

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 a Standing Offer
Demande d'offre à commandes

National Master Standing Offer (NMSO)
 Offre à commandes principale et nationale (OCPN)

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

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

Comments - Commentaires

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 Tailoring Services	
Solicitation No. - N° de l'invitation W0134-17R001/A	Date 2016-12-15
Client Reference No. - N° de référence du client W0134-17R001	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-014-10934
File No. - N° de dossier EDM-6-39228 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-25	
Time Zone Fuseau horaire Mountain Standard Time MST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lau (EDM), Chris	Buyer Id - Id de l'acheteur edm014
Telephone No. - N° de téléphone (780)566-2195 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 6550 STN FORCES COLD LAKE Alberta T9M2C6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
<div></div>	
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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edm014
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments and the Standing Offer Usage Report.

1.2 Summary

For the provision of all labour, materials, tools, equipment, and supervision, necessary for tailoring services and for the identification of tailoring items for the Canadian Armed Forces (CAF), 4 Wing, Cold Lake, Alberta on an "as and requested" basis in accordance with the terms and conditions contained herein for the period of the Standing Offer.

The period of the Standing Offer will be three (3) years from date of issuance. If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) year period.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](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.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Manual Clause [M0019T](#) (2007-05-25), Firm Price and/or Rates

2.2 Submission of Offers

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B" - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "C" 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.1.1 Compliance with the terms and conditions contained in this document.

4.1.1.1.2 Provision of pricing as requested.

4.1.1.1.3 Ability to perform the full scope of the work, as described in Annex "A".

4.1.2 Financial Evaluation

The total assessed offer price will be calculated in the following method:

- (a) The unit price quoted for each item will be multiplied by the estimated annual usage to arrive at a total price per item.
- (b) The total prices per item will be aggregated to determine the Total Offer Price for each year.
- (c) The total offer price for all years will be aggregated to determine the total assessed offer price.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

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 Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

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

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

5.2.1 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, Offerors 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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

- 1 The Contractor/ Offeror must, at all times during the performance of the Contract/ Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/ Offeror personnel requiring access to *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/ PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the 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).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting 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;

4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

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

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) year period, from _____ to _____ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Christopher Lau
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, ATB Place North Tower

Telephone: 780-566-2195
Facsimile: 780-497-3510
E-mail address: christopher.lau@pwgsc-tpsc.gc.ca

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edm014
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The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

7.5.3 Offeror's Representative

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 reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, 4 Wing Cold Lake, Cold Lake, Alberta

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- e) the general conditions the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- f) Annex “A”, Statement of Work
- g) Annex “B”, Basis of Payment;
- h) Annex “C”, Security Requirements Check List;
- i) Annex “E”, Standing Offer Usage Report;
- j) the Offeror's offer dated _____ (*insert date of offer*)

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

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 \$(as per the call-up document). Customs duties are included, and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$(as per call up document). 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.

7.5.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0710C](#) (2007-11-30), Time and Contract Price Verification
[C0711C](#) (2008-05-12), Time Verification
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor (*if applicable*)

7.5.5 Electronic Payment of Invoices – Call-up

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)

7.6 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.
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.

7.7 Insurance – No Specific Requirement

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

7.8 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor) (*if applicable*)

ANNEX "A"

STATEMENT OF WORK

1.0 Requirement

- 1.1 For the provision of all labour, materials, tools, equipment, and supervision, necessary for tailoring services and for the identification of tailoring items for the Canadian Armed Forces (CAF), 4 Wing, Cold Lake, Alberta on an "as and requested" basis in accordance with the terms and conditions contained herein for the period of the Standing Offer.

2.0 Tailoring Service

- 2.1 All references are in accordance with A-AD-265-000/AG001, CANADIAN FORCES DRESS INSTRUCTIONS, provided at Appendix ``A`

2.2

3.0 Services to be provided

- 3.1 Minor alterations to trousers/slacks, coats/jackets, overcoats, skirts, coveralls and shirts.
- 3.2 Sewing on ranks insignia and/or removing old ranks, Canada flashers, trade and qualification badges and Velcro.

Badges sewn on berets and wedges.

Manufacture/provide special size tunics/trousers, shirts and overalls.

- 3.5 Tailoring fittings to be performed on site at 4 Wing Cold Lake, Clothing stores, or at Offeror's place of business.
- 3.6 All pick-ups and deliveries.

4.0 Offeror's Facility

- 4.1 Urgent tailoring services may be required at the offeror's facility. Therefore, the facility must be located within 75 Km driving distance of Cold Lake, Alberta.

5.0 Materials

- 5.1 Unless otherwise specified, the offeror shall use polyester/cotton thread in sizes and colour appropriate for the tailoring services provided.

Nomex thread to be used on Nomex items. (Firefighter Coveralls, Naval Combats Dress; all Flight Clothing with Canadian average greens.)

Unless otherwise specified, the Offeror shall provide all thread and other necessary materials at their own expense.

6.0 Fittings

- 6.1 The Offeror shall be on site to perform fittings at Wing Replenishment Clothing Stores, Building 171, 4 Wing Cold Lake, Alberta, Tuesdays and Thursdays from 0900 to 1130 hours unless otherwise requested by the IC Clothing Stores or other authorized representative.

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- 6.2 The tailor/seamstress will also be accessible to the CAF on a DAILY basis to provide tailoring services for any emergency or immediate Operational requirements.
- 6.3 Emergency requirements will be authorized following a consultation with the IC Clothing Stores, and will be completed within 24 hours.
- The Offeror must perform the fittings and complete all required tailoring for a given uniform. The work must NOT be sub-contracted out.
- 7.0 Quality of Work/Inspection**
- 7.1 All tailoring work performed is subject to inspection by the IC Clothing Stores, who will determine whether or not the finished garments are accepted.
- 8.0 Pick-up and Delivery**
- 8.1 Pick up of Clothing for altering will be made on Tuesday and Thursday from 0900 to 1130 hours unless otherwise specified.
- Delivery of finished clothing shall be made within seven (7) Calendar days from date of pick up, unless otherwise specified.

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File No. - N° du dossier
EDM-6-39228

Buyer ID - Id de l'acheteur
edm014
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APPENDIX "A"

A-AD-265-000/AG001, CANADIAN FORCES DRESS INSTRUCTIONS

(ATTACHED)

References:

- A. Chapter 2
- B. Chapter 5

Referenced items are the articles specific to this process. Offeror's are expected to be able to produce work in compliance with these regulations to ensure CAF members meet the requirements expected of the individual.

A-LM-007-100/AG-001, SUPPLY ADMINISTRATION MANUAL

(EXCERPTS)

5.5 CLOTHING AND PERSONAL EQUIPMENT

Part 2 – Process

Tailoring, Measuring and Fitting for Footwear and Clothing

- 2.57. Alterations and repairs of personal allotment clothing is as follows:
- a. Repairs are made at public expense. Repairs are limited to that of rendering the item serviceable to fulfill its designed function and do not involve extensive uneconomical repair or alterations.
 - b. Minor repairs are the responsibility of the individual, i.e., replacement of button, small tears, etc. The supply staff ensure that the best interests have the individual and department are served when determining repair vice replacement.
- 2.58. Alterations to loan clothing should be the exception rather than the rule since most personal and temporary allotment clothing has a functional rather than an appearance purpose.
- 2.59. DND tailoring facilities or local contract shall normally be used to effect alterations and repairs. If neither facility is available, B/W/U SupO may arrange to have the alterations effected as authorized by procurement.
- 2.60. Alterations to new DEU clothing shall be completed at public expense for all ranks on initial issue and for replacement issue of authorized DEU items of clothing. Shirts cannot be altered at public expense. Exceptions can be authorized by the SupO or clothing supervisor, including alterations to CAF shirts. If an individual requires alterations beyond what is listed at para 2.61 (of this chapter), they must provide substantiation in writing (email) to the SupO or clothing supervisor. Alterations to CAF shirts, although not restricted to this group, would normally be allowed for CAF personnel holding senior appointments.
- 2.61. Major alterations are not authorized to DEU garments. A comprehension range of standard DEU sizes are available from the offeror, made to measure ranges as described in "sect Special size" are also available online. Minor alterations described in para 2.61 (of this chapter) should allow for a proper fit. If a proper fit is not possible a made to measure garment shall be ordered.
- 2.62. For all personnel, only minor alterations are authorized at public expense. Authorized minor alterations to DEU are as follows:
- a. DEU tunics
 - i. Taking in and letting out the side seams,
 - ii. Removal of the excess material just below the back of the collar, often referred to as "raising the back.",
 - iii. Deepening of the armhole,
 - iv. Taking in and letting out the centre back,
 - v. Raising or lowering the sleeve length

b. DEU trousers/slacks

- i. Raising or lowering the pant length,
- ii. Increasing or decreasing the trouser waist,
- iii. Letting out the thigh

c. DEU skirts

- i. Raising or lowering the skirt length,
- ii. Taking in and letting out side seams,
- iii. Increasing or decreasing the waist

2.63. Generally, when a member has, of their own choice, physically changed such that their uniform cannot fit without alterations, these alterations must be paid for by the member. If, however, uniform alterations are required for physical changes due to a medical condition, then these alterations may be authorized at public expense upon written certification by the member's Canadian Forces Health Services (CFHS) health care provider (physician assistant, nurse practitioner, or physician). This must be communicated to the supply section responsible for the alterations through a CFHS Chit generated by the Canadian Forces Health Information System and signed by the member's CFHS health care provider stating "Service member requires uniform alterations due to a medical condition." Where physical changes are so significant as to preclude cost-effective alterations, exchanges may be authorized by the supply section provided that the above criteria are met.

2.64. Cloth badges shall be sewn on service dress DEU tunics either by hand or by opening the lining and machine stitching through the shell material only. Stitching through linings or other inner findings of jackets is not permitted. Mounting of all badges including NDHQ/Command sanctioned badges, crests and insignia identifying a specific unit are to be done at public expense.

Special Size Personal Allotment Clothing, Footwear and Orthopaedic Furniture

2.74. Special size clothing:

- a. Except for those non-stocked items, which are normally issued as made-to-measure, every effort shall be made to equip personnel from standard or peripheral stock sizes. This includes carrying out minor alterations and adjustments to obtain a reasonable fit. Because of the tolerances allowed in the production of garments, attempts should be made to fit personnel before resorting to Special Clothing Size Roll procedures.
- b. Personnel who cannot be equipped with standard or peripheral size garments are entitled to the issue of special size items for actual requirements, not exceeding the quantity authorized by the applicable EGC.
- c. When uniforms or other articles of clothing require special procurement. For example, a size not stocked at any level, B/W/U SupO shall confirm all requests prior to initiating procurement action. Prices are obtained from local manufacturers and procurement action is taken IAW procurement policy. B/W/U fund special size requirements from Command allotments. If an individual is undergoing training at a unit other than his home unit, funding for special size clothing, footwear, and equipment should be requested from the individual's home unit.
- d. Under no circumstances shall personnel be permitted to provide fabric for manufacture of special size clothing. The base/wing/unit requisition fabric in the normal manner if available from the system, if not available, B/W/U will contact the C3 contract coordinator at DSSPM who will attempt to find fabric through the C3 contract or other source. Uniform specifications must also be obtained from DSSPM C3 contract coordinator for guidance to manufacturers.

The supply of fabric and specifications to the manufacturer from the system ensures a high standard of uniformity in dress. Normally, special size clothing shall not be ordered for individuals during their last six months of service.

- e. Where there is a major discrepancy between the garment and the size roll, the following standardized procedure is implemented:
 - i. The unit tailor or qualified service personnel measure the individual, check the size roll for correctness, chalk mark the garment where incorrect and detail the alterations required for a proper fit,
 - ii. The offeror verifies the discrepancies between the garment and size roll and if it cannot be satisfactorily altered, the offeror is requested to manufacture a new garment.
- f. Invoices are held pending receipt of a satisfactory garment.
- g. Where garments are received and rejected for reasons other than a offeror's deficiency, disposal action is to be initiated. A new order shall be initiated to satisfy the individual.
- h. When a offeror is not available in the vicinity of the B/W/U, orders are placed directly to the nearest available manufacturer. B/W/U SupO shall ensure that only unit civilian tailors or qualified service personnel measure individuals for special size clothing using the guidelines detailed. These measurements must be typed or legibly written on the Special Size Roll. Districts carry out minor alterations upon receipt to ensure a satisfactory fit. However, where there is an obvious discrepancy between the garment and the size roll, items are returned collect to the manufacturer accompanied by a letter detailing the reason for return.
- i. When special size clothing is ordered for an individual, the member's IA shall be annotated with the special size requirements. Item(s) should be brought on charge using special size NSN for that particular garment.
- j. Except in the case of an occupational transfer, special size roll public clothing issued to an individual shall not be withdrawn when the employment justifying its issue ceases; the individual retains that clothing, if serviceable, during his period of service.

Accoutrements

2.103. Clothing accoutrements

- a. All Clothing Accoutrements held in the Supply System shall be issued and replaced at no cost to Regular and Reserve Force personnel. Accoutrements are defined as those items required to complete authorized orders of dress, and shall include the following:
 - i. Insignia,
 - ii. Rank braid,
 - iii. Buttons,
 - iv. All badges,
 - v. Slip-ons,
 - vi. Name tags,
 - vii. Armlets
- b. Mounting of clothing accoutrements shall be done at public expense. Mounting shall include sewing of Canada Badge and rank insignia/braid on the slip-on/armlet if applicable.

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- c. Unit badges not stocked in the Supply system must be purchased and replaced at individual expense. Removal and mounting of unit badges, crests and name tapes at all units however, will be done at public expense provided that they are:
 - i. Officially sanctioned by NDHQ/Director Heritage and History and/or the Commander of the Command, as applicable,
 - ii. Officially authorized for wear with the particular order of dress, and are subsequently mounted in the manner dictated in A-DH-265-000/AG-001.
 - d. Initial issue of headdress badges currently available in the Supply System shall be a free issue for all ranks in all cases. Mounting shall be at public expense except for cadets.
 - e. The issue and mounting of embroidered qualification badges will be at public expense. Information pertaining to the wearing of uniforms and for the accurate location of badges and insignia may be obtained from A-DH-265-000/AG-001, Canadian Forces Dress Manual.
- 2.104. DEU clothing accoutrements are defined as those items required to complete authorized orders of dress, and shall include the following:
- a. Headdress badge cloth and metallic embroidered;
 - b. Cloth badges - including rank braid and insignias, cloth-embroidered qualification badges, CAF standard pattern cloth nametapes, Canada badges, and ribbons;
 - c. Unit badges - including cloth- and metallic-embroidered NDHQ/Command sanctioned badges, crests, and insignia identifying a specific unit (e.g. regiments, squadrons, ships), nametapes, and employment designator badges;
 - d. Metal badges - including miniature rank badges, branch/regiment collar badges, command badges and metal shoulder titles;
 - e. Metallic-embroidered badges - including qualification badges, occupation badges and specialist skill badges;
 - f. Slip-on/brassard;
 - g. Buttons;
 - h. Service ribbon bars (loose and court mounted) for undress ribbons;
 - i. Plastic nametags;
 - j. Shoulder Boards: All Naval Officers are entitled to an initial issue of two pairs upon enrolment and promotion to the next officer level. Shoulder Boards may be exchanged as a result of fair wear and tear following initial issue.
- 2.105. Plastic nametags and Cloth nametapes
- a. Requisitions from the applicable Standing Offer Agreement. Initial issue and mounting, as well as subsequent issue and mounting are at public expense.
 - b. B/W/U in possession of engraving equipment may manufacture these nametags. The funding for required supplies will be a base responsibility.
- 2.106. Velcro fastener tapes

- a. Supply organisation shall take action to have smock and coverall buttons replaced by Velcro fastener tapes whenever it is considered necessary by the local Foreign Object Damage committee or flight safety officer. Alterations will be effected by unit tailors or when this is not feasible, through local tailoring contracts.
 - b. Stocks of the appropriate fastener tapes are held in the supply system and shall be requisitioned.
- 2.107. All clothing accoutrements currently held in the Supply System including mess kit rank badges shall be provided at no cost to regular and reserve force personnel. Accoutrements held in branch/unit kit shops must be purchased by the member.
- 2.108. Removal and mounting of all accoutrements including unit badges and crests will be done at public expense provided that they are:
- a. Officially sanctioned by NDHQ/Director Heritage and History and/or the commander of the command, as applicable;
 - b. Officially authorized for wear with the particular order of dress, and are subsequently mounted in the manner dictated in the CF Dress Instruction (A-DH-265-000/AG-001). This includes ceremonial uniforms.
 - c. Not part of the CAF mess dress.
- 2.109. Mounting of headdress badges currently available in the Supply System shall be at public expense except for cadets.
- 2.110. Cloth embroidered badges are acceptable on the CAF uniform and are to be issued and mounted at public expense.
- 2.111. Aiguillettes
- a. EGC D01-120 details the basic entitlement to Aiguillettes applicable to officers of the Canadian Forces holding honorary or staff appointments authorized by NDHQ, Comd HQ or Regional HQ authority. The CAF Dress instruction (A-DH-265-000/AG-001) governs the method and occasions of wearing CAF patterns of Aiguillettes with the CAF uniform.
 - b. The B/W/U supply sections shall action individual requests for Aiguillettes upon presentation of the personal appointment authority from the applicable NDHQ, Command HQ or Region HQ authority. Aiguillettes are to be returned when the appointment is terminated.
 - c. Aiguillettes issued to authorized Service personnel shall be issued to the member's IA.
 - d. Aiguillettes authorized for retired Service or civilian personnel shall be issued on a temporary allotment basis from a supply account using a DND 638 or issued directly to the Individual Account.
 - e. In such cases, the DND 638 or IA shall be annotated to the effect that it is a temporary allotment for one year commencing from the date of issue and that Aiguillettes are to be returned on cessation of appointment.
 - f. If Aiguillettes are still required after one year, the B/W/U SupO shall have the allotment renegotiated by a letter requesting the individual concerned to sign and return a new DND 638 or resign a copy of his/her IA.

- g. Aiguillettes shall be withdrawn from personnel on cessation of their appointment and reissued to the new appointee where applicable or returned to stock.

2.112. Court mounting of medals

- a. Court mounting of medals excluding miniatures, including clasps, bars and numerals, shall be done at public expense. This also applies when remounting is necessary for repairs due to exigencies of service, replacement, or changes to the Canadian Order of Precedence.
- b. The Supporting Supply Organisations shall put in place a local court mounting procedure that will allow its members to obtain court mounting of authorised medals at no cost, and/or establish a local reimbursement rate as determined by the average of collected quotes in the vicinity of the Base/Wing. Validation of authorised medals shall be done by the Responsibility Centre (RC) Managers or its delegates with the Member's Personnel Record Resume (MPRR).
- c. Court mounting of medals at public expense for retired members is only authorized for those members who have earned medals and decorations while serving, but were received after retirement. As specified in the ref h, this applies only to retired members with an effective retirement date of the 29 Sept 2000 or later. This service shall be obtained through the organisation presenting the medal / decoration.

2.129. Extended size clothing:

- a. Except for those non-stocked items, which are normally issued as made-to-measure, every effort shall be made to equip personnel from standard or peripheral stock sizes. This includes carrying out minor alterations and adjustments to obtain a reasonable fit. Extended size ranges, available online, should be demanded prior to having a made to measure garment manufactured locally. The extended size range for DEU garments are manufactured by increasing or decreasing the dimensions of the DND paper patterns/specification to accommodate, for example an increase in chest size from a 52 inch to a 54 inch, and should not be confused with a requirement for a "made to measure" garment to accommodate body shapes outside the parameters of these DND specifications. Special size NSNs are available on the C3-01 website C3 contract page.
- b. Personnel who cannot be fitted from the catalogued or extended size range are entitled to the issue of made to measure items, not exceeding the quantity authorized by the applicable EGC.
- c. When individuals require made to measure garments, B/W/U SupO shall confirm all requests prior to initiating procurement action. B/W/U fund locally purchased made to measure requirements from command allotments. If an individual is undergoing training at a unit other than his home unit, funding for made to measure clothing, special size footwear and equipment should be requested from the individual's home unit.
- d. Extended size demands for initial issues made through Clothing Online are automatically recorded against the individual's personal online record.
- e. Initial issues of made to measure DEU kit purchased locally for all CAF members must be reported to DGLEPM/DSSPM Clothing Online office to facilitate the recording of the issue against the member's online account. Replacement issues of made to measure DEU kit purchased locally items for Regular and Reserve personnel must also be reported to DSSPM to facilitate the reduction of the members online point allocation.

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- f. When replacement of made to measure DEU kit items are purchased locally the applicable number of points must be removed from the individual's account. Prior to ordering replacement made to measure clothing, or special size shoes or oxfords, the individual must advise clothing stores if he/she has sufficient points in their account to cover the purchase. If the individual does not have enough points payment must be received prior to ordering the made to measure or special size footwear. Clothing stores must forward details of made to measure or special size footwear purchases including members name, SN, item purchased to DSSPM email who will have the applicable number of points removed from the members account.
- g. Under no circumstances shall personnel be permitted to provide materiel for manufacture of made to measure clothing. The B/W/S requisitions materials and uniform specifications from DSSPM C-3 Coordinator if the garments are being tailored locally and not through Clothing Online. Made to measure uniforms DEU shall not be ordered for individuals during their last six months of service.
- h. Where garments are received and rejected for reasons other than a offeror's deficiency, they are to form part of the sizing stock if practical or disposed of locally. A new order shall be initiated to satisfy the individual needs.
- i. When a offeror is not available in the vicinity of the B/W/U, orders are placed directly to the nearest available manufacturer. B/W/U SupO shall ensure that only unit civilian tailors or qualified service personnel measure individuals for extended size clothing using the guidelines detailed. These measurements must be typed or legibly written on the special size roll. Districts carry out minor alterations upon receipt to ensure a satisfactory fit. However, where there is an obvious discrepancy between the garment and the size roll, items are returned collect to the manufacturer accompanied by a letter detailing the reason for return

ANNEX "B"

BASIS OF PAYMENT

- Rates quoted must include ALL relative costs associated with providing the service in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Standing Offer.
- GST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Standing Offer.
- A rate must be quoted for all items or the bid will be considered non-responsive.
- Estimated usages are for evaluation purposes only; actual usages may vary from these amounts.

Item	Description	Est. Annual Usage	Firm Unit Price				
			Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1.	COVERALLS (INCLUDES FLIGHT, FIREFIGHTER, ANTI-FOD, CVC, GENERAL PURPOSE)						
A	Remove/replace small zipper (supplied by DND)	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Remove/replace large zipper (supplied by DND)	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	Repair rips and tears	30 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
D	Remove/sew on wings	200 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
E	Remove/sew on name tag	750 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
F	Remove/sew on badges	750 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
G	Remove/sew on slip ons	750 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
H	Remove/sew on velcro	250 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
I	Remove/sew on Canadian flag	200 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
J	Shorten/lengthen legs	50 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
K	Side clasp mod for firefighter coveralls	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
L	Take in leg/waist/seat	50 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
2.	PARKAS (INCLUDES GORTEX, COMBAT)						
A	Remove/replace small zipper (supplied by DND)	10 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea

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B	Remove/replace large zipper (supplied by DND)	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	Repair rips and tears	30 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
D	Replace cuffs	10 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
E	Remove/sew on slip ons	25 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
3.	JACKET/COAT (INCLUDES FLIGHT, COMBAT, MILITARY POLICE, NAVAL COMBAT, CVC)						
A	Remove/replace small zipper (supplied by DND)	10 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Remove/replace large zipper (supplied by DND)	10 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	Repair rips and tears	30 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
D	Replace cuffs	10 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
E	Remove/sew on slip ons	200 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
F	Remove/sew on rank	100 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
G	Remove/sew on wings	150 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
H	Remove/sew on velcro	200 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
I	Remove/sew on badges	400 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
J	Remove/sew on name tag	300 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
K	Remove/sew on Canadian flag	300 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
4.	SHIRT (INCLUDES COMBAT, WORKDRESS, NAVAL COMBAT AND DRESS SHIRT)						
A	Repair rips and tears	10 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
B	Remove/sew on rank	300 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
C	Remove/sew on name tags	300 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
D	Remove/sew on canadian flag	200 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
E	Remove/sew on badges	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
5.	WINTER FLYING PANTS						

A	Remove/replace small zipper (supplied by DND)	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Remove/replace large zipper (supplied by DND)	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	CF18 leg modification	25 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
D	CF18 G-Suit modification	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea

6.	WINTER FLYING JACKET						
A	Collar mod- remove collar, install zipper, manufacture small collar	20 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Hood mod- remove hood, replace zipper	20 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	Remove/ sew on badges	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
D	Remove/ sew on slip ons	100 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
E	Remove/ sew on wings	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
F	Remove/ sew on velcro	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
G	Remove/ sew on name tags	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
H	Remove/ sew on Canadian flag	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
7.	JACKET SERVICE DRESS SUMMER/WINTER FEMALE/MALE						
A	If the SLEEVES are SHORTENED, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 3 stitches per cm. Hand felled silk size "C" or "D" shall be used. In lengthening, the bottom of the lining on shell may have to be pieced depending on the extra length required. If additional material is required it will be provided by DND.	250 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
B	Take-In or Let-Out, and/or Through Back Seam. After the seams have been let-out or taken-in, all loose cut ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	250 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea

C	Bust Seam Take-In	50 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
D	Enlarge Armhole. The sleeve lining shall be opened, the armholes enlarged and the lining felled in the same manner and using thread as specified in Para A.	200 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
E	Lower Collar. The top and under collar shall be ripped open at the back from lapel crease to lapel crease. The under collar shall be placed at the desired height and felled. The top of the garment shall be securely tacked to the under collar from gorge to gorge and the top collar felled. Number of stitches and thread used to be as per Para A.	50 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
F	Shorten Collar. The bottom edge of the under collar shall be ripped from lapel crease to lapel crease and the right side of the top collar shall be ripped at the top and bottom edge within 2.5 cm of the left lapel crease. The shoulders shall be ripped to within 2.5 cm of the sleeve head seam and taken in the necessary amount. The shoulder seam shall be pressed open, the lining basted at the shoulders and felled on the top of the lining and tacked to the top of the shell. The under collar shall be properly measured. The surplus cut off at the centre and joined. The under and top collar shall then be replaced and finished in their original manner. All hand felling and thread used shall be as specified in Para A.	50 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
G	Shorten Jacket. Shorten as required, tape, blind fell and finish in its original manner.	20 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
H	Shoulders						
1	Pad right or left shoulder	10 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea

2	Lower shoulder	20 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
I	Waist, reduce or increase waist.	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
J	All rank insignia and badges shall be hand or machine sewn using appropriately coloured thread, with the understanding they will not be sewn through the lining of the garment.						
1	Sew on Canada badge (2 per garment)	300 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
2	Sew on NCM rank insignia (2 per garment)	400 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
3	Sew on trade/qualification/skill badge as listed in the CF dress instruction	300 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
4	Sew on officer rank	200 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
5	Remove NCM rank insignia	300 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
6	Remove officer rank	100 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
K	Modification for pipe band shorten tunic, two side flaps, rounded fronts (cut away)	5 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
8.	TROUSERS (INCLUDES SERVICE DRESS, WORKDRESS, COMBAT, NAVAL COMBAT, MILITARY POLICE)						
A	Shorten. Rip bottom leg, shorten as necessary and blind fell by hand or machine.	400 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
B	Lengthen. Rip bottom leg turn-up, clean and cut threads and lengthen; if necessary, the bottom of the legs may be faced by seaming a piece of material 5 cm in width to the bottom of each leg.	200 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr

C	Take-In or Let-Out Waist. Take-in or let-out the necessary amount, rip the seat seam, clean all cut threads, press open, if the waist was let out the old seam pressing creases shall properly be pressed out. Remove and replace belt loops as required.	300 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
D	Side Seams. Take-in or let-out side seams.	100 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
E	Replace zipper. (supplied by DND)	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
F	Breech. Reduce or increase breech as necessary.	20 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
9.	OVERCOAT ALL WEATHER FEMALE/MALE						
A	Shorten or lengthen sleeves as necessary restoring finished coat to its original pattern.	10 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
B	Shorten coat as necessary restoring coat to its original pattern.	10 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
10.	SKIRT SERVICE DRESS						
A	Take-in or let-out the waist by opening the waist band and letting out or taking in the seams. The old creases shall be properly pressed out, all loose thread ends removed and the seams pressed open.	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Lengthen or shorten skirt, rip felling of bottom hem and lengthen or shorten the required amount. If lengthening or shortening, the bottom creases shall be properly pressed out, the hem turned and blind-stitch felled either by hand or machine.	50 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	Lengthen skirt with false hem.	25 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
11.	MANUFACTURE SLIP-ONS (INCLUDES COMBAT, CADPAT, ENVIRONMENTAL)						
A	Sew on officer rank	1,000 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr

B	Sew on NCM rank, unit/Canada shoulder flash (CMBT)	2,000 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
C	Sew on unit/canada shoulder flash (cadpat)	1,000 pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr	\$_____/pr
12.	HEAD DRESS (INCLUDES BERET, WEDGE, FIELD CAP)						
A	Sew on cap badge	300 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
13.	FITTINGS						
	Rate per hour or portion thereof for time spent at Building 171 Clothing Stores and/or the	60 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
14.	MEDALS AND UNDRESS						
A	Court mounting of medals for CF personnel excluding	1,500 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Manufacture undress ribbons (ribbon material, rosettes and clips supplied by DND)	500 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
15.	MISCELLANEOUS						
	Miscellaneous alterations or repairs which are not listed herein, but which are necessary to provide a reasonable fit or acceptable appearance may be carried out upon the authorization of the Project Authority to be charged at an hourly rate or portion thereof.	150 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
16.	PRIORITY TAILORING						
	Turnaround time for urgent alterations, at the request of the Project Authority.	100 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
17.	MATERNITY UNIFORM						
A	Adjust armhole.	5 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
B	Shorten jumper/dress/trousers.	15 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
C	Lengthen jumper/dress/trousers with false hem.	10 ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea
18.	MANUFACTURE/PROVIDE ITEMS	200 hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr

Solicitation No. - N° de l'invitation
W0134-17R001/A
Client Ref. No. - N° de réf. du client
W0134-17R001

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39228

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached)

Solicitation No. - N° de l'invitation
W0134-17R001/A
Client Ref. No. - N° de réf. du client
W0134-17R001

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39228

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

Solicitation No. - N° de l'invitation
W0134-17R001/A
Client Ref. No. - N° de réf. du client
W0134-17R001

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39228

Buyer ID - Id de l'acheteur
edm014
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Christopher Lau		

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

NIL REPORT: During the above reporting period there have been no call-ups issued against this Standing Offer ().

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca or fax to: (780) 497-3510.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0134-17R001

Security Classification / Classification de sécurité
UNCLAS

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 RCAF/1 CAD/4 Wing Cold Lake	
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 Tailoring services for Clothing Stores at 4 Wing Cold Lake, Wing Logistics and Engineering, Wing Replenishment			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input 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 SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	



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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET - SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



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



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 COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).