written instructions and administer a test prior to granting the AVOP - Driver Restricted.

- h) Ensure dress code for all personnel is business attire with the exception of manual labour such as snow removal and lawn maintenance.

6.4 Operational Hours

The Contractor must:

- a) Provide services at CRC Terminal Lounge when requested by the Project Authority or Clients outlined in Appendix 1 to Annex A. The CRC Lounge "core hours" are 0800 hours - 2000 hours, Monday to Friday excluding statutory holidays. A minimum of two staff will be scheduled during these "core hours" with an additional 8 hours, totalling 128 hours. The Manager will be on site for 40 of these hours, normally scheduled but not restricted to 0800-1600 hours. During this period of 128 total hours, 28 of those hours are to remain flexible and may be used for arrivals/departures outside of the "hours of operation" when applicable.
- b) Assign a minimum of one Operations staff at CRC Terminal Lounge for arrivals/departures scheduled outside of regular working hours, in addition to the 28 hours set-aside for this purpose (after hours, weekends, and statutory holidays).

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- c) Consult with the Project Authority to obtain approval to assign additional resources outside of core hours at CRC Terminal Lounge, as requirements can vary depending on the type of activity (e.g. size and number of delegations, complexity of arrival/departure procedures, and rank of dignitary).
- d) Provide services at the CRC Hangar 11, when requested by the Project Authority or Clients outlined in Appendix 1 to Annex A, and is therefore not required to be on site at all times or for fixed regular hours.
- e) Provide services at the CRC Hangar 11 in the case of short notice arrivals or departures at a minimum of 3 hours' notice.

Note: The use of Hangar 11 is normally planned well in advance but there are often major changes to arrival and departure times.

- f) Be available outside operational hours to respond, if needed, when an alarm is detected at CRC Hangar 11.

6.5 Language Requirement

The Contractor must:

- a) Be able to provide service in both official languages, English and French.

6.6 Constraints

6.6.1 Code of Conduct

The Contractor must:

- a) Refrain from any action that might be prejudicial or injurious to relations between Canada and the Visitor's country.
- b) Ensure that its personnel, contractors or outside consultants are bound to the provisions in a) above.
- c) Ensure that its personnel are familiar with and abide by the Values and Ethics Code for the Public Service stated at: (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tb_851/vec-cve-eng.asp).

6.6.2 Airport Regulations

The Contractor must:

- a) Respect all Airport Security Regulations.

6.6.3 Equipment Malfunctions

The Contractor must:

- a) Immediately report all equipment malfunctions to the Project Authority or PWGSC contact identified by the Project Authority, who will then arrange for repairs.

6.7 Equipment, Supplies, Custody and facilities to be provided by the Contractor

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The Contractor must:

- a) Provide office equipment and supplies such as cellular telephones, business cards, stationery, agendas to its staff at no cost to the Project Authority.
- b) Arrange for an authorized vehicle and driver to escort vehicles accessing the restricted area of the airport (i.e. Hangar 11 tarmac), on those occasions when Airport Security Regulations require such a service. The vehicle must be equipped with an emergency flashing light (provided by Project Authority) when being used to escort vehicles airside.

6.8 Records to be kept by the Contractor

The Contractor must:

- a) Keep proper account and records of the cost of work, of all expenditures and/or commitments made by the Contractor including invoices, vouchers and receipts which must be made available to audit or inspection by the Project Authority who may take copies or extracts there from.
- b) Make the CRC facilities available for inspection and furnish the Project Authority with such information as required.
- c) Not dispose of any documents without the written consent of the Project Authority. All documents are to be made available for audit and/or inspection for a period of two (2) years following the expiry of the contract.

6.9 Deliverables

The Contractor must:

- a) Provide the Project Authority the following information in a format to be determined in consultation with the Project Authority:
 - i) A monthly report of the arrivals/departures and other events including the names of resources assigned and hours worked in preparation and actual delivery of the services provided under this contract; and
 - ii) A monthly report containing the number/type of vehicles plus corresponding license plates used to pick up delegations from the CRC Terminal Lounge.

6.10 Education and Experience Requirements

The Contractor must provide personnel with the following:

- a) Each Manager must have obtained a secondary school diploma and must have achieved each of the following experience criteria within the last five (5) years from the closing date of the Request for Proposal:
 - i) A minimum of three years of experience working in a capacity where duties and/or tasks included managing events within the hospitality or tourism or conference planning or events planning industry or airport/airline environment or any combination thereof; and

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- ii) A minimum of three years of experience working in a capacity where duties and/or tasks include recruitment and supervision of staff; and
 - iii) A minimum of three years of experience working in a capacity where duties and/or tasks include coordinating and managing groups or teams.
- b) Each Operations Staff must have obtained a secondary school diploma and must have a minimum of one year of experience within the last five years from the closing date of the Request for Proposal within the hospitality or tourism or conference planning or events planning industry or airport/airline environment or any combination thereof.

Experience working in the airport/airline industry will be considered an asset qualification.

- c) Each Tarmac Escort must have a valid Driver's license.

7. Client Support

- a) Global Affairs Canada Headquarters Security Division provides, manages and monitors the site security systems in place at the CRC facilities as well as coordinating response to any alarms with other police and security services.
- b) At CRC Hangar 11, PWGSC is responsible for utilities, routine maintenance and garbage removal.
- c) The Project Authority will provide the following equipment for use by the Contractor:
- i) One SIGNET computer, three standalone computers, two printers, five telephones, a scanner/fax machine/printer and a shredder in the CRC Terminal Lounge;
 - ii) One SIGNET computer, four standalone computers, five printers, five telephones, a fax machine, a photocopier and a shredder in Hangar 11;
 - iii) Two departmentally approved Blackberry devices for exclusive use by the Managers (data and voice) to facilitate communications between the Contractor, Project Authority and clients; and
 - iv) Vehicle flashing light equipment for vehicle at Hangar 11.

Note: All equipment listed above must be returned to the Project Authority at the end of the Contract.

- d) The Project Authority will provide the Contractor parking spaces at Hangar 11 at no cost.
- e) The Project Authority will provide janitorial services to the CRC facilities on a weekly basis. Services are to include dusting/cleaning of furniture, cleaning of washrooms and kitchenettes, washing and/or vacuuming floor surfaces.

8. Inventories

Inventories will be taken jointly and signed by the Contractor and the Project Authority on the first working day of the contract. The inventories will be reviewed jointly at the end of the Contract.

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9. Provision of Meals

- a) No meal allowances are allowed under this Contract.
- b) Contractor personnel are not to consume meals or refreshments in the presence of clients or guests.

10. Arrival/Departure Notice/Statutory Holidays

- a) The Contractor will receive 12 hours' notice for arrivals/departures at the CRC Lounge outside of "core hours" by the Project Authority. Requests for service on weekends will be made by the Project Authority by 12h00 on the preceding Friday.
- b) Hours of work at the CRC Hangar 11 will be dependent on aircraft arrivals/departures, scheduled meetings or special events.
- c) Statutory Holidays are defined as follows:
 - i) New Year's Day (January 1st);
 - ii) Family Day (Third Monday in February);
 - iii) Good Friday (Friday before Easter Sunday);
 - iv) Victoria Day (Monday before May 25);
 - v) Canada Day (July 1st);
 - vi) Labour Day (First Monday in September);
 - vii) Thanksgiving Day (Second Monday in October);
 - viii) Christmas Day (December 25th); and
 - ix) Boxing Day (December 26th).

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APPENDIX 1 TO ANNEX A

MANDATE OF USE OF CRC FACILITIES BY CLIENTS (Terminal Lounge and Hangar 11)

The Office of Protocol of Canada at Global Affairs Canada has determined that the following individuals and/or groups (the "Clients") are eligible to use the CRC facilities once authorized by the Project Authority:

1. Foreign dignitaries considered Guests of Canada invited by the Governor General, Prime Minister, Chief Justice, the Speakers of the Senate and House of Commons as well as Ministers of the Government.

Note:

These dignitaries are normally, though not exclusively, at the rank of Head of State/Government, Chief Justice, Parliamentary/Congressional Speaker, National Cabinet Ministers or Heads of International Organizations.

2. Foreign dignitaries considered Guests of Canada invited by the Government of Canada.

Note:

These dignitaries are normally, though not exclusively, at the rank of Parliamentarians, Supreme Court Justices, senior Provincial/State and Municipal representatives, senior public service officials (civil service, military, police).

3. Foreign Ambassadors/High Commissioners accredited to Canada on official business.
4. Canadian dignitaries including Her Majesty, Governor General and spouse, Prime Minister and spouse, Chief Justice, Speaker of the House of Commons, Speaker of the Senate, Ministers, Lieutenant Governors, Premiers.
5. The Department of National Defence for operational reasons.
6. Groups (e.g. Cadets, Ottawa Police and RCMP, Emergency Preparedness, Airport Authority, etc.), for CRC Hangar 11 training exercises or special events.
7. Other requests on a case by case basis as determined by the Project Authority.

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ANNEX B - BASIS OF PAYMENT

A - Contract Period (Date of Contract to December 31, 2018)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1. Resources

Table 1		
A	B	C
#	Proposed Resource Type	Firm All Inclusive Hourly Rate
1	Manager, Hanger 11	\$ (to be inserted at Contract Award)
2	Manager Terminal and Lounge	\$ (to be inserted at Contract Award)
3	Assistant Manager Hanger 11	\$ (to be inserted at Contract Award)
4	Operations Staff	\$ (to be inserted at Contract Award)
5	Operations Staff, Terminal Lounge	\$ (to be inserted at Contract Award)
6	Tarmac Escort	\$ (to be inserted at Contract Award)

1.1 Total Estimated Cost: \$_____. (to be inserted at Contract Award)

2. Vehicle

Table 2		
A	B	C
#	Requirement	Firm All Inclusive Hourly Rate
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	\$ (to be inserted at Contract Award)

2.1 Total Estimated Cost: \$_____. (to be inserted at Contract Award)

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3. Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Table 3		
A	B	C
#	Direct Expense Item	Estimated Cost
1	Linens, towels, toilet paper, toiletries, cleaning products.	\$ (to be inserted at Contract Award)
2	Hot and Cold Beverages and snacks.	\$ (to be inserted at Contract Award)
3	Catered food and beverages including waiter/waitress service. (On very rare occasion)	\$ (to be inserted at Contract Award)
4	Laundry and dry cleaning services.	\$ (to be inserted at Contract Award)
5	Replacement dishes, cutlery, kitchen wares and small appliances.	\$ (to be inserted at Contract Award)
6	Potted Plants and Floral arrangements for the CRC Facilities including material and equipment for maintenance i.e. pots, fertilizer, soil, plant food, pesticides and clippers required to maintain the Potted Plants and Floral arrangements.	\$ (to be inserted at Contract Award)
7	Paper for computers and fax machine.	\$ (to be inserted at Contract Award)
8	Facility light bulbs.	\$ (to be inserted at Contract Award)
9	Snow clearance and lawn maintenance materials i.e. salt, sand, shovels, tune-ups for equipment.	\$ (to be inserted at Contract Award)

3.1 Total Estimated Cost of Other Direct Expenses: \$ _____. (to be inserted at Contract Award)

4. Total Estimated Cost - Contract Period: \$ _____. (to be inserted at Contract Award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 9.2 of the Contract.

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B - Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B - 1 Option to Extend the Term of the Contract (From January 1, 2019 to December 31, 2019)

1. Resources

Table 1		
A	B	C
#	Proposed Resource Type	Firm All Inclusive Hourly Rate
1	Manager, Hanger 11	\$ (to be inserted at Contract Award)
2	Manager Terminal and Lounge	\$ (to be inserted at Contract Award)
3	Assistant Manager Hanger 11	\$ (to be inserted at Contract Award)
4	Operations Staff	\$ (to be inserted at Contract Award)
5	Operations Staff, Terminal Lounge	\$ (to be inserted at Contract Award)
6	Tarmac Escort	\$ (to be inserted at Contract Award)

1.1 Total Estimated Cost: \$ _____. (to be inserted at Contract Award)

2. Vehicle

Table 2		
A	B	C
#	Requirement	Firm All Inclusive Hourly Rate
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	\$ (to be inserted at Contract Award)

2.1 Total Estimated Cost: \$ _____. (to be inserted at Contract Award)

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3. Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Table 3		
A	B	C
#	Direct Expense Item	Estimated Cost
1	Linens, towels, toilet paper, toiletries, cleaning products.	\$ (to be inserted at Contract Award)
2	Hot and Cold Beverages and snacks.	\$ (to be inserted at Contract Award)
3	Catered food and beverages including waiter/waitress service. (On very rare occasion)	\$ (to be inserted at Contract Award)
4	Laundry and dry cleaning services.	\$ (to be inserted at Contract Award)
5	Replacement dishes, cutlery, kitchen wares and small appliances.	\$ (to be inserted at Contract Award)
6	Potted Plants and Floral arrangements for the CRC Facilities including material and equipment for maintenance i.e. pots, fertilizer, soil, plant food, pesticides and clippers required to maintain the Potted Plants and Floral arrangements.	\$ (to be inserted at Contract Award)
7	Paper for computers and fax machine.	\$ (to be inserted at Contract Award)
8	Facility light bulbs.	\$ (to be inserted at Contract Award)
9	Snow clearance and lawn maintenance materials i.e. salt, sand, shovels, tune-ups for equipment.	\$ (to be inserted at Contract Award)

3.1 Total Estimated Cost of Other Direct Expenses: \$ _____. (to be inserted at Contract Award)

4. Total Estimated Cost - Contract Period: \$ _____. (to be inserted at Contract Award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 9.2 of the Contract.

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B - 2 Option to Extend the Term of the Contract (January 1, 2020 to December 31, 2020)**1. Resources**

Table 1		
A	B	C
#	Proposed Resource Type	Firm All Inclusive Hourly Rate
1	Manager, Hanger 11	\$ (to be inserted at Contract Award)
2	Manager Terminal and Lounge	\$ (to be inserted at Contract Award)
3	Assistant Manager Hanger 11	\$ (to be inserted at Contract Award)
4	Operations Staff	\$ (to be inserted at Contract Award)
5	Operations Staff, Terminal Lounge	\$ (to be inserted at Contract Award)
6	Tarmac Escort	\$ (to be inserted at Contract Award)

1.1 Total Estimated Cost: \$ _____. (to be inserted at Contract Award)

2. Vehicle

Table 2		
A	B	C
#	Requirement	Firm All Inclusive Hourly Rate
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	\$ (to be inserted at Contract Award)

2.1 Total Estimated Cost: \$ _____. (to be inserted at Contract Award)

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3. Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Table 3		
A	B	C
#	Direct Expense Item	Estimated Cost
1	Linens, towels, toilet paper, toiletries, cleaning products.	\$ (to be inserted at Contract Award)
2	Hot and Cold Beverages and snacks.	\$ (to be inserted at Contract Award)
3	Catered food and beverages including waiter/waitress service. (On very rare occasion)	\$ (to be inserted at Contract Award)
4	Laundry and dry cleaning services.	\$ (to be inserted at Contract Award)
5	Replacement dishes, cutlery, kitchen wares and small appliances.	\$ (to be inserted at Contract Award)
6	Potted Plants and Floral arrangements for the CRC Facilities including material and equipment for maintenance i.e. pots, fertilizer, soil, plant food, pesticides and clippers required to maintain the Potted Plants and Floral arrangements.	\$ (to be inserted at Contract Award)
7	Paper for computers and fax machine.	\$ (to be inserted at Contract Award)
8	Facility light bulbs.	\$ (to be inserted at Contract Award)
9	Snow clearance and lawn maintenance materials i.e. salt, sand, shovels, tune-ups for equipment.	\$ (to be inserted at Contract Award)

3.1 Total Estimated Cost of Other Direct Expenses: \$ _____. (to be inserted at Contract Award)

4. Total Estimated Cost - Contract Period: \$ _____. (to be inserted at Contract Award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 9.2 of the Contract.

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B - 3 Option to Extend the Term of the Contract (January 1, 2021 to December 31, 2021)

1. Resources

Table 1		
A	B	C
#	Proposed Resource Type	Firm All Inclusive Hourly Rate
1	Manager, Hanger 11	\$ (to be inserted at Contract Award)
2	Manager Terminal and Lounge	\$ (to be inserted at Contract Award)
3	Assistant Manager Hanger 11	\$ (to be inserted at Contract Award)
4	Operations Staff	\$ (to be inserted at Contract Award)
5	Operations Staff, Terminal Lounge	\$ (to be inserted at Contract Award)
6	Tarmac Escort	\$ (to be inserted at Contract Award)

1.1 Total Estimated Cost: \$ _____. (to be inserted at Contract Award)

2. Vehicle

Table 2		
A	B	C
#	Requirement	Firm All Inclusive Hourly Rate
1	Provision of vehicle to escort vehicles accessing the restricted area of the airport.	\$ (to be inserted at Contract Award)

2.1 Total Estimated Cost: \$ _____. (to be inserted at Contract Award)

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3. Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Table 3		
A	B	C
#	Direct Expense Item	Estimated Cost
1	Linens, towels, toilet paper, toiletries, cleaning products.	\$ (to be inserted at Contract Award)
2	Hot and Cold Beverages and snacks.	\$ (to be inserted at Contract Award)
3	Catered food and beverages including waiter/waitress service. (On very rare occasion)	\$ (to be inserted at Contract Award)
4	Laundry and dry cleaning services.	\$ (to be inserted at Contract Award)
5	Replacement dishes, cutlery, kitchen wares and small appliances.	\$ (to be inserted at Contract Award)
6	Potted Plants and Floral arrangements for the CRC Facilities including material and equipment for maintenance i.e. pots, fertilizer, soil, plant food, pesticides and clippers required to maintain the Potted Plants and Floral arrangements.	\$ (to be inserted at Contract Award)
7	Paper for computers and fax machine.	\$ (to be inserted at Contract Award)
8	Facility light bulbs.	\$ (to be inserted at Contract Award)
9	Snow clearance and lawn maintenance materials i.e. salt, sand, shovels, tune-ups for equipment.	\$ (to be inserted at Contract Award)

3.1 Total Estimated Cost of Other Direct Expenses: \$ _____. (to be inserted at Contract Award)

4. Total Estimated Cost - Contract Period: \$ _____. (to be inserted at Contract Award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 9.2 of the Contract.

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ANNEX C – INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- 1.1 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.
- 1.2 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.
 - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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-
- n) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Automobile Liability Insurance

- 2.1 The Contractor must obtain Automobile 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.
- 2.2 The policy must include the following:
- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b) Accident Benefits - all jurisdictional statutes
 - c) Uninsured Motorist Protection
 - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

3. Aviation Liability Insurance

- 3.1 The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the

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Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

3.2 The Aviation 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, represented by Public Works and Government Services Canada.
- b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- c) 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.
- d) 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.
- e) Employees and, where applicable, Volunteers must be included as Additional Insured.
- f) Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
- g) 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.
- h) Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program).
- i) Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
- j) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
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A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada

4. All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$200,000.00. The Government's Property must be insured on Replacement Cost (new) basis.

- 4.1 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- 4.2 The All Risks Property insurance policy must include the following:
 - a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b) Loss Payee: Canada as its interest may appear or as it may direct.
 - c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Foreign Affairs, International Trade and Development Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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ANNEX D – NON-DISCLOSURE AGREEMENT

1, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. 08850-150240/A between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Global Affairs Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: 08850-150240/A.

Signature

Date

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ANNEX E – SECURITY REQUIREMENTS CHECK LIST

RECEIVED

AUG 29 2016

CONTRACT #

08050-450240

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Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

XDV Fac. Maint 004

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
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	
Operations and facilities management for Canada Reception Centres (Airport Terminal Lounge and Hangar 11) at Ottawa International Airport	
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? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
(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)	
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"/>
Not releasable / À ne pas diffuser <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:
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 B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

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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? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

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

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

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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? ☒ No ☐ Yes
Non Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

08250 - 150240

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
NIA																
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien Electronique																

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 - INFORMATION / PARTIE D - INFORMATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	
GEOFFREY DEAN		Deputy Chief of Protocol & Director-Visits	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-203-2890	613-995-5661	geoffrey.dean@international.gc.ca	2016-07-05
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Marie Cormier		Contract Security Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-203-6256		marie.cormier@international.gc.ca	2016-07-28
15. Are there additional instructions (e.g. Security Guide, Security Classification issues) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	
STEFAN RUOST		Supply Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-469-3950	613-956-2678	stefan.ruost@rsgc.gc.ca	2016-08-29
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Maria Mendoza		Contract Security Officer, Contract Security Division	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-946-1618	613-954-4171		Sept. 27, 2016