



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Tractor Rental	
Solicitation No. - N° de l'invitation W6837-174203/A	Date 2016-10-28
Client Reference No. - N° de référence du client W6837-174203	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-100-10890	
File No. - N° de dossier EDM-6-39088 (100)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-12	Time Zone Fuseau horaire Mountain Standard Time MST
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: Fisher, Andrew	Buyer Id - Id de l'acheteur edm100
Telephone No. - N° de téléphone (780) 901-4270 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE . OTTAWA Ontario K1A0K2 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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Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 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 and Additional Information: 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 Annexes include the Statement of Work the Basis of Payment, and other annexes.

1.2 Summary

The Department of National Defense (DND), CFB 4 Wing Cold Lake, Cold Lake, Alberta, has a requirement for the rental of one (1) 140 H.P. [dual 540/1000 hp at the Power Take Off (PTO) minimum] agricultural tractor, without operators, for grass cutting on an "as and when requested" basis in accordance with the terms and conditions set out herein and must be in accordance with the minimum performance specifications detailed herein. The contract will be from May 1, 2017-April 15, 2020.

Firm Requirement Rental Period for Tractor:

May 1st to October 15th for the first year and April 15th to October 15th for each year following for the contract period

"As and When" Requested Requirement for Rental of Tractor:

The tractor rental may be required for one additional month in October. If the Project Authority determines the need for the additional rental month, a DND 626 Task Authorization form will be issued to the contractor ten (10) days prior to September 30th of each year of the contract.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified User.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 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: 180 days

2.2 Submission of Bids

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

2.3 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

By providing this information, 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;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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.

2.5 Applicable Laws

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

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.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copies)

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

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

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

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

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

Section I: Technical 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 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.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-03), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

Ability to perform the full scope of the work, as described in Annex "A" and meet all the mandatory requirements in Annex "F"

4.1.2 Financial Evaluation

The total assessed bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) For line items A, 1a), the unit prices will be multiplied by the annual usage for each of the three years in the Basis of Payment, Annex "B".
- (b) For line items B, 1 - 2 b) iii inclusive, the unit prices will be multiplied by the estimated annual usage for each of the three years in the Basis of Payment, Annex "B".
- (c) For line item B, 3, the percentage mark-up will be multiplied by the estimated annual usage for each of the three years in the Basis of Payment, Annex "B".
- (d) The results of the calculations in (a), (b) and (c) above will be added together to obtain the total assessed bid price.

4.1.3 SACC Manual Clause A0220T (2013-04-25) Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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 requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

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

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00
Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government

under authorized Task Authorizations issued under the Contract.

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

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

The quarterly periods are defined as follows: 1st

quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and 4th

quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 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.

7.2.1 General Conditions

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

7.3 Security Requirements

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from May 1, 2017 to April 15, 2020 inclusive.

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Drew Fisher
Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Western Region
5th Floor ATB Place North Tower
10025 Jasper Avenue
Edmonton, Alberta T5J 1S6
Telephone: (780) 901-4270
Facsimile: (780) 497-3510
E-mail address: drew.fisher@pwgsc-tpsgc.gc.ca

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

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File No. - N° du dossier
EDM-6-39088

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

7.5.2 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative (*To be filled in by bidder*)

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. Customs duties included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by

the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department
[H1000C](#) (2008-05-12) Single Payment
[H1008C](#) (2008-05-12) Monthly Payment

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.5 Discretionary Audit

[C0705C](#) (2010-01-11) Discretionary Audit

7.7.6 Time Verification

[C0711C](#) (2008-05-12) Time Verification

7.8 Invoicing Instructions

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 the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) General Conditions – Higher Complexity – Services apply to form part of the Contract
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirement Checklist
- (f) Annex D, to Part 3 of the Bid Solicitation-Electronic Payment Instructions
- (g) Annex E, DND 626 Task Authorization Form
- (h) Annex F Minimum Performance Specifications
- (i) the Contractor's bid dated _____, (*insert date of bid*)

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Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

7.13 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance-No Specific Requirement

7.14 SACC Manual Clause

A9039C (2008-05-12) Salvage
A9062C (2011-05-16) Canadian Forces Site Regulations
B1501C (2006-06-16) Electrical Equipment

ANNEX "A"

STATEMENT OF WORK

1. Title: Tractor Rental

2. Requirement:

The Department of National Defense (DND), CFB 4 Wing Cold Lake, Cold Lake, Alberta, has a requirement for the rental of one (1) 140 H.P. [dual 540/1000 hp at the Power Take Off (PTO) minimum] agricultural tractor, without operators, for grass cutting on an "as and when requested" basis in accordance with the terms and conditions set out herein and must be in accordance with the minimum performance specifications detailed herein.

Firm Requirement Rental Period for Tractor:

May 1st to October 15th for the first year and April 15th to October 15th for each year following for the contract period.

"As and When" Requested Requirement for Rental of Tractor:

The tractor rental may be required for one additional month in October. If the Project Authority determines the need for the additional rental month, a DND 626 Task Authorization form will be issued to the contractor ten (10) days prior to September 30th of each year of the contract.

3. Equipment Requirements:

- A) Equipment must not exceed five (5) years of age.
- B) Must be 4 wheel drive.
- C) Must have front steering power assist minimum.
- D) Must have a minimum of 4 quick couplers for hydraulics (pioneer fittings).
- E) Cab must have air conditioning.
- F) Must have an am/fm radio.
- G) No front end loader attachments on tractor rental.
- H) The unit must have a draw bar and dual 540 to 1000 rpm pto capability minimum
- I) Must be compatible to tow a 15, 22 and 26 foot Schulte Batwing rotary mower.
- J) All 3 point hitch attachments must be removed prior to delivery.
- K) The tires will have a minimum of 80% tread in reference to manufactures specification at new.
- L) The agricultural tractor will be required on a 24/7 basis for the duration of the service contract and will be operated a maximum of 16 hours per day, 7 days a week.
- M) A towing eye must be attached to the front end for recovery purposes.

4. General Operational Requirements:

a) **Delivery and Pick-Up:** it is the contractor's responsibility for delivering, off-loading and pick up the rental at the start and end of each season and any DND 626 Task Authorization issued under the contract. This service will be at the expense of the contractor.

b) **Response Time:** the contractor is to reply to a DND 626 Task Authorization form within two calendar days and the actual work will be performed within a time frame mutually agreed to by both parties and as stated on the DND 626 Task Authorization form.

c) **Maintenance:** the contractor will be responsible for maintenance of the unit while on rental which includes oil and filter changes. The contractor must provide 4 Wing Cold Lake twenty-four (24) hours notice of the scheduled servicing of the units.

d) **Minor repairs:** the contractor will be responsible for minor repairs of the rental tractor on site at no cost to the Crown. The Project Authority will notify the contractor when the repairs are required and within twelve (12) hours the contractor must have the rental tractor serviced.

e) **Breakdown:** rental equipment which is deemed to be unserviceable for a total of eight (8) hours or more during the rental period will be replaced by the contractor within twelve (12) hours of notification with a tractor of equivalent specifications or better.

f) **Installation:** the contractor will grant permission to DND to install beacon lights and an aerodrome communications radio with antenna on the rental unit. Beacon lights and communication devices will be removed by DND at the end of the rental period.

g) **Acceptance inspection:** all rental units are to undergo an acceptance inspection by DND personnel prior to leaving the contractor's location. Rental units that fail the acceptance inspection will be rejected by the Project Authority and another rental unit is to be provided by the contractor.

At the time of acceptance and inspection, a DND acceptance and inspection form for rental units will be completed jointly by the contractor and the DND Project Authority or delegated representative. The form will indicate the conditions of rental units upon commencement of the rental and will be signed by both parties.

At termination of the rental period the contractor and the DND Project Authority will again conduct a rental unit inspection using the same form indicating any damage occurring during the term of the rental, determining liability for the same, and each party will sign the completed form.

h) **Replacement rental units:** if the breakdown is due to DND personnel error or damage and a rental unit is still required, a replacement unit will be provided to DND once a Task Authorization has been issued by the Project Authority for the replacement unit.
The replacement tractor will need to be an acceptable equivalent, and an acceptance inspection will be performed by the Project Authority or delegated representative, as per clause (g). All other clauses of the contract will apply to the replacement unit

i) **Routine maintenance and repairs:** maintenance and repairs associated with routine scheduled maintenance of the rental units will be the responsibility of the contractor.

j) **Licensed mechanics, mobile service unit and towing for mechanical breakdown (Contractor's Responsibility):** the contractor is to dispatch a licensed mechanic and mobile service unit to perform repairs unless the repairs can not be performed on location. The licensed mechanic and mobile service unit must be dispatched and at the location of the breakdown within four (4) hours notification for service within the local DND vicinity. If service cannot be performed within four (4) hours notification by the Project Authority, the contractor is to dispatch a replacement unit to the breakdown location immediately at no extra cost to the Crown. The contractor will be responsible for all delivery and off-loading charges associated with providing a replacement unit. The replacement unit will be subject to

the same acceptance inspection as if the replacement unit was being picked up at the contractor's location.

If it is necessary to have the rental unit towed to a service location due to mechanical failure, the contractor will be responsible for all towing charges. The contractor is to dispatch a tow truck immediately after being notified by DND to the breakdown location.

k) Licensed mechanic, mobile service unit, and towing due to DND personnel's error

(DND Responsibility): the contractor is to dispatch a licensed mechanic and mobile service unit to perform repairs unless the repairs cannot be performed on location. The licensed mechanic and mobile service unit must be dispatched and on location within four (4) hours notification for service within the local DND vicinity. If service cannot be performed within four (4) hours notification by the Project Authority, the contractor is to dispatch a replacement unit to the breakdown location immediately at no extra cost to the Crown. DND will be responsible for all the delivery and off loading charges associated with providing a replacement unit. The replacement unit will be subject to the same acceptance inspection as if the replacement unit was being picked up at the contractor's location.

If it is necessary to have the rental unit towed to a service location due to DND personnel's error, DND will be responsible for all towing charges. DND will notify the contractor of the breakdown and either request the contractor to dispatch a tow truck to the breakdown location or make their own arrangements to have the rental unit towed to a service location.

l) Loss, damage and repair:

i) it is understood and agreed that DND is responsible for the loss of and damage to the rental units supplied under the standing offer incurred during the rental period, if caused or contributed to by the negligence or carelessness of DND employees, officers or agents of the Crown and recorded to the extent that the loss or damage is not the result of normal wear and tear or an act of god.

Under this service contract, Damage incurred to the rental unit between the time the rental unit has been accepted by the DND and the end of the rental period will be the responsibility of DND, unless it is proven that the damage is caused by the malfunction of the rental unit.

ii) The Crown will be given the opportunity, if so desired, to obtain its own estimate through a third party on the identified repairs, in order to validate the contractor's estimate. Once the value of the repairs has been established, the contractor will invoice DND for the agreed amount. Invoices must include copies of estimates and actual repair invoices including towing charges, if necessary. Disagreements will be resolved by the Public Works and Government Services Canada Contracting Authority.

iii). The contractor will be responsible for the replacement of worn tires. DND will be responsible for replacement of tires damaged by hazards while in their possession. Excess tire wear is not to be considered as a hazard.

5. Special instructions:

The contractor must obtain and maintain all permits, licenses and Certificates of approval required for the work to be performed under any applicable federal, provincial or municipal legislation.

The contractor must adhere to all the safety rules, regulations and labour codes.

The contractor must provide operators' manuals for any equipment supplied.

Decisions as to the quality or fitness of equipment in cases of dispute rest solely with the Project Authority, whose decision is final.

6. Operational Security:

All of the work under the proposed Statement of Work is unclassified and the contractor will not have access to any classified information, crown equipment, crown land, or employee assets.

7. Health & Safety Requirements (If applicable)

a) Responsibility

All accidents are to be reported to the Project Authority immediately.

b) Hazardous Material:

All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

c) Unforeseen Hazards

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, report to Project Authority immediately.

d) Building Smoking Environment

4 Wing Cold Lake has a no smoking policy in effect with exceptions in designated smoking areas.

e) Observance of On-site Safety, Health and Environmental Standards

The Contractor, his employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

f) Compliance

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on site work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

8. Damage:

The Contractor must immediately notify the Project Authority of any damage incident.

9. Special Procedures - Airports in Use

a) General: When operating within the 4 Wing areas the following restrictions apply:

- i) Do not disrupt airport business except as permitted by Project Authority;
- ii) Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- iii) Provide barricades and lights where directed.

b) Movement of Equipment and Personnel: In areas of airport not closed to aircraft traffic, the Contractor will:

- i) Obtain Project Authority's approval on scheduling of work;
- ii) Control movements of equipment and personnel as directed by Project Authority;
- iii) Obey signals and directions from escort instantly.
- iv) For all services that are required on the airfield an escort will be provided.
- v) All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

c) Foreign Object Damage (FOD) Control: The Contractors must be aware of the following FOD Controls:

- i) Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
- ii) Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- iii) FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

ANNEX "B"

BASIS OF PAYMENT

Proposed Basis of Payment

- Firm prices quoted are required to be FOB Destination and include all related costs for the rental of the equipment, including all applicable maintenance costs, and are to remain firm for the period of the Contract.
- GST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Contract.
- Rental periods are to be defined as follows: Rental Month = Thirty (30) Days.
- Estimated usages are for evaluation purposes only; actual usages may vary from these amounts.
- A price must be provided for all line items for the bid to be considered responsive.

Item	Description	Annual Estimated Usage	Firm Unit Price Year One	Firm Unit Price Year Two	Firm Unit Price Year Three
A) FIRM REQUIREMENT :					
1.	Rental of Agricultural Tractor, 140 H.P. (Dual 540/1000 HP at the PTO minimum) April to September, in accordance with Annex "A", Statement of Work.				
a .	Monthly Rate	6 months	\$_____/month	\$_____/month	\$_____/month
B) "AS AND WHEN" REQUESTED REQUIREMENTS :					
1.	Rental of Agricultural Tractor, 140 H.P. (Dual 540/1000 HP at the PTO minimum) for the month of October , in accordance with Annex "A", Statement of Work.	1 month	\$_____/month	\$_____/month	\$_____/month
2.	Repairs - DND's Responsibility (Resulting from DND's Error)				
a.	Firm Service Call Rates, including the first hour of on-site productive labour:				
i.	During regular working hours, Monday through Friday (07:15 to 15:45)	2 calls	\$_____/call	\$_____/call	\$_____/call
ii.	Outside regular working hours, Monday through Friday (15:45 - 07:15)	1 call	\$_____/call	\$_____/call	\$_____/call
iii.	Outside regular working hours, Weekends & Statutory Holidays	1 call	\$_____/call	\$_____/call	\$_____/call
b.	Firm Hourly Labour Rates:				
i.	During regular working hours, Monday through Friday (07:15 to 15:45)	10 hours	\$_____/hour	\$_____/hour	\$_____/hour
ii.	Outside regular working hours, Monday through Friday (15:45 - 07:15)	4 hours	\$_____/hour	\$_____/hour	\$_____/hour
iii.	Outside regular working hours, Weekends & Statutory Holidays	4 hours	\$_____/hour	\$_____/hour	\$_____/hour
3.	Materials and replacement parts for repairs resulting from DND's error, to be charged at the Contractor's laid down cost* plus a mark up of	\$500.00	_____%	_____%	_____%

*Verification of Contractor's laid-down cost to be provided to the Project Authority.

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EDM-6-39088

Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

Please see Security Requirements Check List (SRCL) form attached to the end of this document.

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EDM100
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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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Buyer ID - Id de l'acheteur
EDM100
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

DND 626 TASK AUTHORIZATION FORM

<p>All invoices/progress claims must show the reference Contract and Task numbers.</p> <p>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix

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	Total	

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government
Services pour le ministère des Travaux publics et services
gouvernementaux

DND 626 (01-05) Design: Forms Management 993-4050

Conception : Gestion des formulaires 993-4062

ANNEX "F"

MINIMUM PERFORMANCE SPECIFICATIONS

Minimum Performance Specifications:

Bidders must address each Minimum Performance Specification listed below, whether the product offered "Meets" or "Does not Meet" and should provide supporting documentation for each item. Bidders should identify on their supporting documentation where the information can be found and, if applicable, "N/A" if documentation is not available.

Bidders are requested to cross reference by item number on their supporting document where it clearly shows the specification meets or exceeds each minimum specification.

	Minimum Performance Specifications	Meet	Does Not Meet	Bidder Cross Reference
1.1	Equipment must not exceed five (5) years of age.			
1.2	Must be 4 wheel drive.			
1.3	Must have front steering power assist minimum.			
1.4	Must have a minimum of 4 quick couplers for hydraulics (pioneer fittings).			
1.5	Cab must have air conditioning.			
1.6	Must have an am/fm radio.			
1.7	No front end loader attachments on tractor rental..			
1.8	The unit must have a draw bar and dual 540 to 1000 rpm pto capability minimum			
1.9	Must be compatible to tow a 15, 22 and 26 foot Schulte Batwing rotary mower.			
1.10	The tires will have a minimum of 80% tread in reference to manufactures specification at new.			
1.11	A towing eye must be attached to the front end for recovery purposes.			
1.12	All 3 point hitch attachments must be removed prior to delivery.			

Make and Model Number of Product(s) Offered: _____

No Published Specifications:

The bidder certifies that no published specification exists for any items identified above as "N/A" and that the product offered meets the minimum performance specifications request.

Bids which do not meet all of the Minimum Performance Specifications listed above will be deemed non-compliant and given no further consideration.

If upon delivery and acceptance, the product is found not to meet the Minimum Performance Specifications, the product will be returned at the Contractor's expense and the Contract terminated for default.



Government
of Canada

Gouvernement
du Canada

RECEIVED
MAY 10 2013

Contract Number / Numéro du contrat

17-4203

Security Classification / Classification de sécurité
UNCLASSIFIED

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

National Defence

2. Branch or Directorate / Direction générale ou Direction
4 Wg

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
Tractor Rental

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes
Non 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?

☒ No ☐ Yes
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

☒ No ☐ Yes
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to
PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès
à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☐ No ☒ Yes
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?

☒ No ☐ Yes
Non Oui

S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

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

NATO / OTAN

Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions
Aucune restriction relative
à la diffusion

☐

All NATO countries
Tous les pays de l'OTAN

☐

No release restrictions
Aucune restriction relative
à la diffusion

☐

Not releasable
À ne pas diffuser

☐

Restricted to: / Limité à:

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

Specify country(ies): / Préciser le(s) pays:

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A
PROTÉGÉ A
PROTECTED B
PROTÉGÉ B
PROTECTED C
PROTÉGÉ C
CONFIDENTIAL
CONFIDENTIEL
SECRET
SECRET
TOP SECRET
TRÈS SECRET
TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

NATO UNCLASSIFIED
NATO NON CLASSIFIÉ
NATO RESTRICTED
NATO DIFFUSION RESTREINTE
NATO CONFIDENTIAL
NATO CONFIDENTIEL
NATO SECRET
NATO SECRET
COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

PROTECTED A
PROTÉGÉ A
PROTECTED B
PROTÉGÉ B
PROTECTED C
PROTÉGÉ C
CONFIDENTIAL
CONFIDENTIEL
SECRET
SECRET
TOP SECRET
TRÈS SECRET
TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)

☐
☐
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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

17-4203

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ 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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? *Unscreened pers. only permitted in public/ reception zones. PJ*

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

☒ 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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).