

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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 - Pacific Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Title - Sujet Environmental Temporary Help	
Solicitation No. - N° de l'invitation EZ156-160001/B	Date 2017-01-06
Client Reference No. - N° de référence du client EZ156-160001	GETS Ref. No. - N° de réf. de SEAG PW-\$VAN-584-7949
File No. - N° de dossier VAN-6-39280 (584)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-30	Time Zone Fuseau horaire Pacific Standard Time PST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Perez, Elizabeth	Buyer Id - Id de l'acheteur van584
Telephone No. - N° de téléphone (604)671-2613 ()	FAX No. - N° de FAX (604)775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC (Various Departments) 219-800 Burrard St. Vancouver BC V6Z 0B9 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

There are two (2) separate solicitation documents on Buyandsell.gc.ca for this requirement – Environmental Temporary Help Services:

Solicitation EZ156-160001/A is open to all Bidders and EZ156-160001/B is aimed for Aboriginal Bidders under the Procurement Strategy for Aboriginal Business Set-Aside Program. Offerors that are eligible under the Aboriginal set-aside may also choose as well to make an offer for the open requirement. In this case, they MUST submit two (2) separate offer packages for each applicable work package.

*** THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT ***

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF OFFERS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS	7
2.5 APPLICABLE LAWS	7
PART 3 - OFFER PREPARATION INSTRUCTIONS	8
3.1 OFFER PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES	10
4.2 BASIS OF SELECTION	11
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	13
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	13
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	13
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	20
6.1 SECURITY REQUIREMENTS	20
6.2 INSURANCE REQUIREMENTS	20
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	21
A. STANDING OFFER	21
7.1 OFFER	21
7.2 SECURITY REQUIREMENTS	21
7.3 STANDARD CLAUSES AND CONDITIONS	21
7.4 TERM OF STANDING OFFER	22
7.5 AUTHORITIES	23

7.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	23
7.7	IDENTIFIED USERS	23
7.8	CALL-UP PROCEDURES	24
7.9	CALL-UP INSTRUMENT	24
7.10	LIMITATION OF CALL-UPS	24
7.11	LIMITATION OF EXPENDITURE	24
7.12	PRIORITY OF DOCUMENTS	25
7.13	CERTIFICATIONS AND ADDITIONAL INFORMATION	25
7.14	APPLICABLE LAWS	26
B.	RESULTING CONTRACT CLAUSES	27
7.1	STATEMENT OF WORK <i>OR</i> REQUIREMENT	27
7.2	STANDARD CLAUSES AND CONDITIONS	27
7.3	TERM OF CONTRACT	27
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	27
7.5	PAYMENT	27
7.6	INVOICING INSTRUCTIONS	28
7.7	INSURANCE OR INSURANCE REQUIREMENTS	28
7.8	SACC <i>MANUAL</i> CLAUSES	28
	ANNEX A REQUIREMENT	29
	ANNEX B BASIS OF PAYMENT	36
	ANNEX C SECURITY REQUIREMENTS CHECK LIST	41
	ANNEX D INSURANCE REQUIREMENTS	42
	ANNEX E STANDING OFFER REPORTING	44
	ANNEX F PWGSC-TPSGC 8251	45
	ANNEX G TO PART 3 OF THE REQUEST FOR STANDING OFFERS	46
	ELECTRONIC PAYMENT INSTRUMENTS	46
	BID RETURN LABEL	47

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 Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

1.2.1 This requirement is for the provision of Environmental Temporary Help Services (ETHS) to various Federal Government Departments, on an as and when requested basis within the British Columbia Region.

There are three Regions within British Columbia. Offerors are to provide separate offers for each of the Regions where they wish to provide services.

- | | |
|----------|-------------------------------------|
| Region 1 | Greater Vancouver and Fraser Valley |
| Region 2 | Vancouver Island |
| Region 3 | Central and Northern B.C. |

There are six classification categories:

- Biologist
- Ecosystem Technicians
- Ecosystem Analyst
- GIS Technicians
- GIS Analyst
- Science Program Support Assistant

The period for making call-ups against the Standing Offer is from March 1, 2017 to March 31, 2019.

- 1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.3 The requirement is limited to Canadian goods and/or services.
- 1.2.4 This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the *Supply Manual*.
- 1.2.5 This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

1.3 Security Requirements

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

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

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

- A. an individual;
- B. an individual who has incorporated;
- C. a partnership made of former public servants; or

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- A. name of former public servant;
- B. conditions of the lump sum payment incentive;
- C. date of termination of employment;
- D. amount of lump sum payment;
- E. rate of pay on which lump sum payment is based;
- F. period of lump sum payment including start date, end date and number of weeks;
- G. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 questions or may request that offerors do so, so that the proprietary nature of the question 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 British Columbia.

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 (two hard copies)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

Separate and complete offers must be provided per Region for which Offerors are wishing to provide services.

Prices must appear in Annex B Basis of Payment 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 for each of their offered Regions. 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 F Electronic Payment Instruments, to identify which ones are accepted.

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Only one offer per Region, per Offeror will be accepted and evaluated. If more than one offer is received per Region, Canada will choose which offer to evaluate.

4.1.1.1 Mandatory Technical Criteria:

These technical criteria must be met. Failure to meet any of the following mandatory criteria will render the submission non-compliant and given no further consideration.

A. OFFEROR'S AVAILABILITY OF STAFF

The Offeror must provide qualified individuals dedicated to the supply of Environmental Temporary Help Services for all environmental categories and levels detailed in Annex A in all Regions for which you are providing an offer.

B. OFFEROR'S CORPORATE EXPERIENCE RELATED TO ENVIRONMENTAL TEMPORARY HELP SERVICES:

A statement demonstrating that as an entity, the Offeror has been providing Environmental Temporary Help Services in the Greater Vancouver & Fraser Valley Region; Vancouver Island Region; and Central & Northern BC Region for which you are offering services for a minimum of one (1) year, within the last two (2) years, prior to submission of the offer.

To support this requirement, Offerors must provide:

- (i) its corporate documentation or affiliation, and
- (ii) a list of projects/contracts demonstrating that the corporate experience was acquired in the Environmental Temporary Help Services field.

C. OFFEROR'S CORPORATE EXPERIENCE RELATED TO CLASSIFICATIONS OFFERED:

A statement demonstrating that as an entity, the Offeror has been providing individuals qualified in the offered classifications in the Region they are providing an offer for a minimum of three (3) months prior to the submission of its offer.

D. OFFEROR'S QUALITY CONTROL PROCESS:

The Offeror must have a current internal quality control process in place under its organization. In order to validate this requirement, the Offeror must provide a copy of its quality control process which shall address as a minimum the following:

- (i) The Offeror's detailed recruitment process;
- (ii) The Offeror's detailed testing and screening process;
- (iii) The Offeror's detailed process followed to ensure customer satisfaction; and
- (iv) The Offeror's detailed performance tracking process during and post assignment.

4.1.2 Financial Evaluation

- (i) Each of the three Regions will be evaluated separately.
- (ii) Offerors must submit a separate financial offer for each Region for which they are offering services.
- (iii) Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. Prices must be an all-inclusive firm hourly rate in Canadian funds including salary, overhead, profit, benefits, annual leave, sick leave, etc. for each of the categories in the Regions where they wish to supply services.
- (iv) Only one firm hourly rate is to be provided per classification, per category.
- (v) Based on the Offeror's hourly rates and the estimated usage percentage of each category specified in Annex B, a blended hourly rate will be calculated for each categories.

For example:

1. Biologist – Level A and B: Rates for Year 1, 2 and 3 will be totaled then multiplied by 10% = blended hourly rate
2. The same calculation will be done for all the categories.
3. All the blended rates will then be added together and the sum of that will be your Total Evaluated Cost.

The firm offering the lowest total evaluated cost for all categories of each Region will be issued a standing offer.

Note: The weighting percentage column is for evaluation purposes only and will be removed in the standing offer document issued to the successful Offerors.

4.2 Basis of Selection - Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offers with the lowest "Total Evaluated Cost" for each Region will be recommended for issuance of a standing offer.

4.2.1 Multiple Standing Offers

One standing offer per Region under each solicitation (A and B) will be issued a standing offer.

In the event of the following scenarios:

- (1) Where there is only two responsive Offerors for all three Regions, then the issuance of the standing offer will be split between the two Offerors with the lowest evaluated cost for each Region.
- (2) Where there is only one responsive Offeror for all three Regions, then this Offeror will be issued a standing offer for all the three Regions.

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>), 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>), 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* website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

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

This procurement is limited to Canadian services.

The Offeror certifies that:

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

5.2.3.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the *Supply Manual*.
2. The Offeror:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. **The Offeror must check the applicable box below:**
 - i. **() The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.**
OR
 - ii. **() The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.**
4. **The Offeror must check the applicable box below:**
 - i. **() The Aboriginal business has fewer than six full-time employees.**

OR

ii. () The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

9.4 Annex: Requirements for the Set-aside Program for Aboriginal Business

1. Who is eligible?
 - a. An Aboriginal business, which can be:
 - i. a band as defined by the Indian Act
 - ii. a sole proprietorship
 - iii. a limited company
 - iv. a co-operative
 - v. a partnership
 - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,
OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be

maintained throughout the duration of the contract.

The supplier must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

2. Are there any other requirements attached to suppliers in the Set-Aside Program for Aboriginal Business?

Yes

- a. In respect of a contract, (goods, service or construction), on which a supplier is making a proposal which involves subcontracting, the supplier must certify in its bid that at least thirty-three percent of the value of the work performed under the contract will be performed by an Aboriginal business. Value of the work performed is considered to be the total value of the contract less any materials directly purchased by the contractor for the performance of the contract. Therefore, the supplier must notify and, where applicable, bind the subcontractor in writing with respect to the requirements that the Aboriginal Set-Aside Program (the Program) may impose on the subcontractor or subcontractors.
- b. The supplier's contract with a subcontractor must also, where applicable, include a provision in which the subcontractor agrees to provide the supplier with information, substantiating its compliance with the Program, and authorize the supplier to have an audit performed by Canada to examine the subcontractor's records to verify the information provided. Failure by the supplier to exact or enforce such a provision will be deemed to be a breach of contract and subject to the civil consequences referred to in this document.
- c. As part of its bid, the supplier must complete the Certification of Requirements for the Set-Aside Program for Aboriginal Business(certification) stating that it:
 - i. meets the requirements for the Program and will continue to do so throughout the duration of the contract;
 - ii. will, upon request, provide evidence that it meets the eligibility criteria;
 - iii. is willing to be audited regarding the certification; and
 - iv. acknowledges that if it is found NOT to meet the eligibility criteria, the supplier shall be subject to one or more of the civil consequences set out in the certification and the contract.

See Standard Acquisition Clauses and Conditions(SACC) Manual clauses [A3000T](#) , [M9030T](#) or [S3035T](#), as appropriate.

3. How must the business prove that it meets the requirements?

- a. It is not necessary to provide evidence of eligibility at the time the bid is submitted. However, the business should have evidence of eligibility ready in case it is audited.
- b. The civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the program; and/or termination of the contract. In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada shall, upon the request of Canada, be borne by the business.

4. What evidence may be required from the business?

- a. Ownership and control
 - i. Evidence of ownership and control of an Aboriginal business or joint venture may include incorporation documents, shareholders' or members' register; partnership agreements; joint venture agreements; business name registration; banking

-
- arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.
 - ii. Ownership of an Aboriginal business refers to "beneficial ownership" i.e., who is the real owner of the business. Canada may consider a variety of factors to satisfy whether Aboriginal persons have true and effective control of an Aboriginal business. (See Appendix A Set-aside Program for Aboriginal Business for a list of the factors, which may be considered by Canada.)
 - b. Employment and employees
 - i. Where an Aboriginal business has six or more full-time employees at the date of submitting the certification and is required by Canada to substantiate that at least 33 percent of the full-time employees are Aboriginal, the business must, upon request by Canada, immediately provide a completed Owner/Employee Certification form for each full-time employee who is Aboriginal. See SACC Manual clauses A3001T, M3030T or S3036T, as appropriate.
 - ii. Evidence as to whether an employee is or is not full-time and evidence as to the number of full-time employees may include payroll records, written offers for employment, and remittance and payroll information maintained for Canada Revenue Agency purposes as well as information related to pension and other benefit plans.
 - iii. A full-time employee, for the purpose of this program, is one who is on the payroll, is entitled to all benefits that other full-time employees of the business receive, such as pension plan, vacation pay and sick leave allowance, and works at least 30 hours a week. It is the number of full-time employees on the payroll of the business at the date of bid submission that determines the ratio of Aboriginal to total employees of the business for the purpose of establishing eligibility under the Program.
 - iv. Owners who are Aboriginal and full-time employees who are Aboriginal must be ready to provide evidence in support of such status. The Owner/Employee Certification to be completed by each owner and full-time employee who is Aboriginal shall state that the person meets the eligibility criteria and that the information supplied is true and complete. This certification shall provide the person's consent to the verification of the information submitted.
5. Subcontracts
- a. Evidence of the proportion of work done by subcontractors may include contracts between the contractor and subcontractors, invoices, and paid cheques.
 - b. Evidence that a subcontractor is an Aboriginal business (where this is required to meet the minimum Aboriginal content of the contract) is the same as evidence that a prime contractor is an Aboriginal business.
6. Who is an Aboriginal Person for Purposes of the Set-Aside Program for Aboriginal Business?
- a. An Aboriginal person is an Indian, Metis or Inuit who is ordinarily resident in Canada.
 - b. Evidence of being an Aboriginal person will consist of such proof as:
 - i. Indian registration in Canada;
 - ii. membership in an affiliate of the Metis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada;
 - iii. acceptance as an Aboriginal person by an established Aboriginal community in Canada;
 - iv. enrollment or entitlement to be enrolled pursuant to a comprehensive land claim agreement;
 - v. membership or entitlement to membership in a group with an accepted comprehensive claim;
 - vi. evidence of being resident in Canada includes a provincial or territorial driver's license, a lease or other appropriate document.

Appendix A: Set-aside Program for Aboriginal Business

(Excerpt from Treasury Board Contracting Policy Notice 1996-6, Annex A.)

Factors that may be considered in determining whether Aboriginal persons have at least 51% ownership and control of an Aboriginal business include:

- a. capital stock and equity accounts, i.e., preferred stock, convertible securities, classes of common stock, warrants, options;
- b. dividend policy and payments;
- c. existence of stock options to employees;
- d. different treatment of equity transactions for corporations, partnerships, joint ventures, community organizations, cooperatives, etc.;
- e. examination of charter documents, i.e., corporate charter, partnership agreement, financial structure;
- f. concentration of ownership or managerial control in partners, stockholders, officers trustees and directors-based definition of duties;
- g. principal occupations and employer of the officers and directors to determine who they represent, i.e., banker, vested ownerships;
- h. minutes of directors meetings and stockholders meetings for significant decisions that affect operations and direction;
- i. executive and employee compensation records for indication of level of efforts associated with position;
- j. nature of the business in comparison with the type of contract being negotiated;
- k. cash management practices, i.e., payment of dividends - preferred dividends in arrears;
- l. tax returns to identify ownership and business history;
- m. goodwill contribution/contributed asset valuation to examine and ascertain the fair market value of non-cash capital contributions;
- n. contracts with owners, officers and employees to be fair and reasonable;
- o. stockholder authority, i.e., appointments of officers, directors, auditors;
- p. trust agreements made between parties to influence ownership and control decisions;
- q. partnership - allocation and distribution of net income, i.e., provision for salaries, interest on capital and distribution share ratios;
- r. litigation proceedings over ownership;
- s. transfer pricing from non-Aboriginal joint venture;
- t. payment of management or administrative fees;
- u. guarantees made by the Aboriginal business;
- v. collateral agreements.

5.2.3.3 Status and Availability of Resources

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing

Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.3.4 Workers Compensation Certification – Letter of Good Standing

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Offeror must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

If an Offeror is not operating in British Columbia, as an interim measure, a letter of good standing from the province/state in which the company resides will be acceptable until such time as a bidder becomes a successful candidate and a standing offer is issued. The letter of good standing for British Columbia will need to be provided prior to any work commencing.

PART 6 – SECURITY, FINANCIAL AND INSURANCE 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement 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 **PROTECTED** information, assets or *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD/PWGSC, the Contractor personnel **MAY NOT HAVE ACCESS** to **PROTECTED** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, ***without an escort***.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified *work site(s)*, and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and Security Guide (if applicable), attached at Annex 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>) 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.

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: March 1 to May 31;
2nd quarter: June 1 to August 31;
3rd quarter: September 1 to November 30;
4th quarter: December 1 to February 28.

The data must be submitted to the Standing Offer Authority no later than 30 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 and providing services against the Standing Offer is from March 1, 2017 to March 31, 2019 inclusive.

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 one year period, 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, thirty (30) 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:

Elizabeth Perez
A/Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Pacific Region
219 – 800 Burrard Street
Vancouver, BC
V6Z 0B9

Telephone: 604-671-2613

Facsimile: 604-775-7526

E-mail address: Elizabeth.Perez@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against 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: _____
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 Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

7.8 Call-up Procedures

7.8.1 Authorized Identified Users in the federal government will consult the Standing Offer Index (SOI) <http://soi.pwgsc.gc.ca/app/index.cfm?Fuseaction=prg.main&altlang=-e> where they can select the Offeror for the Region and classification they require.

7.8.2 Identified users will email the Offeror to establish if they can provide a resource who meets the classification description; is available for the specified period of time; can report to the given location in the Region; meets the personnel security requirement (if applicable).

7.8.3 The Identified User will provide at least two (2) full working days' notice for the Offeror to respond to the email request. Email requests are required to ensure a written record of correspondence is available for audit purposes.

EXAMPLES:

When contacting the Offeror the Identified Users can provide details such as "The Environmental Temporary Help employee must meet the qualifications for the Biologist – Level A classification, be security-cleared to the level of Reliability, must be able to work from DD-MM-YYYY to DD-MM-YYYY, in Vancouver, BC. Offerors must provide a response to this email by DD-MM-YYYY."

7.8.4. The Identified User will review the responses to determine if the ETHS employee offered meets the requirements. If so, a call-up against the standing offer can be issued using form PWGSC-TPSGC 8251 Call-up Against a Standing Offer for Temporary Help.

7.8.5. Call-up Periods: The minimum call-up period is four (4) consecutive hours. The maximum call-up period is forty-eight (48) consecutive weeks (including all amendments). All call-ups are subject to Clients internal limits.

7.8.6. The Identified User will forward to the Standing Offer Authority, details of all unsuccessful attempts to use the Offerors (including the reasons why the Offerors could not meet the requirement). After three (3) separate unsuccessful attempts to place a call-up with an Offeror, the Standing Offer Authority may withdraw or set-aside the Standing Offer.

7.9 Call-up Instrument

The work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 8251 Call-up Against a Standing Offer for Temporary Help.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

7.11 Limitation of Expenditure

Each Offeror will not be limited to the value of business that they may obtain through this authority and therefore each Standing Offer document is marked with "NIL" Total Estimated Value.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2035 (2016-04-04) – Higher Complexity – Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirement Check List (SRCL)
- h) Annex D, Insurance Requirement;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.13 Certifications and Additional Information

7.13.1 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.

7.13.1.1 Aboriginal Business Certification

- 1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the *Supply Manual*.
- 2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
- 3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

7.13.1.2 Workers Compensation

The Offeror must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

7.13.1.3 *SACC Manual* Clauses

M3060C (2008-05-12), Canadian Content Certification

7.14 *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 British Columbia.

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 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 17 Interest on Overdue Accounts, of 2035 (2016-04-04), General Conditions – Higher Complexity – Services, 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with Annex B – Basis of Payment. Customs duties are 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16) Limitation of Price

7.5.3 SACC Manual Clauses

H1008C	(2008-05-12)	Monthly Payment
C0711C	(2008-05-12)	Time Verification
A9117C	(2007-11-30)	T1204 - Direct Request by Customer Department

7.5.4 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

The Offeror shall send the original and two (2) copies of each invoice to the Identified User or as otherwise instructed on the call-up.

7.6.1. The following information shall be included on the Offeror's invoices:

- a) Offeror's name and address;
- b) address of the Departmental Responsibility Center indicated on the PWGSC-TPSGC 8251-Call-up for Temporary Help Services;
- c) Identified User Code from the PWGSC-TPSGC 8251 (where available);
- d) Standing Offer Serial Number;
- e) Identified User Department's Requisition Number from PWGSC-TPSGC 8251 and Client Reference Number (CRN), if applicable;
- f) Identified User Department's Financial Coding from PWGSC-TPSGC 8251;
- g) period in which services were rendered; and
- h) services provided, by classification and associated rate on date order placed, temporary employee's name.

7.7 Insurance Requirements

SACC Manual clause G2001C (2014-06-26) Commercial General Liability Insurance

7.8 SACC Manual Clauses

A8010C	2007-05-25	Division of Responsibilities – Vehicles Rental
A9068C	2010-01-11	Government Site Regulations
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor) (if applicable)

ANNEX A

REQUIREMENT

- A1. Requirement
- A2. Regions
- A3. Classification Descriptions
- A4. Standing Offer Holder Process for Call-ups
- A5. Standing Offer Holder Responsibilities
- A6. Unsatisfactory Services

A1. REQUIREMENT

The Offeror is required to provide environmental services professionals, in one or more regions (detailed in Annex B Basis of Payment), in the following classification services categories:

- (a) Biologist - level A and B
- (b) Ecosystem Technician - Junior, Intermediate and Senior
- (c) Ecosystem Analyst - Level I and II
- (d) GIS Technician – Junior, Intermediate and Senior
- (e) GIS Analyst – GA-I and GA-II
- (f) Science Program Support Assistant

The Offeror must be capable of supplying technical expertise in all of the above categories, in the region(s) for which they supply pricing.

The Offeror understands that all temporary workers supplied must meet the minimum standards specified in Classification Descriptions. It is understood and agreed that Identified Users may request and receive career/personnel resumes and/or work samples of candidates offered. Following receipt of this information, the selected candidate(s) may also be interviewed by the department's Service Site Authority at no charge.

A2. REGIONS

For the provision of Environmental Temporary Help Services to various Federal Government Departments, on an as and when requested basis within the British Columbia Region.

There are 3 regions within the BC region:

- | | |
|----------|-------------------------------------|
| Region 1 | Greater Vancouver and Fraser Valley |
| Region 2 | Vancouver Island |
| Region 3 | Central and Northern B.C. |

A3. CLASSIFICATIONS DESCRIPTIONS

A3.1 BIOLOGIST

A3.1.1 LEVEL A (BI-A):

Plans, develops recommends and conducts projects in Wildlife Habitat Management, or Land management, or Forest Wildlife management, or Wetlands management; liaises and cooperates with other government and private agencies in Estuary/Land Conservation or Interior Wetlands Conservation or Forest Ecosystem Diversity. Promotes public awareness in wildlife values and goals of the Fraser River Action Plan.

Researching and recommending criteria to protect and enhance biodiversity in upland, wetlands or forest ecosystems; organizing and conducting the collection of biological geographical or economic data; developing and originating principles and methodology in the preservation and management of important wildlife habitat in the Fraser Basin; development of plans to secure by various means important migratory bird habitats within the Fraser Basins; and other related duties.

Essential qualifications: University graduation in biology with specialization in a biological science such as zoology, biology or wildlife management. Experience in conducting scientific field investigations of the ecology, and dynamics of wildlife populations; evaluating data and reporting results.

A3.1.2 LEVEL B (BI-B):

Plans, develops, collects and analyzes data on wildlife habitat to protect and enhance biodiversity in ecosystems vital to migratory birds. Using all the information available assesses the requirements to protect upland ecosystems, wetlands ecosystems and forest ecosystems. Provides recommendations to protect wildlife resources and their habitats in a sustainable fashion. Participates on a variety of interdisciplinary committees established to evaluate the goals of the Fraser River Action plan. Obtaining up to date knowledge of related research to protect and enhance the biodiversity of ecosystems within the Fraser Basin; applying theoretical and practical knowledge to protect and enhance upland, wetland and forest ecosystems; implementation of plans to secure habitat vital to migratory Birds within the Fraser Basin; recommendation and implementation of plans to rehabilitate wetlands to improve biodiversity, waterfowl productivity and sustainable water table and quality; the development in cooperation with governments and private organizations plans to improve forest management, benefiting biodiversity, wildlife and threatened ecosystems within the Fraser Basin, the rehabilitation of wetlands and the securing of habitat to protect those systems; preparing written management plans reflecting the recommendations arising out of coordinated studies to meet the goals and objectives of the Fraser Basin Action plan; and other related duties.

Essential qualifications: University graduation in biology with specialization in a biological science such as zoology, biology or wildlife management. Experience in the wildlife biology in North America. Experience in evaluating habitat within the region and the selection of new sites.

A3.2 ECOSYSTEM TECHNICIAN

A3.2.1 JUNIOR (ET-J):

Under the close supervision of a project officer, carries out technical work in the field, laboratory and office such as: captures, bands and cares for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; established and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital data bases, paper maps, reports and field notes; enters, compiles and summarized data on forms, paper maps, or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment.

Essential Qualifications: High school education, some technical training or related experience, attention to detail and accuracy.

A3.2.2 INTERMEDIATE (ET-I):

According to protocols provided by a project officer carries out technical work in the field, laboratory and office such as: captures, bands, measures, takes tissue samples, and cares for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; collects and identifies plants and animals using keys in the field and laboratory; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital data bases, paper maps, reports and field notes; enters, compiles and summarized data on forms, paper maps, or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment; operates some more sophisticated equipment/and programs such as geographic information systems, computer aided drafting, image processing software, database management and graphical design software, and analytical laboratory equipment; writes data and summary reports; trains coworkers and volunteers; makes contact with public, government and industry as required.

Essential Qualifications: Post secondary education in a related technical field, two years related experience in technical work, attention to detail and accuracy.

A3.2.3 SENIOR (ET-S):

In consultation with the project officer develops and then supervises and/or independently carries out technical work in the field, laboratory and office such as: capture, band, measures, takes tissue samples, and care for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; identifies plants, animals and their parts in the field and laboratory including both visual and auditory cues; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital data bases, paper maps, reports and field notes; enters, compiles and summarizes data on forms, paper maps, or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment; operates some more sophisticated equipment/and programs such as geographic information systems, computer aided drafting, image processing software, database management and graphical design software, and analytical laboratory equipment; summarizes and carries out basic statistical analyses of data and writes reports for circulation within government; trains coworkers and volunteers; discusses issues with public, government and industry and makes recommendations to the project leader.

Essential Qualifications: A degree from a recognized technical school or university, more than two years related experience, demonstrates ability to lead individuals or groups working in the field or laboratory.

A3.3 ECOSYSTEM ANALYST

A3.3.1 ECOSYSTEM ANALYST I (EA I)

Carries out technical work in the field, laboratory and office such as: captures, bands and cares for wildlife; samples, surveys and inventories plant and animal communities in aquatic and terrestrial environments; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital databases, paper maps, reports and field notes; enters, compiles and summarizes data on forms, paper maps or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment.

Essential Qualifications: Bachelor degree from a recognized university in Biology, Geography, Environmental Studies or equivalent, with two years related experience, demonstrates ability to lead individuals or groups working in the field or laboratory. Must have biological/ecosystem analytical skills, evaluating data and reporting results. Must have field work experience.

A.3.3.2 ECOSYSTEM ANALYST II (EA-II)

In consultation with the project officer, develops and then supervises and/or independently carries out technical work in the field, laboratory and office such as: captures, bands, measures, takes tissue samples, and cares for wildlife; samples, surveys, and inventories plant and animal communities in aquatic and terrestrial environments; identifies plants and animals and their parts in the field and laboratory including both visual and auditory cues; establishes and maintains remote field camps, operates vehicles, boats, snowmobiles; extracts geographic and demographic data from air photos, satellite images, GPS, digital databases, paper maps, reports and field notes; enters, compiles and summarizes data on forms, paper maps or electronic data sets; operates telemetry equipment, microscopes, computers, plotters, printers and other commonly used technical equipment; operates some more sophisticated equipment/and programs such as geographic information systems, computer aided drafting, image processing software, database management and geographical design software, and analytical laboratory equipment; summarizes and carries out basic statistical analyses of data and writes reports for circulation within government; trains coworkers and volunteers; discusses issues with public, government and industry and makes recommendations to the project leader.

Essential Qualifications: Masters Degree in Biology, Geography, Environmental Studies or equivalent, with related experience in applying analysis of biological/ecosystem data towards development of policies and strategies, technical work, attention to detail and accuracy, demonstrates ability to lead individuals or groups working in the field or laboratory. Must have related field work experience.

A3.4 GIS TECHNICIAN

A3.4.1 JUNIOR (GIS – J)

Under close supervision of a project officer, provides basic GIS and data management support to environmental datasets and projects. The work involves a basic level of: digitizing, organizing data, data clean up, cartography, simple queries, and other basic GIS operations as well as creating metadata.

Essential Qualifications: Certificate or diploma in Geographic Information Systems or Bachelors degree in Geography, Biology or Environmental Studies with an acceptable number of GIS courses. Some acceptable experience using ArcGIS and MS-Access or MS-Excel for both spatial and non-spatial operations involving data processing, manipulation, integration, and analysis applied to environmental projects involving conservation planning, resource management or environmental assessments.

A3.4.2 INTERMEDIATE (GIS – I)

Under some supervision of a project officer, provides intermediate GIS and data management support to environmental datasets and projects. The work involves an intermediate level of: digitizing, organizing data, data clean up, QA/QC, cartography, moderately complex GIS operations such as queries, basic programming using Python or other languages, as well as creating metadata.

Essential Qualifications: Certificate or diploma in Geographic Information Systems or Bachelors degree in Geography, Biology or Environmental Studies with an acceptable number of GIS courses. Minimum one year of acceptable experience using ArcGIS and MS-Access or MS-Excel for both spatial and non-spatial operations involving data processing, manipulation, integration, and analysis as well as some

scripting and programming applied to environmental projects involving conservation planning, resource management or environmental assessments.

A3.4.3 SENIOR (GIS – S)

Under some direction of a project officer, provides more advanced GIS and data management support to environmental datasets and projects. The work involves a more advanced level of: digitizing, organizing data, data clean up, QA/QC, cartography, more advanced GIS operations such as queries, more frequent programming using Python or other languages to create more advanced models, as well as creating metadata.

Essential Qualifications: Certificate or diploma in Geographic Information Systems or Bachelors degree in Geography, Biology or Environmental Studies with an acceptable number of GIS courses. Minimum of two years of acceptable experience using ArcGIS and MS-Access or MS-Excel for both spatial and non-spatial operations involving data processing, manipulation, integration, remote sensing, and analysis as well as more advanced programming and modelling applied to environmental projects involving conservation planning, resource management or environmental assessments.

A3.5 GIS ANALYST

A3.5.1 I (GA – I)

Under general direction of a project officer, provides advanced GIS and data management support to environmental datasets and projects. The work involves an advanced level of: digitizing, organizing data, data clean up, cartography, QA/QC, more advanced GIS operations such as queries, more frequent programming using Python or other languages to create more advanced models, as well as creating metadata. In addition the work requires experience in providing recommendations in the application of GIS to address specific conservation planning, resource management or environmental assessment problems.

Essential Qualifications: Certificate, diploma or bachelors in Geographic Information Systems with an acceptable specialization in Geography, Biology, Environmental Studies or equivalent. Minimum of three years of acceptable experience using ArcGIS and MS-Access or MS-Excel for both spatial and non-spatial operations involving advanced data processing, manipulation, integration, remote sensing, and analysis as well as more advanced programming for modelling and development of custom tools applied to environmental projects involving conservation planning, resource management or environmental assessments.

A3.5.2 II (GA- II)

Leads on providing advanced GIS and data management support to environmental datasets and projects. The work involves an advanced level of: digitizing, organizing data, data clean up, cartography, QA/QC, more advanced GIS operations such as queries, more frequent programming using Python or other languages to create more advanced models, as well as creating metadata. In addition the work requires experience in providing recommendations in the application of GIS to address specific conservation planning, resource management or environmental assessment problems.

Essential Qualifications: Certificate, diploma or bachelors in Geographic Information Systems with an acceptable specialization in Geography, Biology, Environmental Studies or equivalent. Minimum of three years of acceptable experience leading on the use of ArcGIS and MS-Access or MS-Excel for both spatial and non-spatial operations involving advanced data processing, manipulation, integration, remote

sensing, and analysis as well as more advanced programming for modelling and development of custom tools applied to environmental projects involving conservation planning, resource management or environmental assessments.

A3.6 SCIENCE PROGRAM SUPPORT ASSISTANT (SPSA)

Provide operational support to conservation and resource management programs, activities and field camps including, travel planning and logistics, facilitating financial forms and payment requests, scheduling meetings and related arrangements, handling general inquiries concerning programs and field camps, coordinating logistics for conferences and special events, literature searches, data compilation, digital and paper filing and organizing, report preparation, receiving visitors.

Essential Qualifications: Graduation from recognized post-secondary institution. Acceptable experience in support to conservation and resource management programs involving: MS Word and Excel, customer service, verbal and written communication, problem-solving, organizational and time management skills.

A4. STANDING OFFER HOLDER PROCESS FOR CALL-UPS

It is understood and agreed that personnel will not be assigned in response to call-ups unless they have been skill-tested and qualifications verified by the Standing Offer Holder. All assigned temporary help personnel must meet the applicable minimum qualifications for each classification as outlined in item 3 – Classification Descriptions.

Standing Offer Holders must be able to dispatch a resource meeting the offered classification description within 48 hours of the request 80% of the time.

A5. STANDING OFFER HOLDER RESPONSIBILITIES

A5.1. Make Changes in Inventory

If during the period of the Standing Offer, the Standing Offer Holder can no longer provide a resource for a specific classification, the Standing Offer Holder must advise the Standing Offer Authority;

A5.2. Maintain Testing Processes

The Standing Offer Holder must maintain, as a minimum, the testing processes, procedures and instruments identified in the offer to screen the various skills and aptitudes for the types of classifications offered. All proposed temporary help employees must have qualifications and experience verified.

A5.3. Maintain Quality Assurance

The Standing Offer Holder must maintain, as a minimum, the levels of pre-assignment screening, assessment during assignment and post-assignment assessment identified in the initial offer.

A5.4. Closure of Government Offices

Where resources of the Standing Offer Holder are providing services on government premises pursuant to a Call-Up issued by an Identified User and the said premises become non accessible due to evacuation or closure of government offices, the Standing Offer Holder will be paid for no more than one (1) working week, at the applicable regular rates as shown on the Call-Up provided that the Standing Offer Holder submits with its invoice a certification, countersigned by the affected resource(s), stating that:

- the Standing Offer Holder has not received any other payment from any other client, including the government, during the period of the closure; and

-
- the affected resource(s) has (or have) been or will be paid at the rates such resource(s) is (or/are) entitled to be paid have the services been provided as required in the Call-Up.

Note: The Standing Offer Holder does not have to guarantee that the same temporary help resource will remain available upon re-opening of Government offices.

A6. UNSATISFACTORY SERVICES

The following situations constitute a complaint. The Standing Offer Holder:

- i) was unable to provide a resource that meets the classification description for which they had offered;
- ii) did not respond within the time stipulated in the email request;
- iii) would not honour the firm hourly rate as listed in their Annex B;
- iv) inadequately matched the skill set of temporary help employee to classification;
- v) failed to verify the temporary help employee credentials or skills

Three (3) separate complaints against the Standing Offer Holder maybe grounds for the immediate withdrawal of the Standing Offer.

The Standing Offer Holder will be given the opportunity to rectify any complaints, and when the issue is resolved and acceptable to the Project Authority then the Standing Offer maybe re-instated.

All services are to be performed to the complete satisfaction of the Project Authority and are subject to his or her acceptance.

ANNEX B

BASIS OF PAYMENT

Payment will be determined by the actual hours worked and the firm hourly rate specified in the Call-up document.

B1. FIRM HOURLY RATE:

Only one firm hourly rate is to be provided per classification. The prices must be an all inclusive firm hourly rate in Canadian funds including salary, overhead, profit, benefits, annual leave, sick leave, for the provision of a temporary help resource.

B2. RATES BY REGION

Using the tables below - provide the rates for each category of environmental services professional by region.

The hourly rates must remain firm for the two-year period, and if optional year is exercised – the hourly rate for that time period must also remain firm.

B2.1 REGION 1: GREATER VANCOUVER & FRASER VALLEY

Category Name	Weighting in Evaluation	Year 1 Firm Hourly Rate (\$CDN)	Year 2 Firm Hourly Rate (\$CDN)	Year 3 Optional Year Firm Hourly Rate (\$CDN)
A.3.1 BIOLOGIST A.3.1.1 Level A A.3.1.2 Level B	10%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.2 ECOSYSTEM TECHNICIAN A.3.2.1 Junior A.3.2.2 Intermediate A.3.2.3 Senior	15%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
A.3.3 ECOSYSTEM ANALYST A.3.3.1 Level I A.3.3.2 Level II	20%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.4 GIS TECHNICIAN A.3.4.1 Junior A.3.4.2 Intermediate A.3.4.3 Senior	25%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
A.3.5 GIS ANALYST A.3.5.1 GA I A.3.5.2 GA II	20%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.6 SCIENCE PROGRAM SUPPORT ASSISTANT	10%	\$ _____	\$ _____	\$ _____

[TOTAL EVALUATED COST \$ _____]

B2.2 REGION 2: VANCOUVER ISLAND

Category Name	Weighting in Evaluation	Year 1 Firm Hourly Rate (\$CDN)	Year 2 Firm Hourly Rate (\$CDN)	Year 3 Optional Year Firm Hourly Rate (\$CDN)
A.3.1 BIOLOGIST A.3.1.1 Level A A.3.1.2 Level B	10%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.2 ECOSYSTEM TECHNICIAN A.3.2.1 Junior A.3.2.2 Intermediate A.3.2.3 Senior	15%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
A.3.3 ECOSYSTEM ANALYST A.3.3.1 Level I A.3.3.2 Level II	20%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.4 GIS TECHNICIAN A.3.4.1 Junior A.3.4.2 Intermediate A.3.4.3 Senior	25%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
A.3.5 GIS ANALYST A.3.5.1 GA I A.3.5.2 GA II	20%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.6 SCIENCE PROGRAM SUPPORT ASSISTANT	10%	\$ _____	\$ _____	\$ _____

[TOTAL EVALUATED COST \$ _____]

B2.3 REGION 3: CENTRAL & NORTHERN BC

Category Name	<i>Weighting in Evaluation</i>	Year 1 Firm Hourly Rate (\$CDN)	Year 2 Firm Hourly Rate (\$CDN)	Year 3 Optional Year Firm Hourly Rate (\$CDN)
A.3.1 BIOLOGIST A.3.1.1 Level A A.3.1.2 Level B	10%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.2 ECOSYSTEM TECHNICIAN A.3.2.1 Junior A.3.2.2 Intermediate A.3.2.3 Senior	15%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
A.3.3 ECOSYSTEM ANALYST A.3.3.1 Level I A.3.3.2 Level II	20%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.4 GIS TECHNICIAN A.3.4.1 Junior A.3.4.2 Intermediate A.3.4.3 Senior	25%	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
A.3.5 GIS ANALYST A.3.5.1 GA I A.3.5.2 GA II	20%	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
A.3.6 SCIENCE PROGRAM SUPPORT ASSISTANT	10%	\$ _____	\$ _____	\$ _____

[TOTAL EVALUATED COST \$ _____]

B3. TRAVEL AND LIVING EXPENSES

B3.1 The Offeror will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive: <http://www.njc-cnm.g.ca/directive/travel-voyage/index-eng.php> and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.

B3.2 All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

B3.3 All travel and living expenses between the temporary employee's residence and the worksite and/or the Offeror's premises are the sole responsibility of the temporary help employee and/or the Offeror. Should the temporary help employee be required to travel beyond the parameters stated above, then the following will apply:

All travel and living expenses will be negotiated on case by case basis at the time of the call-up and must not be higher than the National Joint Council Directives rates at the time of travel.

B4. INSURANCE EXPENSES: (see Annex D)

Hourly rates listed must include Commercial General Liability Insurance. In addition, approx. 10% of all call-ups require that environmental professional personnel drive Government Vehicles. In order for this to happen, suppliers must obtain "Non-Owned Vehicle Insurance".

B5. RENTAL CAR REQUESTS

Occasionally, environmental personnel may be requested to additionally rent a vehicle to perform the work. The cost of renting the vehicle, along with the cost of any additional insurance required for off-road situations, additional scratch/dent situations, etc., along with Agency overhead required to arrange the rental vehicle, will be itemized on the call-up document and payable by the government department requesting the rental.

All rentals must have the prior authorization of the Project Authority.

B6. OVERTIME

In the context of the Standing offer, overtime is regulated by provincial government legislation and not federal government collective agreements. Overtime in the province of British Columbia means time worked in excess of 8 hours in any day or 40 hours in any week or time worked in any week by the employee during the 32 hour period the employee would otherwise be entitled to have free from work.

All overtime work require the prior approval of the Project/Service Site Authority and no other reason will justify billing at the overtime rates.

B6.1 CALCULATION OF OVERTIME RATES

The increase in billing rate for authorized overtime work must not include any element of overhead and profit, and will be confined solely to the increase in wages and employer contributions.

B6.2 WORKING WEEK

For billing purposes and calculating the overtime, the first day of the working week is Monday.

B7. STATUTORY HOLIDAYS/ANNUAL LEAVE/SICK LEAVE:

Statutory holiday pay is the sole responsibility of the Offeror.

Federal government offices are generally closed on: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving Day, Remembrance Day, Christmas, and Boxing Day.

Canada will not accept any charges for statutory holidays or annual leave or sick leave incurred by the Offeror as a consequence of satisfying the terms of the resulting Call-up.

B8. FAMILY DAY:

Family Day is observed as a public (or statutory) holiday in the province of **British Columbia** and is held every year on the second Monday of February. This is a British Columbia provincial holiday that the Federal Government of Canada has not adopted and, as a result, all Identified Users are reminded that it is the right of the Standing Offer Holder to decide if their resource will or will not work on "Family Day". If a resource reports to work on that day, Standing Offer Holders will be paid at the regular firm hourly rate, as the Standing Offer does not provide for premiums to be paid to Standing Offer Holders for work on statutory holidays. As a result, Identified Users must confirm with the Standing Offer Holders before the resource reports to work on "Family Day".

B9. INTERVIEW FEES FOR ADMINISTRATIVE SUPPORT CATEGORIES ONLY:

Canada has the right to request an interview for temporary help employees. Normally, interviews are not necessary for employees in the Administrative Support category because offerors have already carried out a selection process using interviews and tests. When an Identified User invites an administrative support candidate to an interview, the Offeror will charge the department or agency the equivalent of four (4) hours of work, at the rate established for the level in question. In this situation, the Identified User will issue a call-up and sign the time sheet.

Interviews required for other categories will not be charged under the Standing Offer. It is the duty of a Standing Offer Holder to provide the best qualified employees available to meet the requirements. In these categories, Standing Offer Holders will provide résumés or work samples of the proposed personnel and the Project Authority will be entitled to one (1) interview for up to three (3) candidates, at no charge.

B10. NO CHARGE FOR UNSATISFACTORY SERVICES REPORTED WITHIN FIRST FOUR (4) HOURS:

If an Identified User has not requested résumés or asked for interviews and the services are reported as being unsatisfactory within the first four (4) hours, then the Identified User will not be charged.

Solicitation No. - N° de l'invitation

EZ156-160001/B

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

EZ156-160001

Amd. No. - N° de la modif.

File No. - N° du dossier
VAN-6-39280

Buyer ID - Id de l'acheteur

VAN584

CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECKLIST

(See attached)

ANNEX D

INSURANCE REQUIREMENTS

6.2.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

-
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - p. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

ANNEX E**STANDING OFFER REPORTING**

Reports must be submitted to the Standing Offer Authority at Elizabeth.perez@pwgsc-tpsgc.gc.ca on a quarterly basis, no later than 30 calendar days after the reporting period.

1st quarter: March 1 to May 31;

2nd quarter: June 1 to August 31;

3rd quarter: September 1 to November 30;

4th quarter: December 1 to February 28.

The reports must include following information and grouped according to the various Federal Government Departments:

Requesting Federal Government Department	Classification /Category Description	Total Value of Callup (\$)	Total Value of all Callups for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)

Solicitation No. - N° de l'invitation

EZ156-160001/B

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

EZ156-160001

Amd. No. - N° de la modif.

File No. - N° du dossier
VAN-6-39280

Buyer ID - Id de l'acheteur

VAN584

CCC No./N° CCC - FMS No./N° VME

ANNEX F

FORM PWGSC-TPSGC 8251

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP

(See attached)

ANNEX G to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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
EZ156-160001/B
Client Ref. No. - N° de réf. du client
EZ156-160001

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-6-39280

Buyer ID - Id de l'acheteur
VAN584
CCC No./N° CCC - FMS No./N° VME

NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation et la date de clôture soient lisibles à l'extérieur de votre offre.

**Bid Receiving
Public Works & Government Services Canada
#219 - 800 BURRARD STREET, 2ND FLOOR
VANCOUVER BC V6Z 0B9**

Solicitation No.: EZ156-160001/B

**Solicitation Closes at: January 30, 2017
on: 2:00pm PST**

**Réception des soumissions
Travaux publics et services gouvernementaux Canada
#219 - 800 rue Burrard, 2e étage
Vancouver (C.-B) V6Z 0B9**

N° de l'invitation : EZ156-160001/B

**La réception des soumissions prend fin le: 30 Janvier, 2017
à: 2:00pm PST**

Government
of CanadaGouvernement
du CanadaRECEIVED
SEP 30 2016

Contract Number / Numéro du contrat

EZ156-160001

Security Classification / Classification de sécurité

Unclassified

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

PART 1 - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions and Compensation
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 The requirement is for the provision of Environmental Temporary Help Services for Federal Government department and agencies in the Pacific Region (B.C.)	
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 <input type="checkbox"/> Yes	
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 <input type="checkbox"/> Yes	
6. Indicate the type of access required - Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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 <input type="checkbox"/> Yes	
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"/>
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET 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"/>	

Security Classification / Classification de sécurité
Unclassified

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EZ156-180001

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

☒ No
Non
 ☐ Yes
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non
 ☐ Yes
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☒ 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 automatisation sécuritaire peut-il se voir confier des parties du travail?

☐ No
Non
 ☒ Yes
Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No
Non
 ☒ Yes
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

☒ No
Non
 ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non
 ☐ Yes
Oui

PRODUCTION

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

☒ No
Non
 ☐ Yes
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non
 ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non
 ☐ Yes
Oui

Security Classification / Classification de sécurité

Unclassified

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EZ156-160001

Security Classification / Classification de sécurité

Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Linda Jellicoe		Supply Team Leader	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
(804) 775-7605	(804) 775-7526	al.takasakid@pwgsc-tpsgc.gc.ca	2016-09-20
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Liza Wong		Regional Chief, Security	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
(804) 775-6639	(804) 775-8839	liza.wong@pwgsc-tpsgc.gc.ca	2016-09-21
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Elizabeth Perez		A/Supply Specialist	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
(804) 775-7690	(804) 775-7526	elizabeth.perez@pwgsc-tpsgc.gc.ca	2016-09-20
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name		Signature	
Paul Lepinski			
Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité industrielle Industrial Security Program Paul.Lepinski@tpsgc-pwgsc.gc.ca Téléphone : 613 957-1294		address - Adresse courriel Date 28-09-2016	

Security Classification / Classification de sécurité

Unclassified

Contract Number / Numéro du contrat EZ156-160001
Security Classification / Classification de sécurité Unclassified

PART C. continuez / 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 Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

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

12. b) Will the document 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).

ANNEX F



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

SSC R.O. Code Code B.R. ASC	Customer Department Code Code du ministère client	Call-up No. - Commande n°	Amend No. Mod. n°
--------------------------------	--	---------------------------	----------------------

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP

To the Supplier: Your standing offer referred to below is hereby accepted.

- You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer.
- You shall supply only the services included in the standing offer against this call-up.

COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DU PERSONNEL TEMPORAIRE

Au fournisseur : Votre offre à commandes mentionnée ci-dessous est par la présente acceptée.

- Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes.
- Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Supplier - Fournisseur			Vendor Code Code du fournisseur		Departmental Responsibility Centre - Centre de responsabilité du ministère					
<ul style="list-style-type: none"> Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier. 					Individual to Report to: Name-Nom La personne doit se présenter à : Location - Adresse					
STANDING OFFER - OFFRE À COMMANDES No - N° Expiry Date Date d'expiration					Financial Code - Code financier Consignee Code Code du destinataire Insert Paying Office Code if different from Consignee Code Inscrire le code du bureau payeur s'il diffère du code du destinataire					
Classification		Language Ex. Linguistiques		Additional Skill Autre compétence	Period of Assignment Période d'affectation		TOTAL		Hourly Rate Taux horaire	Current Estimated Cost Coût actuellement prévu
Group Groupe	Sub-Group Sous-groupe	Level Niveau	Uni. or/ou Bil		From - De Y-A M D-J	Date Y-A M D-J	To - À Y-A M D-J	Hours Heures		
			<input type="checkbox"/>							\$0.00

Reason for Call-up - Motif de la commande

Temporary Help Employee's Name - Nom de l'employé d'aide temporaire	Commitment No. - N° d'engagement
---	----------------------------------

CUSTOMER DEPARTMENT OR AGENCY USE ONLY - RÉSERVÉ À L'USAGE DU MINISTÈRE CLIENT OU DE L'ORGANISME

For additional information contact: Pour de plus amples renseignements, s'adresser à :		Confirmation of telephone order placed on: Confirmation de la commande téléphonique du :		Y-A M D-J
Name - Nom	Tel. No. - N° de tél. () -	By - Par	With - À	
The undersigned has been officially authorized to sign call-ups against standing offers. Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.				
Signature	Date	Department or Agency - Ministère ou organisme		

Canada

1 Supplier
Fournisseur

2 3 4 5

Customer Department or Agency Use Only
Réservé à l'usage du ministère client ou de l'organisme

PWGSC-TPSGC 8251 (11/96) 7540-21-884-3158