



<p><b>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving – Environment and Climate Change Canada / Réception des soumissions – Environnement et Changement climatique Canada</b></p> <p><b>16th Floor – Mail Room 45 Alderney Drive Dartmouth, NS B2Y 2N6</b></p> <p><b>BID SOLICITATION DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À: Environnement et Changement climatique Canada</b></p> <p>Nous offrons d’effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<b>Title – Weather Observation Services, Moosonee, ON</b>	
	<b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000026353</b>	
	<b>Date of bid solicitation – Date de la demande de soumissions 2017-06-08</b>	
	<b>Bid solicitation closes - La demande de soumissions prend fin</b>  <b>at – à 2:00 P.M. on – le 2017-06-26</b>	<b>Time Zone – Fuseau horaire</b>  Atlantic Daylight Savings Time
	<b>F.O.B – F.A.B Destination</b>	
	<b>Address Enquiries to - Adresser toutes questions à</b>  Jennifer Legere Email: jennifer.legere@canada.ca	
	<b>Telephone No. – N° de téléphone</b> 902-426-9940	<b>Fax No. – N° de Fax</b> 902-426-2690
	<b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b>  See herein.	
	<b>Destination - of Services / Destination des services</b> See herein.	
	<b>Security / Sécurité</b> There are security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l’entrepreneur</b>		
<b>Telephone No. – N° de téléphone</b>	<b>Fax No. – N° de Fax</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	

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**TITLE: Weather Observation Services, Moosonee, ON**

**PART 1 - GENERAL INFORMATION**

**1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, Insurance Requirements, the Integrity Verification Form, the Work Experience Template, the Letter of Availability and Willingness to perform the Work, and the Former Public Servant – Competitive Bid Form.

**2. Summary**

- 2.1 Environment and Climate Change Canada has a requirement for ongoing Weather Observation Services in Moosonee, ON, as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from date of award for three (3) years plus two (2) additional one year option periods. The Contractor's main responsibilities will be to prepare the instruments, release the balloons twice each day and ensure the prompt transmittal of the data. The work will also involve the management and provision of personnel to conduct the observing, recording, encoding and transmitting Aerological and Surface Weather and Supplementary programs.
  - 2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).
- Note that on February 1, 2017, Public Services and Procurement Canada (PSPC) implemented the new mandatory criminal record check process, which requires electronic fingerprinting. Learn when mandatory electronic fingerprints are required and why the Contract Security Program implemented this change.  
<https://www.tpsgc-pwgsc.gc.ca/esc-src/personnel/empreintes-obligatoire-mandatory-fingerprints-eng.html>
- 2.3 Bidders must provide a list of names as per Annex F, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
  - 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

- 2.5 The requirement is not subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP).

The requirement is exempt from the North American Free Trade Agreement (NAFTA), Excluded Coverage, Annex 1001.1.b-2 Services, Section B, R102, Weather Reporting Observations Services.

The Agreement on Internal Trade (AIT) applies to this procurement.

- 2.6 There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity – Certification.

- 2.7 This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

### **3. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

**Under "Text" at 02:**

**Delete:** "Procurement Business Number"

**Insert:** "Deleted"

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** "send its bid only to Environment and Climate Change Canada (ECCC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

**At Section 05 Submission of Bids, Subsection 05 (4):**

**Delete:** 60 days

**Insert:** 120 days

**At Section 06 Late Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment and Climate Change Canada (ECCC)"

**At Section 07 Delayed Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment and Climate Change Canada (ECCC)"

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** "Bids may be submitted by facsimile if specified in the bid solicitation."

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"

## 1.1 PWGSC SACC Manual Clauses

### 1.1.1 A7035T (2007-05-25) List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

## 2. A3000T (2014-11-27) 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](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - 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 Bidder must check the applicable box below:
  - i.  The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii.  The Bidder 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 Bidder 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 Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder 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 Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

## 3. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to ECCC will **NOT** be accepted.

Bids are to be directed only to the bid receiving address specified. ECCC will **NOT** assume responsibility for bids directed to any other location.

#### 4. Former Public Servant – Competitive Bid

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

##### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

##### Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



### **Work Force Adjustment Directive**

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

**Yes** ( )      **No** ( )

If so, the Bidder must provide the following information:

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

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

### **5. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Inquiries received after that time may not be answered.

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

### **6. Applicable Laws**

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

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

### **7. Basis for Canada's Ownership of Intellectual Property**

Environment and Climate Control Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (3 hard copies)

Section III: Certifications (3 hard copies)

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

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

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

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

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

#### Section I: Technical Bid

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

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

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

**Section II: Financial Bid**

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of Payment/Financial Bid Evaluation Sheet in Annex B. The total amount of Applicable Taxes must be shown separately. All information relating to price must appear only in the financial bid. No price may be indicated in any other section of the bid. The bid must cover the prescribed length of the contract, including option years.
- 1.2 Bidders should include the following information in their financial bid:
  - (a) Their legal name; and
  - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES, TECHNICAL AND FINANCIAL BID EVALUATION CRITERIA, AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) This procurement is a voluntary set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB). The evaluation team will determine first if there are two (2) or more bids with a valid PSAB certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Introduction**

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

#### **1.2 Evaluation Process**

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into four stages:

- i. Evaluation of compliance with the Mandatory Technical Evaluation Criteria
- ii. Evaluation of the Point-Rated Technical Evaluation Criteria
- iii. Evaluation of the Financial Bid
- iv. Basis of Selection of the winning bidder

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

### **2. Technical Evaluation Criteria**

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work

For bid evaluation criteria where the experience of proposed resources is provided, Bidders are advised that the duration of any overlapping time period will be counted only once toward any

requirements that relate to the individual's length of experience. For example: Project 1 time frame is July 2001 to December 2001; Project 2 times frame is October 2001 to January 2002; the total months of experience for these two projects references is seven (7) months.

It is the Bidder's responsibility to ensure that a sufficient level of information is included in the proposal to allow the evaluation team to make an accurate assessment of the bid.

**2.1 Mandatory Technical Evaluation Criteria:**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

	<b>Compliant (Yes / No)</b>
<p>M1. In its bid, the Bidder must designate one (1) station manager resource and at least two (2) support resources (three (3) resources in total).</p>	
<p>M2. For each of the proposed resources, including the station manager, the Bidder must provide a signed letter confirming the availability and willingness of its resource to perform the Work under the resulting Contract.</p> <p>The Bidder must do this using the template provided under Annex H, Letter of Availability and Willingness to perform the Work under the Contract, for each of the proposed resources.</p>	
<p>M3. For each of the proposed resources, the Bidder must provide a resume using the work experience template (Annex G). This template will be used to evaluate each resource. The following information should be provided:</p> <ul style="list-style-type: none"> <li>a. Name of the resource;</li> <li>b. Education;</li> <li>c. Certifications;</li> <li>d. Name of the organization the work was performed for;</li> <li>e. Title of the Project/work or contract name;</li> <li>f. Role and responsibilities of the proposed resource, including a description of the work performed;</li> <li>g. Start date (specify month and year);</li> <li>h. End date (specify month and year);</li> <li>i. Total number of year; including if the work is still in progress;</li> <li>j. Name and contact information (phone number, e-mail) of a reference who will confirm the information supplied by the Bidder.</li> </ul>	

2.2 **Point-Rated Technical Evaluation Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

**For the bid to be valid, the bidder must obtain a minimum pass mark of 163 points score within the technical evaluation based on the following grid. Bids that obtain less than 163 points will be considered non-responsive.**

\* note 1: for criteria R1 – R4, partial marks (refer to note 2) will be awarded if the rated element is addressed in the Bidder's plan, but not in a sufficiently detailed manner, or where minor but observable weaknesses are identified. Consequently, the plan provides a reasonable but not a high level of assurance that activities will be carried out successfully.

\* note 2: for criteria R1-R4, for elements rated out of a maximum of 20 points, 10 points will be awarded for partial marks. For elements rated on a 10 point basis, partial marks of 5 points will be awarded. Zero marks will be awarded for bids where an element is addressed, but where major weaknesses or flaws are identified, or where important information is missing altogether from the bid.

Max Points available Awarded Score	Point Allocation
<p><b>R1. Plan for the Execution of the Observation program (30 points)</b></p> <p>The Bidder should provide a detailed plan describing how it plans to perform tasks in support of the Aerological Observation Program and Data Collection requirements.</p>	<p>The Bidder's plan includes a detailed description of the tasks to be performed including a task list, a sequence of launch times, requirements for second releases, delayed releases, missed observations. <b>(20 points)</b></p> <p>The Bidder's plan is supported by detailed references to the Manual of Upper Air Observations (MANUP) as a standard for observations, with emphasis on timeliness, accuracy and methods. <b>(10 points)</b></p>
<p><b>R2. Plan for the execution of the Maintenance Work. (30 points)</b></p> <p>Bidder should provide a detailed plan that demonstrates how it will conduct maintenance of the station.</p>	<p>The Bidder's plan includes a detailed schedule of maintenance tasks, including housekeeping, checking fuel levels, met supply, inventory check, monthly Occupational Health and Safety (OHS) report. <b>(20 points)</b></p> <p>The Bidder's plan includes a detailed description of how it plans to perform snow clearing at the entrance of the station after each snow fall, and also how it plans to execute repairs in the event of equipment breakdown or failure <b>(10 points)</b></p>
<p><b>R3. Plan for the monitoring of observations and quality control (30 points)</b></p> <p>The Bidder should provide a detailed plan that describes how it will monitor observations and perform quality control.</p>	<p>The Bidder's plan demonstrates that the resources assigned to monitor observations are the same people as those assigned to the conduct of observations program activities. <b>(10 points)</b></p> <p>The Bidder's plan provides a detailed schedule of quality assurance tasks, including the production of monthly error reports, and how anomalies will be tracked and reported against after incomplete observations. <b>(20 points)</b></p>
<p><b>R4. Personnel Allocation Plan (30 points)</b></p> <p>The Bidder should describe its plan for allocating personnel who are tasked to</p>	<p>The Bidder's plan provides a rotation schedule for 60 calendar days. The schedule demonstrates the allocation of tasks between resources dedicated to the contract, including plans to ensure continuity of service during holidays, travel times, or when someone is absent. <b>(10 points)</b></p>

<p>perform work under the Contract.</p>	<p>The Bidder's plan describes the procedure to ensure observations are not missed when observer is absent for extended period of time <b>(10 points)</b></p> <p>The Bidder's plan includes a description of how roles and responsibilities will be delegated between the station manager and the proposed resources for the conduct of aerological observations, monthly reporting, and maintenance of the facilities <b>(10 points)</b></p>
<p><b>R5. Occupational Health and Safety (OHS) Plan. (36 points)</b></p> <p>The Bidder should provide a detailed Occupational Health and Safety (OHS) Plan.</p>	<p><b>Emergency contact information</b></p> <ul style="list-style-type: none"> <li>▪ <b>12 points</b> Emergency contact information has been provided for each of the following: <ul style="list-style-type: none"> <li>▪ Fire department</li> <li>▪ Police station</li> <li>▪ Ambulance</li> <li>▪ Hospital/medical centre</li> <li>▪ Poison Control Centre</li> <li>▪ Pollution / spill reporting</li> </ul> </li> </ul> <p><b>2 points will be awarded for each of the above contacts.</b></p> <p><b>Details on how the bidder will ensure the OHS Policy is followed by proposed resources, including how unacceptable adherence to these policies will be handled</b></p> <ul style="list-style-type: none"> <li>▪ <b>12 points:</b> The bid contains a detailed comprehensive level of detail on how the bidder will ensure the OHS Policy is followed by proposed resources, including how unacceptable adherence to these policies will be handled.</li> <li>▪ <b>6 points:</b> The bid contains an acceptable level of detail, with minor weaknesses. There is a reasonable likelihood that the OHS will be followed by proposed resources.</li> <li>▪ <b>0 points:</b> The bid does not contain any detail, or the level of detail provided is inadequate.</li> </ul> <p><b>Details on how the bidder will ensure the safety and health of the proposed personnel while they are working alone on station</b></p> <ul style="list-style-type: none"> <li>▪ <b>12 points:</b> The bid contains a comprehensive level of detail on how the bidder will ensure the safety and health of the proposed resource while they are working alone on station.</li> <li>▪ <b>6 points:</b> The bid contains an acceptable level of detail, with minor weaknesses. There is a reasonable likelihood that the OHS will be followed by proposed resources.</li> <li>▪ <b>0 points:</b> The bid does not contain any detail, or the level of detail provided is inadequate.</li> </ul>
<p><b>R6. Bidders Corporate Experience (25 points)</b></p> <p>The Bidder should demonstrate its experience in administering similar contracts (e.g. aerology, meteorology or aviation).</p>	<p>Five (5) points for each year administering similar contracts, up to a max of twenty-five (25) points.</p> <p>* Note: points will only be awarded for the corporate experience of the Bidder (i.e. the firm's experience). Points will not be awarded under this criterion for the experience of individuals, including the station manager or the observers.</p>

<b>R7. Experience of the Delegated Station Manager (30 points)</b>	
Experience supervising a team	One (1) point for each year of substantial experience up to a maximum of ten (10) points.  Experience of less than one (1) year will not be given any points
Demonstrated experience in the performance of similar contracts of aerology and meteorology as identified in Annex A	One (1) point for each year of substantial experience up to a maximum of ten (10) points. Experience of less than one (1) year will not be given any points
Holds a certification as an operator in aerology or meteorology	Five (5) points: Current Certification; Two (2) points Expired Certification; 0points No Certification
Holds a Secondary school Diploma	Five (5) points or zero (0) points
<b>R8. Experience of the proposed contract personnel (40 points)</b>	
<b>Proposed Contract Resource #1 (20 points)</b>	
Demonstrate experience in the performance of similar contracts of aerology and meteorology as identified in Annex A	One (1) point for each year of substantial experience up to a maximum of ten (10) points per resource.  Experience of less than one (1) year will not be given any points
Holds a certification as an operator in aerology or meteorology	Up to Five (5) points for each proposed resource:  Five (5) points: Current Certification; Two (2) points Expired Certification; Zero (0) points No Certification
Holds a Secondary school Diploma	Five (5) points
<b>Proposed Contract Resource #2 (20 points)</b>	
Demonstrate experience in the performance of similar contracts of aerology and meteorology as identified in Annex A	One (1) point for each year of substantial experience up to a maximum of ten (10) points per resource.  Experience of less than one (1) year will not be given any points
Holds a certification as an operator in aerology or meteorology	Up to Five (5) points for each proposed resource:  Current Certification; Two (2) points Expired Certification; zero (0) points No Certification
Holds a Secondary school Diploma	Five (5) points
<b>Minimum Pass Mark</b>	<b>163 points</b>
<b>Total Score</b>	<b>251 points</b>

**3. Evaluation of the Financial Bid:**

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.



The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

**The Total Bid Price for Evaluation will be established as per Annex B – Basis of Payment/ Financial Bid Evaluation Sheet. Bidders must complete all cells within Annex B** in order for their bid to be deemed responsive. Note: a cell cannot remain blank. If an amount of \$0.00 or NIL is provided in the Bid for a portion of the Work, the Bidder must understand that all related work must be performed for the dollar value indicated in the Bid (i.e. \$0).

The financial bid will be the total combined costs of all columns listed in Annex B – Basis of Payment - Table 1.1, Table 1.2, Table 1.3, Table 1.4, Table 1.5 and Table 1.6.

**Failure to complete Annex B – Financial Bid Evaluation Sheet and Basis of Payment, as per the instructions above, will render the bid non-responsive.**

#### 4. Basis of Selection

##### Highest combination of technical merit and price (50%) and Price (50%)

- (a) To be declared responsive, a bid must:
- (i) comply with all the requirements of the bid solicitation
  - (ii) meet all mandatory technical evaluation criteria
  - (iii) obtain the required minimum of 163 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 251 points;
- (b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- (d) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The bid obtaining the highest technical evaluation shall be awarded 50 points; all other bids deemed acceptable shall be prorated.

The lowest technically eligible financial bid will be awarded 50 points; all other technically eligible bids will be prorated.

The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{251} \times 50\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 50\% = \text{XXX}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

**Example of calculation**

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		163/251	175/251	225/251
Bid Evaluation Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$163/251 \times 50 = 32.47$	$175/251 \times 50 = 34.86$	$225/251 \times 50 = 44.82$
	Pricing Score	$45/55 \times 50 = 40.91$	$45/50 \times 50 = 45$	$45/45 \times 50 = 50$
Combined Rating		73.38	79.86	94.82
Overall Rating		3rd	2nd	1st

**PART 5 - CERTIFICATIONS**

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

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

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

**1. Certifications Required Precedent to Contract Award**

**1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true. The Bidder must complete the attached "List of Names for Integrity Verification Form" found in Annex – F.

**1.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **1.3 Former Public Servant – Competitive Bid**

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

The Bidder must complete the attached "Former Public Servant – Competitive Bid Form" found in Annex – I.

## **2. Additional Certifications Required Precedent to Contract Award**

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

### **2.1 Education and Experience**

SACC Manual Clause A3010T (2010-08-16) Education and Experience

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 1. Security Requirement

The successful Contractor MUST:

- 1.1 Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 1.3 For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.4 Bidders are advised that, on February 1, 2017, Public Services and Procurement Canada (PSPC) implemented the new mandatory criminal record check process, which requires electronic fingerprinting. Learn when mandatory electronic fingerprints are required and why the Contract Security Program implemented this change.  
<https://www.tpsgc-pwgsc.gc.ca/esc-src/personnel/empreintes-obligatoire-mandatory-fingerprints-eng.html>

### 2. Insurance Requirements

PWGSC SACC Manual clause G1007T (2016-01-28) Insurance – Proof of Availability Prior to Contract Award

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

The Bidder is not required to purchase the insurance until in receipt of Notification of Contract award through a letter of intent.

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

## PART 7 - RESULTING CONTRACT

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

**Title: Weather Observation Services, Moosonee, ON**

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

#### 2.1 General Conditions

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

General conditions 2035 is modified as follows:

##### **At Section 06 Subcontracts**

**Delete:** paragraphs 1, 2, and 3 in their entirety.

**Insert:** "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

##### **At Section 14 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **At Section 15 Transportation Carriers' Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

##### **At Section 20 Copyright**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **Insert Subsection: "35 Liability"**

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text

in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

## 2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

## 3. Security Requirement

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

## 4. Term of Contract

### 4.1 Period of the Contract

#### A9022C (2007-05-25) Period of the Contract

The period of the Contract is from date of Contract to\_\_\_\_\_ inclusive.

### 4.2 Option to Extend the Contract

#### A9009C (2008-12-12) Option to Extend the Contract

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

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

### 4.3 Transition Period

#### A0078C (2008-05-12) Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Will be identified at contract award.

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

### 5.2 Technical Authority – to be announced upon contract award

The Technical Authority for the Contract is:

Will be identified at contract award.

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

### 5.3 Contractor's Representative – to be announced upon contract award

Will be identified at contract award.

## 6. Proactive Disclosure of Contracts with Former Public Servants - if applicable

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. Payment

### 7.1 Basis of Payment

#### 7.1.1 Limitation of Expenditure

7.1.1 Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

**7.1.2** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

**7.1.3** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **7.2 Terms of Payment**

H1008C (2008-05-12) Monthly Payment

## **7.3 SACC Manual Clauses**

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

## **8. Invoicing Instructions**

**8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission"** of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- Monthly Aerological Station Record
- Monthly Stock Report
- Cost Reimbursable Receipts, if applicable

**8.2 Invoices must be distributed as follows:**

The original and one (1) copy must be forwarded to the address shown on page 3, Sec. 5.2, Technical Authority, of the Contract for certification and payment.



## 9. Certifications

### 9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

## 10. Applicable Laws

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

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2035 General Conditions - Higher Complexity – Services (2016-04-04) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (g) Annex E, Insurance Requirements;
- (h) Annex 'F', Supplier list of names;
- (i) Annex 'G' Work Experience Template;
- (j) Annex 'H' Letter of Availability and Willingness to perform the Work;
- (k) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ or as amended on \_\_\_\_\_ .

## 12. Government Site Regulations

A9068C (2010-01-11) Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### 13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex 'E'. 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.

### 14. Shipment of Hazardous Goods

#### ***PWGSC SACC Manual clause B1505C (2016-01-28) Shipment of Hazardous Materials***

The Contractor must label and ship dangerous goods/hazardous products falling within the [Transportation of Dangerous Goods Act](#), 1992, c.34 and the [Hazardous Products Act](#), R.S.C. 1985, c. H-3 and their regulation(s) in accordance with the said Acts and regulation(s) accompanied by the required safety data sheet(s) completed in both English and French.

## ANNEX A STATEMENT OF WORK

1. **TITLE:** Weather Observation Services at Moosonee, Ontario

2. **SUMMARY:**

Environment and Climate Change Canada (ECCC) operates thirty-three (33) aerological observing stations throughout Canada. These stations complete soundings of the upper atmosphere twice daily for each day of the year. The observations are taken by releasing a gas-filled balloon with an attached instrument which is tracked via one of a variety of electronic navigational methods. This attached instrument transmits meteorological data relating to temperature, humidity, and the height of standard atmospheric pressure levels. In addition, tracking of the balloon allows for computation of winds and wind shear at upper levels of the atmosphere.

Data is collected and processed automatically by sounding equipment and transmitted to the Canadian Meteorological Centre for inclusion in atmospheric models which are used to produce a number of weather forecasts. In addition, the data is shared internationally for use in many global weather monitoring and forecasting programs.

3. **APPLICABLE DOCUMENTS:**

Manual of Surface Weather Observations (MANOBS): <http://www.ec.gc.ca/manobs/>

Manual of Upper Air Observations (MANUPP):  
[http://web.unbc.ca/~murphyb/zxs/doc/manuals/MANUPP\\_3rd\\_edition\\_e.pdf](http://web.unbc.ca/~murphyb/zxs/doc/manuals/MANUPP_3rd_edition_e.pdf)

ECCC Manual of Ice Reporting (MANICE):  
<http://ec.gc.ca/glaces-ice/default.asp?lang=En&n=2CE448E2-1>

For a more detailed listing of applicable documents, refer to Appendix 4 to Annex A of the Statement of Work.

4. **SCOPE**

ECCC requires the services of a Contractor to prepare the instruments and release the balloons twice each day, three hundred and sixty-five (365) days per year, to monitor the data and messages produced, and to ensure the prompt transmittal of the data.

The Contractor will conduct the management and operations of the observing program, and the scheduling of personnel for observing, recording, encoding and transmitting Aerological and Supplementary programs at the times specified below as required to comply with the instructions contained in the "MANUAL OF UPPER AIR OBSERVATIONS" (MANUPP) and various other manual required for Supplementary Programs and the Safety and Health for Meteorological Services of Canada Operations.

Administrative responsibilities include maintaining an inventory of consumable supplies, the preparation of monthly reports detailing the performance of the observing program, shipping and receiving of program related items, and the provision of some technical support in the maintenance of the associated equipment.

The Contractor is to perform Aerological observations at Moosonee Upper Air Station, as described in Section 4, Annex A, and Appendices 1 through 4.

**4.1 AEROLOGICAL OBSERVATIONS:** The Contractor must observe, record, encode and transmit aerological observations, at the times specified below, as required to comply with the instructions contained in the "MANUAL OF UPPER AIR OBSERVATIONS" (MANUPP), and the Atmospheric Environment Service (AES) Electrolyser Manual, as well as other manuals required for the completion of the supplementary program, including regulations relating to Occupational Health and Safety of the Meteorological Service of Canada.

- i) The Contractor must conduct the Aerological observing program by performing two (2) aerological observations per day, one in the morning and one in the evening, every day of the year, including holidays. The work entails testing and preparation of monitoring equipment and instruments, filling balloons with helium lifting gas and releasing of instrument equipped balloons at the specified times below.
- ii) The morning period is 05:30 - 08:30 Eastern Standard Time (EST) (10:30 - 13:30 UTC) and the evening period is 17:30 - 20:30 Eastern Standard Time (EST) (22:30 - 01:30 UTC), for every day of the contract. An aerological observation can be completed as detailed below in three (3) hours. EST release times will be shifted with the time change. UTC times for releases are constant.
- iii) Approximate schedule for aerological observation:

**Morning**

<b>Eastern Standard Time (EST)</b>		<b>Universal Coordinated Time (UTC)</b>
05:30	Begin instrument /balloon preparation	10:30
06:15	Aerological release	11:15
08:15	Completion of flight	13:15
08:30	Finish post flight work	13:30
08:45	Second Release cut off	13:45

**Evening**

17:30	Begin instrument /balloon preparation	22:30
18:15	Aerological release	23:15
20:15	Completion of flight	01:15
20:30	Finish post flight work	01:30
20:45	Second Release cut off	01:45

- iv) A second release may be required due to equipment malfunction, early balloon burst or should the balloon not reach 400 hPa (approximately 8,000 meters or twenty-five (25) minutes after release) or as prescribed by ECCC. A second release can be made up to and including 08:45 (EST) and 20:45 (EST). There is neither additional time nor additional monies for these subsequent releases. A second release may be expected approximately five (5) percent of the time.
- v) Releases must not be attempted in advance of 11:15 UTC for the morning observation period or in advance of 23:15 UTC for the evening observation period. If a release is made prior to these specified times penalties for non-performance may apply. See Appendix 2 to Annex A.
- vi) A delayed release due to radiosonde or balloon rejection during preparation is not acceptable. Radiosonde and balloon equipment preparation time must begin a minimum of

forty (45) minutes prior to the scheduled aerological release allowing sufficient time for the occurrence of rejected equipment. Should a delayed release be identified for the above noted reason, penalties for non-performance may apply. See Appendix 2 to Annex A.

#### 4.1.1 Details of Data Collection

- a) **Balloon Filling:** Balloon filling requires the careful laying out of the aerological balloon on an inflation table and inspecting it for visible signs of damage such as holes or flaws. If the balloon passes preliminary inspection, it is attached to the helium inflation equipment and slowly and carefully filled. The balloon must also be inspected for leaks or flaws during and after inflation. When the balloon is filled with sufficient gas to lift an attached weight, the neck is securely tied so as to ensure no gas leakage. Immediately prior to release the balloon is again checked for leaks and tested to ensure that it has maintained the required amount of lift.
- b) **Ground Equipment:** Ground monitoring, receiving, and processing equipment must be operated in accordance with the user manuals or written instructions provided by the ECCC Project Authority. These instructions are subject to change at the discretion of ECCC. The equipment is automated to the extent that only minimal user interaction is necessary.
- c) **Instrument Preparation:** The radiosonde instrument must be unpacked and inspected for damage or other deficiencies or problems. The individual sensors must be positioned and hooked up to the ground check station. The pressure calibration tape is matched to the instrument to be released and will be passed through the ground equipment paper tape reader or manually entered by the contract resource. Once activated, the radiosonde instrument is placed outdoors in order to acclimatize to current weather conditions.
- d) **Release:** Prior to the scheduled time of release, the instrument must be attached to the balloon and the balloon and instrument released. Every effort MUST be made to release the instrument package at the standard hour of observation minus forty-five (45) minutes. For morning flights this must be at 06:15 EST; and for afternoon flights, release must be at 18:15 EST. Once released, the observer must return indoors and monitor the ascent data. The surface pressure, temperature, humidity and release times are confirmed, and any necessary adjustments are made via the monitoring equipment and computer. The Contract resource must contact the appropriate Flight Service Station, to notify staff that a balloon filling and release is imminent.
- e) **Delayed release:** A delayed release due to radiosonde or balloon malfunction during preparation is not acceptable. Radiosonde and balloon equipment preparation time must begin a minimum of forty-five (45) minutes prior to the scheduled aerological release. This will allow sufficient time for the occurrence of rejected equipment. Should a delayed release be identified for the above noted reason, penalties for non-performance may apply. See Appendix 2 to Annex A.
- f) **During the Ascent:** During the ascent, the Contractor must monitor the system for instrument malfunctions or for an early balloon burst. This requires periodic monitoring of the various outputs from the ground equipment including the incoming data. The ground equipment prepares and transmits messages containing data from the balloon ascent. The observer must ensure that successful transmission of these messages occurs at the appropriate times.
- g) **Post- Flight:** Following the termination of the ascent, the observer must ensure that all data is processed and that the transmission of all data is complete. Archive data must be forwarded to Headquarters as instructed by the designated Project Authority. The data must also be backed up on the station. Information such as radiosonde

serial number, height achieved, temperature and wind speed must be entered on a spreadsheet to aid in the preparation of month end summaries and reports. Upon completion of these tasks, all ground equipment must be shut down.

- h) **Second or Additional Releases:** A second release may be required due to equipment malfunction or early balloon burst should the balloon not reach an acceptable height is of 8,000 meters (400hPa or 25minutes after release) or as prescribed by ECCC. A second release can be made up to and including 8:45 EST and/or 20:45 EST. There is neither additional time nor additional monies paid by ECCC for these subsequent releases. All expendable components (radiosondes, balloons, and gas) are the responsibility of ECCC. A second release is normally required only 1 or 2 times per month.
- i) **Aerological Message Transmission:** If the aerological messages are transmitted late, the aerological sounding will be considered "DELAYED". If the messages are not transmitted within one (1) hour of the required transmission times, the sounding will be considered "MISSING". Factors contributing to DELAYED or MISSING observations must be clearly detailed and submitted to the Project Authority by email within thirty (30) minutes of the occurrence.
- j) Penalties for non-performance apply for delayed or missing observations resulting from the contract resources failing to attend the work site for any reason other than the occurrence of specific conditions. Please refer to Appendix 2 to Annex A for the list of conditions.
- k) The administration required to operate the program are estimated to be a maximum of (2) two hours per week. For billing purposes these are to be included in the all-inclusive rate of the Contractor.

**4.2 SUPPLEMENTARY SCIENTIFIC PROGRAM TASKS:** The Contractor must perform the following supplementary programs. These observations must be performed in accordance with ECCC standards manuals. Unless otherwise noted, these programs can be completed during the aerological ascent and will not cause the contractor to incur additional hours. This may also include the requirement to perform checks and maintenance on Helium balloon inflation systems, archiving FSS notification, routine equipment maintenance and monthly reports, etc.

- a) **Disposal and Mailing of Reports and/or Abstracts** - The original copies of the meteorological records and/or abstracts shall be forwarded promptly at a frequency and to an office designated by the Project Authority. The Project Authority will provide a list of phone numbers and forwarding addresses for the same in a separate letter after acceptance. Carbon copies of all records and abstracts shall be retained on the station for a period designated by the Project Authority.
- b) **Health Canada Air Sampler** – The air filters must be forwarded promptly at a frequency of once a month to an office designated by the Project Authority. This work can be completed in conjunction with the aerological observation and will not incur additional cost. The Project Authority will provide a list of phone numbers and forwarding addresses for the same in a separate letter after acceptance. All shipping costs will be paid for by Health Canada.
- c) **Health Canada Monthly Total Water Sample** – The precipitation collector must be drained on a daily basis into a container. Once a month, the container must be decanted and shipped an office designated by the Project Authority. This work can be completed in conjunction with the aerological observation and will not incur additional cost. The Project Authority will provide a list of phone numbers and forwarding addresses for the same in a separate letter after acceptance. All shipping costs will be paid for by Health Canada

- d) Environment Canada Daily Climate Summary – Temperature and precipitation amounts are measured twice daily and recorded electronically and on a 2304 form. The electronic form is submitted to the designated project authority and the carbon copies of all records and abstracts must be retained on the station for a period designated by the Project Authority.

#### 4.3 OTHER RELATED TASKS:

- a) **Air Traffic Control Notification:** The Contractor must make a telephone call to a NavCanada Community Airport Radio Station or appropriate designated office to advise of the radiosonde balloon release and follow any instruction (i.e. delay release due to inbound aircraft).
- b) **Archiving:** The Contractor will be responsible for archiving the Navaid data. The data must be E Mailed to a designated E Mail address provided at contract award.
- c) **Reports:** The Contractor must complete and submit the monthly Aerological Record to the designated project authority that includes the following information:  
i) Monthly station record: to include observer performance summary, radiosonde rejection, ground equipment summary, staff on hand, and narrative describing the overall functioning of the station for the past month  
ii) Stock Report: ensure accurate inventory of meteorological supplies on hand (radiosondes, balloons, helium supply, and other miscellaneous items)
- d) **Repairs:** Repairs may be required on the helium generator or other equipment of facilities. When problems are noted during normal use/or testing, the problem will be reported to the Site Authority, or in their absence, to a representative identified by ECCC as soon as practicable. The Contractor may be required to assist in the repairs to the hydrogen generator. Work performed outside the hours listed for morning & evening balloon release will be paid at the hourly rate submitted in the Basis of Payment.
- e) **Supplies:** The Contractor must accept and properly store the instruments and supplies (including picking up the mail and forwarding as required). The Contractor must pack and offer for shipment items such as meteorological records and computer components. ECCC will be responsible for shipping costs.
- f) **Routine Equipment Maintenance:** The Contractor must, while completing its duties, perform routine maintenance of meteorological equipment supplied to the station. This will include, but is not limited to, verifying the accurate operation of the equipment and notifying the appropriate technical authority or agent if repair or replacement of the equipment is required, changing and notation of charts where required, inking or replacement of recorder pens, winding and setting of clocks, removal of snow from instruments in the meteorological compound and other routine maintenance as described in the applicable AES instrument manuals.
- g) Important to note is that ECCC is currently undertaking a modernization of its aerological observing network. The current electrolytic hydrogen generators and helium tankers are being replaced with a new generation of hydrogen generators referred to as HOGEN. The modernization is expected to take several years. Should an upgrade occur at the station during the life of this contract, training to all qualified observers will be provided by ECCC at no cost to the Contractor. Flight time will not be affected.



- h) **Additional On-request Work Requirements:** The Contractor may be required to perform other duties. These duties may or may not be meteorologically related. The Contractor will only complete these duties on the instruction of the Project Authority or a Technical Services Officer. The Contractor must complete these duties in a timely fashion. These duties will include such things as minor facility maintenance or equipment repair not identified elsewhere in the contract. If such work is required and can be completed during the regular aerological observation, additional compensation will not be paid. If the work cannot be accomplished during the regular aerological observation and requires the Contractor to return to the site, additional compensation will be paid.
- i) The Contractor may be required to perform additional aerological observations to support research activities. If required, these observations will be paid for at the rate for aerological observations submitted in the Basis of Payment. (There is no guarantee these observations will be required.)

**5. LOCATION OF THE WORK**

The work must be performed at the ECCC Moosonee Weather Station at the Moosonee Airport and cannot be performed remotely.

Moosonee Weather Station Building:





**6. LANGUAGE OF THE WORK**

The work and all deliverables required of the work must be presented in English.

**7. TRAVEL**

Travel will be at the Contractor's expense.

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**Appendix 1 to Annex A  
Additional Requirements of the Work  
under the Resulting Contract**

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**1. OPERATIONS**

**1.1 Contractor Responsibilities**

- 1.1.1. The Contractor must provide a telephone number, fax number and an e-mail address. The phone, fax and email must be operational for the duration of the contract and monitored during the times when the station is not attended. This should be included in the bid submission but may be provided prior to contract award.
- 1.1.2. The Contractor must be responsible for the provision of mail service to the weather station. If direct mail delivery to the weather station is not available the Contractor must obtain a separate post box, the annual costs of which must be the responsibility of the Contractor. The Contractor must ensure the post box is transferrable and must not change with a change in Contractors.
- 1.1.3. The Contractor must prepare a radiosonde instrument package and inflate a large latex balloon with Helium gas according to the established safe work practices and procedures.
- 1.1.4. The Contractor must release the radiosonde and balloon assembly and monitor the sounding equipment to ensure the successful transfer of data from the radiosonde to the computer equipment.
- 1.1.4. The Contractor must monitor the computer equipment software to ensure the data bulletins are successfully transmitted and successfully received by the Meteorological Service of Canada's telecommunications network.
- 1.1.5. The Contractor must ensure all equipment is kept clean and operational and not subject to neglect or abuse as well as maintaining the equipment according to the applicable instrument manual and/or instructions received from the Project Authority.
- 1.1.6. The Contractor must follow the proper communications protocol as provided by ECCC. The communications equipment will be used for authorized ECCC purposes only. In the event of communications equipment failure, the Contractor must use an approved alternate method of data transmittal. The Contractor must report any malfunction of the communications equipment immediately to the Project Authority or designated representative.
- 1.1.7. The Contractor must accept and properly store instruments and supplies. The Contractor must pack for shipment items such as helium cylinders, radiosondes and computer components, as and when required. Storage space is provided by ECCC.
- 1.1.8. The Contractor must perform an actual physical count of upper air expendable stock on site on the last day of each month and must ensure an adequate quantity of meteorological supplies are available at the station.
- 1.1.9. The Contractor must requisition, annually, all meteorological supplies, forms, charts and other items from the Project Authority. ECCC is responsible for the cost of the meteorological supplies.
- 1.1.10. The Contractor must report to the Project Authority via telephone or email whenever a shipment of supplies has been received on site or when a shortage of supplies is foreseen.

- 1.1.11 The Contractor must report any issues with the operation of the equipment or facilities to the Project Authority or designate identified by ECCC as soon as they are noted.
- 1.1.12 The Contractor must consult with the Project Authority prior to attempting unscheduled maintenance or repairs on meteorological sensors or other station equipment.
- 1.1.13 The Contractor must return to ECCC, upon closure of the contract, all equipment and unused meteorological equipment and supplies made available to the Contractor for the performance of the contracted services. The Contractor must return all equipment and supplies in good condition except for ordinary deterioration due to use and time. The Contractor must complete an inventory of all equipment, instruments and supplies with a representative of ECCC at the commencement and closure of the contract.
- 1.1.14 The Contractor will not be responsible for the loss of or damage to the equipment supplied by ECCC unless such damage or loss results from the negligence or abuse of the equipment by the Contractor or contract resources. The Contractor or contract resources will immediately report, to the Project Authority, any defects or damage to the supplied equipment.
- 1.1.15 The Contractor (assisted by an ECCC representative) must complete an inventory check of all equipment, instruments and supplies at the commencement and closure of the contract.
- 1.1.16 The Contractor must forward original meteorological records and/or electronic files within the timelines specified by the Project Authority. Approved electronic forms may be used in place of paper forms. Legible copies of all meteorological records and electronic files must be retained on station for a period designated by the Project Authority. All postage will be paid by ECCC.
- 1.1.17 The Contractor must, no later than five (5) days of the end of the month, submit a monthly Aerological Station Record to the designated project authority that includes the following information:
- Quality Control Report - to include observer performance summary, radiosonde rejection information, ground equipment summary, staff on hand, and a narrative describing the overall functioning of the station for the past month.
  - Stock Report: report accurate inventory of meteorological supplies on hand (radiosondes, balloons, helium supply, and other miscellaneous items).
- The monthly aerological Station Record is a condition precedent to the right of the Contractor to receive payment. An approved electronic form must be utilized and emailed to a designated Email address.
- 1.1.18 Temporary or permanent living accommodation for the Contractor and contract resources are the responsibility of the Contractor. The weather station facilities must not be used for living or sleeping quarters nor temporary or permanent storage of personal property.
- 1.1.19 The Contractor is responsible for the logistics of getting contract resources to and from the weather observing station and the associated costs are the sole responsibility of the Contractor and/or contract resources.
- 1.1.20 The Contractor must ensure all privately owned motor vehicles, ATV's and snow machines operated in the vicinity of the weather station fully comply with Provincial, Territorial, Regional and Hamlet/Town regulations and must be properly licensed and insured with coverage as identified in Resulting Contract Annex E, Insurance Requirements.
- 1.1.21 The Contractor must ensure the weather observing station and associated facilities are operated and maintained in an environmentally responsible manner.

- 1.1.22 The Contractor must maintain the records associated with each sounding and the supplementary programs. This includes but is not limited to completing checks and maintenance logs, recording serial numbers, balloon release times, instrument readings and archiving data. Legible copies of all designated records and/or abstracts must be retained on station for a period designated by the Project Authority. The administration and documentation associated with the aerological observation program and the supplementary scientific programs can be completed during the aerological balloon observation time and will not cause the Contractor to invoice for additional work.
- 1.1.23 When requested, the Contractor or his designated Station Manager must meet with an ECCC representative on-site.
- 1.1.24 The Contractor's must purchase and provide materials required to perform routine housekeeping duties on site. These supplies include but are not limited to: garbage bags, toilet tissue, Kleenex, paper towels, cleaning supplies, etc. The cost for these materials must be included as part of the firm, all-inclusive rates provided by the Contractor under Annex B, Basis of Payment; there will be no separate reimbursement for these costs outside the firm, all-inclusive hourly rates.
- 1.1.25 The Contractor must purchase and provide all routine stationery and other office supplies such as, but not limited to, paper, pens, pencils, tape, paper clips, stapler, etc. The cost for these materials must be included as part of the firm, all-inclusive rates provided by the Contractor under Annex B, Basis of Payment; there will be no separate reimbursement for these costs outside the firm, all-inclusive hourly rates.
- 1.1.26 The contractor must ensure that all compressed gas cylinders are properly prepared, labelled and have the required documentation before shipping.

## 1.2 **Environment and Climate Change Canada (ECCC) Responsibilities**

- 1.2.1 ECCC will make available to the Contractor, without charge, all facilities, meteorological equipment and meteorological supplies (excluding transportation equipment and yard maintenance equipment) required at the station for the completion by the Contractor of the aerological observing duties and supplementary tasks.
- 1.2.2 ECCC is responsible for the provision and payment of a standard telephone service to the weather station. Long distance charges incurred for the transmission of weather information, reporting instrument defects or failures, or for matters relating to the ongoing operations of the weather observing contract will be paid for by ECCC. All unauthorized telephone charges will be at the expense of the contractor.
- 1.2.3 ECCC is responsible for the payment of a local Internet service provider for administrative email purposes at the weather station.
- 1.2.4 ECCC will supply the necessary Meteorological communication equipment which includes station computers complete with modems and software. Where required, spare equipment will be supplied. The Contractor must use this equipment solely for the purpose of collecting, transmitting or archiving information relevant to the meteorological operations of the station, or for transmitting data from other stations as required.

- 1.2.5 ECCC will ensure all necessary equipment and meteorological instruments needed for the operation of the surface observing program is available to the Contractor at no cost. A complete detailed listing of specific station equipment and instruments will be made available from the Project authority upon commencement of the term of the Contract. Listing of the meteorological equipment specific to the station:
- a. **Digital Electronic Barometer** - A digital station barometer for use in determining atmospheric pressure. ECCC will install equipment inside the office facility.
  - b. **Precipitation Measuring Gauges** – used for measuring amounts of liquid, precipitation or water content of snow. The receiving instruments are located outdoors in the meteorological instrument area. These include a Type B Rain Gauge, a Nipher Snow Gauge and snow rulers.
  - c. **Recording Rain Gauge** – used for measuring rainfall intensity. The receiving instrument is located outdoors in the meteorological instrument area. Data are gathered by the receiving instrument and is transmitted via cable to a datalogger.
  - d. **Stevenson Screen** – housing temperature and temperature extreme measuring equipment (mercury and alcohol filled thermometers). Stand is mounted outdoors in meteorological instrument area.
  - e. **Wind Speed Direction & Detection** – Detecting instruments are mast-mounted outdoors and information gathered by these is transmitted via cable to indoor mounted indicating instruments.
  - f. **Instrument Cabinets** – used to house indicating and recording equipment. The cabinet is located indoors.
  - g. **Communication Equipment** – PC driven WinIDE system and backup.
  - h. **Navaid aerological Observing System** – used for the acquiring and processing of upper air data using a Loran C or a GPS satellite positioning system and balloon-carried radiosonde instrument.
  - i. **Aerological Balloon Inflation Facilities** – used to inflate balloons with helium for upper air soundings. The actual helium storage equipment makes up part of this and is in the form of individual gas cylinders stored within the inflation room.
  - j. **Stand-By Generator** – Used to provide backup power for the aerological program equipment.
  - k. **Helium** – provided in the form of bulk packs which are shipped by rail at no cost to the Contractor.
- 1.2.4 ECCC is responsible for the inspection and acceptance of all aspects of the weather observing program and operations. ECCC is also responsible for ensuring the timeliness of reporting, accuracy of data and adherence to procedures and standards are being met.
- 1.2.5 ECCC has the authority to recommend and implement changes to the upper air program and to order the de-certification of any employee found to be lacking in the ability, or demonstrating negligence or unreliability, in completing the duties of a contract weather observer.

## 2. CONTRACTOR RULES OF CONDUCT AT THE WEATHER STATION

- 2.1 The Contractor must ensure, while on duty, the performance of observational duties and supplementary tasks is the first priority of all the contract resources.
- 2.2 The Contractor must ensure that no other commercial business is performed by contract resources at any time while on the provided premises, or when utilizing ECCC products available over the supplied communications system or using data collected as part of the weather observing contract.
- 2.3 The Contractor must ensure that no alcoholic beverages or illegal drugs are brought onto the station property.
- 2.4 The Contractor must ensure that no resources under the influence of alcohol or illegal drugs perform the duties of an observer. Staff impaired or impeded by prescription drugs must not take weather observations.
- 2.5 The Contractor and contract resources must follow the proper communications protocol as defined by ECCC's Policy on the Use of Electronic Networks. The weather station communications services must only be used for the transmission of weather information, reporting of instruments defects or failures, or matters relating to the ongoing operations of the weather station. To fulfil international commitments and comply with the directives of the World Meteorological Organization, all contract resources will be provided with a Government of Canada network email account used to transmit the Upper Air data. All contract resources must be provided with the ECCC's Policy on the Use of Electronic Networks. Contract resources must abide by this Network Policy.
- 2.6 Misuse of ECCC computing and communications equipment, including downloading of files from media such as the Internet (unless specifically related to the observing program), installing additional software (games, videos, etc.) is strictly prohibited. ECCC Corporate Services Branch will determine the consequence of failure to comply with this policy and may constitute grounds for immediate de-qualification of the contract resource involved and possible termination of the Contract for Cause. All costs associated to any misuse will be the Contractor's responsibility.
- 2.7 The Contractor or contract resources must not involve the weather station in any local issues or other forms of current events. Requests for comment from the media or other representatives of public or private groups must be directed to the Project Authority. The Contractor or contract resources must not provide comment or opinion on any issue on behalf of ECCC.
- 2.8 The Contractor, or contract resources, must not alter or amend an aerological observation nor provide interpretations of aerological/weather forecast products. Aerological observations may be altered or changed only on the direction of an identified representative of ECCC as specified in the Manual of Surface Weather Observations.
- 2.9 The Contractor and contract resources must co-operate in a professional, courteous and civil manner with the Project Authority, with Government of Canada employees, and with members of the general public, in order to ensure the health and safety of personnel accessing the station, the safety of the equipment and buildings and integrity of the data collection program.
- 2.10 While performing any work under the Contract, the Contractor and contract resources must communicate and conduct themselves in a manner which promotes a respectful workplace. Treating all people with respect, dignity and fairness is required at all times to create and maintain a safe and healthy workplace that is free from harassment and discrimination.

### 3. CONTRACT PERSONNEL REQUIREMENTS

#### 3.1 REQUIREMENTS

- 3.1.1 The Contractor must provide and supervision of a **minimum of three (3)** persons (including one station manager) capable of being trained and site authorized as Upper Air Observers for the duration of the contract. This will allow for operations to continue 365 days a year. This is a **mandatory** requirement.
- 3.1.2 The Contractor must ensure all aerological observations are recorded, coded and transmitted by contract resources trained and/or certified by ECCC.
- 3.1.3 The Contractor must ensure all work (aerological) is performed by qualified contract resources and qualified by ECCC. A contract resource's qualification will lapse if the resource does not complete two aerological observations in a sixty (60) consecutive day period; or does not, in any other way, conform to the aerological Observer Qualification Policy.
- 3.1.4 The Contractor must designate one of the three contract resources listed above as the Station Manager.
- 3.1.5 The Contractor must notify the Project Authority of any proposed contract resource changes a minimum 60 days in advance of the proposed personnel change. The proposed change is subject to approval by the Project Authority.
- 3.1.6 The Contractor must provide a letter signed by the candidate(s) indicating his or her willingness to work for the Contractor and undergo the necessary training and security clearance.
- 3.1.7 ECCC may refuse any proposed contract resources that the Project Authority deems not to have acceptable qualifications to perform the work required. This will include any individual deemed unreliable or negligent in the duties and responsibilities of the contract resource.
- 3.1.8 The Contractor must take all necessary action to ensure that the principles outlined in Provincial, Territorial, and Federal Labour Codes are followed. The Contractor must ensure that Codes are met and that all persons on the weather station premises are provided a safe, healthy, and harassment-free working environment. Failure to comply with Labour Codes may result in the termination of the Contract.
- 3.1.9 The Contractor must ensure that all contract resources and designated station manager perform a minimum of one (1) complete aerological observation a minimum of once every 60 calendar days.
- 3.1.10 At the discretion of the ECCC Project Authority and Technical Authority, the site authorization of an contract resource may be revoked if the resource does not perform one complete aerological observation a minimum of once every 60 consecutive calendar days.

#### 3.2. Observer Training

- 3.2.1 If the contract resources have not been previously trained and site authorized by a representative of ECCC, the Contractor is responsible for making arrangements for these resources to proceed to Stony Plain, Alberta, to successfully complete the Aerological Observers course prior to reporting to the weather station. These training costs are the responsibility of the Contractor, and for billing purposes are to be included in the all-inclusive firm hourly rates in the Basis of Payment.



- 3.2.2 The Contractor is responsible for all costs in getting contract resources identified in the bid to proceed to Stony Plain Alberta for aerological observing training prior to their assignment to the weather observing duties. The Contractor is responsible for all costs for contract resource expenses including but not limited to; contract resource labour fee, travel, meals, accommodations and transportation to/from the training facility.
- 3.2.3 ECCC will provide the services of a qualified aerological Instructor to present the aerological Observing course. For the purpose of new contracts, ECCC will assume the cost of providing the instructor for training during the initial first year of the contract.
- 3.2.4 Subsequent to aerological Observer training provided at the onset of this contract and not including the first year, the Contractor will be allowed one training seat per contract year on a regularly scheduled Contract aerological Weather Observing Course. Costs for the tuition will be borne by ECCC. The Contractor must be responsible for all other training costs, including but not limited to, transportation, accommodation, living allowance, and rates for the resource(s) of the Contractor.
- 3.2.5 The minimum training period for new weather observers with no previous training or experience shall be: 10 working days for the aerological (Upper Air) program (not including weekend or holidays). All costs associated with the contractor or contractor's employees attending training sessions (including transportation, meals, accommodation and salaries for trainees) shall be the responsibility of the Contractor.
- 3.2.6 For planning purposes, tuition costs for training courses after the initial first year of the contract may be charged, when applicable, to the Contractor at the following rate:
- aerological Observing - \$3000.00 per student
- 3.2.7 Contract resources that do not successfully complete the aerological Observers course in Stony Plain will not be permitted to perform aerological observations nor be granted a Site Authorization to do so.
- 3.2.8 Trainees must complete Workplace Hazardous Materials Information System Regulation (WHMIS) and Transportation of Dangerous Goods (TDG) certification training. Failure to successfully complete the WHMIS and TDG certification training will result in termination of training for that particular resource. All costs arising from this removal, including replacement of the unsuccessful trainee by another trainee, will be the sole responsibility of the Contractor. The Contractor must ensure that all staff who ship and/or receive dangerous goods (such as compressed helium cylinders, batteries) maintain Transportation of Dangerous Goods training and certification necessary to comply with the legislation.
- 3.2.9 While on course, all trainees must behave in a professional manner. Tardiness or disruptive behavior will not be tolerated. Arriving at the Training Centre in an intoxicated or impaired condition will result in immediate removal from the course. All costs arising from this removal, including replacement of the unsuccessful trainee by another trainee, is the sole responsibility of the Contractor.
- 3.2.10 Requests for training must be submitted to ECCC in writing. The written request must be received by the Project Authority at least six (6) weeks or thirty (30) working days prior to the commencement of training. Exceptional cases may be addressed through consultation and negotiation with the Project Authority.
- 3.2.11 ECCC is committed to increased employment opportunities for Indigenous Canadians (Status and non-Status Indians, Métis and Inuit). Contractors are encouraged to employ Indigenous Canadians in their programs. To assist Contractors in this regard, the cost of one tuition per year for one (1) Indigenous person, during the life of this Contract, will be waived. The Contractor will still be responsible for all other costs including, but not limited to, transportation, accommodation, living allowance and wages for the resource(s) of the Contractor.



### 3.3 Certification of Observers

- 3.3.1 The site authorization/qualification will consist of an initial audit of the contract resource's practical performance.
- 3.3.2 The initial site certification of weather observers shall be undertaken at a mutually agreeable time. All observers involved in the contract observation program shall be certified at the specific site at which the aerological observations are taken. Certification is not transferable between stations. ECCC will conduct annual site certification for all contract resources.
- 3.3.3 The Contractor must provide a shift schedule to the Project Authority for the period of the Site Authorization of all observers. The shift schedule must be received by the Project Authority a minimum of 30 days prior to the commencement of the Site Authorization process and must meet the Project Authority's approval. The intent is to ensure the Site Authorization process is completed in a cost effective and practical manner.
- 3.3.4 The Contractor must provide a minimum of six weeks' notice to the Project authority for site certification required that is not directly following the Upper air training course.
- 3.3.5 The observer's site authorization/certification will "lapse" and be subsequently revoked if an observer does not perform a complete aerological observations a minimum of once every 60 consecutive days.
- 3.3.6 The observer's site authorization/qualification will be immediately suspended if the resource resigns or is otherwise released from the employ of the Contractor.
- 3.3.7 ECCC may revoke any observer's qualification whenever there is cause to believe the observer's performance fails to meet observing standards as prescribed in MANUPP with respect to accuracy and timeliness.
- 3.3.8 Negligence of duties or the wilful dissemination of false or erroneous weather information will result in de-qualification of the observer.
- 3.3.9 Failure to abide by the stated rules of conduct may result in the revoking of an observer's qualification.
- 3.3.10 An on-site evaluation of the observer's work by a representative of ECCC will be conducted prior to the revoking of an observer's qualification.
- 3.3.11 While an observer's qualification is suspended or revoked, that observer is not permitted to perform aerological observations or conduct supplementary duties.
- 3.3.12 When the requirement for qualification of an observer results directly from the awarding of a contract, or results from the one training seat per option period of the contract, the costs associated with providing an officer of ECCC to conduct the Site Authorization will be borne by ECCC.
- 3.3.13 When the Contractor requests the qualification of an observer not directly following the awarding of a contract, the Contractor may be responsible for the cost of the qualification in the amount of \$1500.00 per resource. The Contractor is also responsible for necessary transportation, accommodation, living costs and the costs involved to perform the qualification.
- 3.3.14 The Project Authority or ECCC technical services officer has the authority to recommend and implement changes to the observing program, and to order the de-qualification of any observer found to be lacking in ability, demonstrating negligence or unreliability, in completing the duties of a contract weather observer. Details can be found in the ECCC, P&NR Observer Qualification Policy.

#### 4. FACILITIES

- 4.1 ECCC will provide necessary facilities and compound for the operation of the aerological observation program. The indoor facilities will include necessary washroom facilities. All utilities necessary to operate the station, including heat, running water, lighting and power are the responsibility of ECCC and provided at no charge to the Contractor. The Contractor will follow energy efficient practices when using the provided facilities.
- 4.2 The Contractor must ensure the facilities provided are used for the sole purpose of the aerological operational program only and no additional commercial or personal business dealing shall be conducted from the premises unless pre-approval is obtained from the Project Authority.
- 4.3 The Contractor must ensure only individuals involved in taking observations as part of the contract, or otherwise involved in the cleaning and/or maintenance of the facilities, use the supplied facilities.
- 4.4 The Contractor must maintain the meteorological compound by ensuring the grass is regularly cut, watered, and generally maintained. All equipment required to maintain the compound is the sole responsibility of the Contractor. During the winter season the contractor must ensure all sidewalks and walkways to and from the compound are kept clean of snow and ice. All doorways immediately around the balloon inflation and aerological must also be kept clear of snow and ice. All equipment required to maintain walkways is the sole responsibility of the Contractor. In some cases the snow removal at the compound may be arranged through a liaison with the local Airport Authority. Such arrangements are strictly between the Contractor and the local airport authority however details of such arrangements must be made know to the Project Authority.
- 4.5
- 4.6 The Contractor must arrange for, or provide, general housekeeping services. This must include, but not be limited to: keeping the floors clean, swept or vacuumed, the interior walls and windows cleaned and the daily removal of litter and waste. All cleaning or janitorial supplies and equipment, or services required to maintain the cleanliness of the weather observing facilities, are the sole responsibility of the Contractor.
- 4.7 The Upper Air station is a Federal Workplace, therefore, the Contractor and all contract resources must ensure that the Federal Government "No Smoking" policy is observed while using the supplied facilities.
- 4.8 The Contractor will not remove, modify, or otherwise change any aspect of the provided facilities, property, or equipment without prior written approval and guidance from the Project Authority. The Contractor must report immediately any defect in the facilities, property or equipment to the Project Authority.
- 4.9 The Contractor is responsible for all costs associated with injury or accident arising out of the Contractor's negligence (e.g. appropriate warning signs were not correctly posted or improperly using equipment and safety gear when maintaining, repairing or cleaning facilities).
- 4.10 The Contractor will not be responsible for the loss of or damage to the equipment supplied by ECCC unless such damage or loss results from the negligence or abuse of the equipment by the Contractor or contract employees. The Contractor or staff must immediately report any defects or damage to the supplied equipment to the Project Authority. The Contractor must immediately notify the Project Authority if repair or replacement of the equipment is required.
- 4.11 The Contractor, or designated station manager, must attend all local airport operations meetings and Health and Safety meetings as required.
- 4.12 The Contractor must ensure the provided facilities are secured and locked and windows closed when not in use.

## 5. HEALTH AND SAFETY

### 5.1 Contractor Responsibilities

- 5.1.1 The Contractor must adhere to all applicable regulations provided in Federal, Provincial Codes and Part III of the Canada Labour Code regarding hours of work and other Labour Relations Articles.
- 5.1.2 The Contractor must comply with all regulations in Part II of the Canada Labour Code with respect to Occupational Safety and Health.
- 5.1.3 The Contractor must post in the workplace in a location accessible to all resources, Part II of the Canada Labour Code and the name and telephone number of the designated safety representative, (if required). All other printed or safety material or information as directed by a Safety Officer or the Project Authority shall be similarly posted.
- 5.1.4 The Contractor must ensure that all contract resources are aware of known and foreseeable safety or health hazard in the workplace. These must include, but not limited to, hazards associated with balloon filling, the use of compressed gas and health and safety hazards associated with mercury.
- 5.1.5 The Contractor must ensure that all hazardous material and substances are identified, labelled correctly and stored and handled safely.
- 5.1.6 The Contractor must ensure that all protective equipment required for the safety of employees is available and in good repair and all employees are aware of the correct use of the protective equipment.
- 5.1.7 The Contractor must investigate and record all known accidents or other hazardous occurrences in the workplace. If necessary, the Contractor must prepare a complete Hazardous Occurrence Investigation Report, (Labour Canada form 369) and forward copies to the Project Authority and the ECCC Human Resources Office in the respective Region. Other copies shall be filed with the local Airport Authority as required.
- 5.1.8 The Contractor must comply with all oral or written directions provided by the site Safety Officer or agent of Health Canada.
- 5.1.9 Where the work is performed, the Contractor must comply with all Standing Orders and all other Regulations in force relating to the safety of persons on the station and the protection of property against loss or damage from any and all causes.
- 5.1.10 The Contractor must adhere to all fire regulations as specified by the Airport Authority or Project Authority.
- 5.1.11 All matters affecting the health and safety of weather observing resources or other individuals working in or around the weather observing station, must be brought to the immediate attention of the local official and the Project Authority.
- 5.1.12 The Contractor or designated station manager must complete the monthly station Occupational Safety and Health (OSH) check list and forward at month end to the Project Authority.
- 5.1.13 A mercury spill clean-up kit will be provided by ECCC (if required). The Contractor must report a spill and attempt a cleanup of any mercury spills immediately. A mercury spill will be considered a hazardous occurrence.
- 5.1.14 The Contractor must comply with WHMIS (Workplace Hazardous Material Information System) legislation. This must include but not be limited to: ensuring all controlled products as defined under WHMIS are identified with the correct labels; ensuring valid Material Safety

Data Sheet (MSDS) is available for each identified controlled product; training of all staff in the safe and correct handling, storage, and use of each controlled product.

- 5.1.15 The Contractor must ensure that all staff who ship and/or receive dangerous goods (such as compressed gas cylinders, batteries), have and maintain Transportation of Dangerous Goods (TDG) training and certification necessary to comply with the legislation.
- 5.1.16 The Contractor must ensure that all compressed gas cylinders are properly stored, prepared, labelled, and have the required documentation prior to shipping.
- 5.1.17 The Contractor must supply to ECCC, within thirty (30) days of the commencement of the contract, proof of certification of all employees in Workplace Hazardous Material Information System training.
- 5.1.18 The Contractor must supply proof of certification within thirty (30) days of commencement of the contract that at least one member on the staff have completed training in the Transportation of Dangerous Goods Act.
- 5.1.19 The Contractor and all contract resources must strictly adhere to all fire and general safety regulations applicable at their station. All matters affecting the health and safety of weather observing staff or other individuals working in or around the weather observing station must be brought immediately to the attention of the Project Authority.
- 5.1.20 The Contractor must supply proof of Workers' Compensation coverage for all employees in the Province in which the work is to be performed.

## **5.2 Environment and Climate Change Canada (ECCC) Responsibilities**

- 5.2.1 Under the Provisions of Part II of the Canada Labour Code (CLC), ECCC will ensure that all facilities, machinery, instruments and protective devices, meet the standards set out in the Canada Labour Code Regulations. These include buildings, steps and walkways, guard rails and entries to and exits from the workplace. ECCC will also ensure that ventilation, lighting, and noise levels comply with CLC regulations.
- 5.2.2 ECCC will ensure that electrical distribution systems, generators and instrument installations meet the Canada Labour Code regulations and/or Provincial Electrical Code Standards.
- 5.2.3 ECCC will provide, sanitary and personal facilities.
- 5.2.4 ECCC will provide fire extinguishers, first aid kits, and mercury spill clean-up kits.
- 5.2.5 ECCC will provide information on current MSDS (Material Safety Data Sheets) for all known WHMIS controlled products on site prior to the commencement of the contract and upon request for the duration of the contract.
- 5.2.6 ECCC will provide personal protective equipment for hazards associated with balloon filling or mercury spills or contamination. This equipment shall include hearing and eye protection, safety gloves and mercury spill clean-up kits.
- 5.2.7 ECCC will provide information to the Contractor regarding known or foreseeable workplace hazards such as those associated with balloon filling, compressed gases, or mercury.
- 5.2.8 ECCC will monitor the Contractor's compliance with Health and Safety procedures and regulations through annual facilities and observing program inspections or independent audits.

### **5.3 Emergency Plans**

- 5.3.1 The Contractor, in consultation with the Project Authority, must prepare and submit an Emergency Action Plan for approval detailing procedures to be followed by all staff in cases where extraordinary events, such as power failures, severe weather, natural disasters or other events beyond the control of the Contractor or his staff, may interfere with or prevent the weather observation duties.
- 5.3.2 The Emergency Action Plan must address alternate methods of providing aerological observations and an employee call-in procedure to maintain the program. The plan must also include a user notification plan detailing the individuals or agencies to be notified both during any program interruption and following the normal resumption of business.
- 5.3.3 The Contractor must ensure that all contract resources are aware of this plan and the procedures to be followed in such instances.
- 5.3.4 The Contractor must complete the Emergency Action Plan within thirty (30) days of the commencement of the contract. This action plan must be forwarded to the Project Authority within this thirty (30) day time frame.

### **5.4 WHMIS and Transportation of Dangerous Goods (TDG)**

- 5.4.1 The Contractor must comply with the Workplace Hazardous Material Information System (WHMIS), the Transportation of Dangerous Goods Act - Land (TDG) and all applicable Occupation Safety and Health (OSH) regulations.
- 5.4.2 The Contractor must provide, within thirty (30) days of the start of the contract: Site specific Occupational Safety and Health (OSH) Plan including Emergency Action Plan as detailed in the Statement of Work, Annex "A", contained herein.

### **5.5 Material Safety Data Sheets (MSDS)**

- 5.5.1 MSDS sheets for all known ECCC provided hazardous chemicals on-site will be made available to the Contractor prior to contract commencement. The Contractor must ensure the station MSDS sheets are kept current and new MSDS sheets are ordered from the Project Authority as and when required.

If the Contractor brings hazardous chemicals to the station, it will be the Contractor's responsibility to provide up to date MSDS sheets for each hazardous chemical.

## **6. Other**

- 6.1 In order to assist the Contractor in achieving and maintaining acceptable standards of operation to the satisfaction of the Project authority, ECCC will provide the services of a qualified ECCC Officer to inspect the station and records on an annual basis.
- 6.2 Due to issues such as human resources and automation, ECCC retains the right to terminate the contract without penalty upon sixty (60) days written notice; or, in part, (de-scoping) upon sixty (60) days written notice by ECCC. If the requirement is descope, a new acceptable monthly/daily/hourly rate will be negotiated.
- 6.3 Access to facilities and equipment necessary in the performance of the work shall be provided through arrangements made by the Project Authority. There will, however, not be day to day supervision of the Contractor's activities nor control of hours of work.

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**APPENDIX 2 to ANNEX A  
PENALTIES FOR NON PERFORMANCE**

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Penalties for non-performance may apply in the event of delayed or missing aerological data, as described below.

For aerology work and the purpose of non-performance penalties only, an aerological observation will be considered to be 3 hours in length.

1. **NORMAL RELEASE** – Every effort must be made to perform the aerological release at precisely 06:15 (EST)/11:15 UTC (morning) and or 18:15 (EST)/23:15 UTC (evening). Due to conditions beyond the control of the Contractor there may be short delays in performing the release and actual release times between 06:15 and 06:29 EST (morning) and 18:15 and 18:29 (evening) will be considered “normal”.
2. **EARLY ASCENTS** - If an aerological release is made prior to 06:15 EST for the morning observation or prior to 18:15 EST for the evening observation, it will be considered “early” and there may be a reduction of one-half (0.5) times the aerological Observation rate.
3. **DELAYED ASCENTS** - If an aerological release is made after 06:29 EST but before 06:45 EST (or 18:29 but before 18:45 EST), the release must be logged as "DELAYED" and a message must be sent on the ECCC communications system advising of the delayed ascent. If the delay was caused by equipment malfunction or weather (as determined by the Project Authority) beyond the control of the Contractor, there will be no reduction in the payment to be made to the Contractor. If the delay was caused by other than equipment malfunction or weather (as determined by the Project Authority), there will be a reduction in the payment to the Contractor of one-half (0.5) times the aerological Observation rate.
4. **MISSED ASCENTS** - If an aerological release is not made before 06:45 EST (or 18:45 EST), the release must be logged as "MISSING" and a message sent on the ECCC communication system advising of the missed ascent. If a release was attempted but due to equipment malfunction (as determined by the Project Authority) beyond the control of the Contractor, was not completed, the Contractor will not be subject to penalties for non-performance. If a release was not done for reasons other than equipment malfunction or weather (as determined by the Project Authority), the Contractor will not be paid for the observation **plus** a reduction of one (1.0) times the aerological Observation rate will be applied.

Releases must not be attempted after 13:45 UTC (morning) and 01:45 UTC (evening).

5. **INCLEMENT WEATHER/ROAD CONDITIONS**

If the weather or road conditions are such that the Contractor could not reasonably be expected to travel to the aerology station to attempt an ascent, the Contractor will not be held liable for non-performance penalties resulting from the missed ascent, however, the Project Authority must still be notified. If the following criteria are met, payment will not be made for the ascent but penalties for non-performance will not apply:

1. prevailing wind speed greater than sixty (60) kilometers/hour; and
2. either:
  - a) prevailing visibility less than four hundred (400) meters (1/4 mile); or
  - b) wind chill -60 or colder

In order to avoid penalties for non-performance, if an ascent will not be made due to inclement weather/road conditions, the Stony Plain Service Desk **MUST** be called via their toll free number, 1-877-292-0939. If the call is not made, the flight will be considered to be missed and penalties for non-performance will be applied.



If the weather conditions in the above paragraph do not exist, but in the opinion of the Contractor attempting an observation will cause a significant risk to the observer's health and safety, the Contractor is not obligated to attempt an aerological observation and penalties for non-performance will not apply, however, the Stony Plain Service Desk **MUST** still be notified via their toll free number 1-877-292-0939.

If the contract resource cannot make it to the Upper Air Station for reasons other than inclement weather, such as building maintenance issues, vehicle issues or for any other reason the Stony Plain Service Desk **MUST** be notified via their toll free number 1-877-292-0939.

#### 6. **OBSERVATION QUALITY**

If the contract resources make an error in the preflight setup of the aerological instrument which causes the flight data to become invalid (surface temperature, pressure, etc. are incorrect) there will be a reduction in payment to the Contractor of one-half (0.5) times the aerological Observation rate.

A sustained number of delayed, missing, or inaccurate ascents can result in termination of the Contract for cause.

A sustained number of delayed, missing, or inaccurate ascents by a contract aerological observer can result in revocation of the observer's authorization to perform aerological Observations.

**Penalties for non-performance for quality control are applied to the Contractor's monthly performance and not to any individual observer's performance.**

#### 7. **AEROLOGICAL MESSAGE TRANSMISSION**

If any of the aerological messages are transmitted late, the aerological release will be considered 'DELAYED'. If any of the messages are not transmitted within one (1) hour of the required transmission times, the release will be considered "MISSING". Penalties will not apply in the event of DELAYED or MISSING aerological messages caused by equipment malfunction, weather conditions (as outlined in this document), early balloon burst, multiple releases and/or total communication system failure. The observer MUST check to ensure that all messages are transmitted as required.

#### 8. **Non-performance - Supplementary Programs**

If a supplementary program, for which addition remuneration is provided (snow survey, ice thickness, electrolyser maintenance, etc.) is not performed for reasons other than equipment malfunction or weather (as determined by the Project Authority), the Contractor will not be paid for the program plus a reduction of one (1.0) times the program rate will be applied.

If a supplementary program, for which addition remuneration is not provided (sunshine, tipping bucket, etc.) is not performed for reasons other than equipment malfunction or weather (as determined by the Project Authority), a reduction of 1 hour remuneration per day for each day the program is not performed will be applied.



### APPENDIX 3 TO ANNEX A HAZARDS

At any Weather Station, there are a number of hazards that an observer may face as part of their regular day to day duties. These hazards may be either physical, chemical or both in nature.

#### 1. **Physical Hazards**

Some of the known physical hazards on station are:

- hydrogen fire and/or explosion
- asphyxiation from hydrogen or helium
- eye/ear injury from ruptured balloons
- exposure to radiation from computer monitors
- frost bite while working on outdoor equipment or completing a snow survey or ice survey
- slip, trip and fall hazards while releasing balloons
- skin burns from acids/caustics
- injury from high pressure helium cylinders (explosion and crushing injuries)
- working alone in a remote location
- opening/closing of the inflation building main overhead door
- climbing tall ladders to change light bulbs and/or calibrating sensors
- fire extinguishers (explosion and asphyxiation)
- electrocution
- encounters with wildlife while working outdoors
- cuts and/or punctures while maintaining equipment

#### 2. **Chemical Hazards**

Some of the known chemical hazards on station are:

- "Snoop"
- fyrite
- mercury
- copper sulphate
- lithium chloride
- Mercon Cleanup kits
- methyl or isopropyl alcohol
- ozone
- potassium hydroxide (caustic potash)
- lubricating oil
- sulfamic acid
- battery acid
- fire extinguishers

3. A complete listing of all known physical or chemical hazards as well as the recommended practices to minimize their dangers will be made available to the Contractor prior to contract commencement.

4. The Contractor must ensure all contract resources have been made aware of all known physical or chemical hazards and have received training in safe work practices including the use of personal protective equipment to minimize these hazards. Any new or unlisted chemical hazards must be brought to the attention of the Project Authority immediately.

5. The Contractor must ensure contract resources are equipped with, and use, supplier recommended personal protective equipment (PPE) (such as face masks, chemical resistant gloves, safety boots, etc.) in the

completion of their duties.

6. Upon commencement of the contract and on the contract anniversary dates thereafter, the Contractor must perform an inventory of all Personal Protective Equipment contract resources are equipped with and forward same to the Project Authority to ensure compliance.

7. The Project Authority must annually review the inventory and the contractor's training plan. The Contractor must remedy any noted deficiencies to the satisfaction of the Project Authority. Failure to do so will be considered Cause For Termination of the Contract.

8. **Material Safety Data Sheets (MSDS)**

MSDS for all known ECCC provided hazardous chemicals on station shall be made available to the Contractor prior to contract commencement. The Contractor must ensure the station MSDS are kept current and new MSDS are ordered from the Project Authority as and when required.

If the Contractor brings hazardous chemicals onto the station, the Contractor's must provide up to date MSDS for each hazardous chemical.

**APPENDIX 4 to ANNEX A  
APPLICABLE DOCUMENTS**

**Documents Referenced in the Statement of Work:**

Manual of Surface Weather Observations (MANOBS): <http://www.ec.gc.ca/manobs/>

Manual of Upper Air Observations (MANUPP):  
[http://web.unbc.ca/~murphyb/zxs/doc/manuals/MANUPP\\_3rd\\_edition\\_e.pdf](http://web.unbc.ca/~murphyb/zxs/doc/manuals/MANUPP_3rd_edition_e.pdf)

ECCC Manual of Ice Reporting (MANICE):  
<http://ec.gc.ca/glaces-ice/default.asp?lang=En&n=2CE448E2-1>

**Documents To Be Provided at Contract Award:**

Environment Electrolyser Operations Manual

Safety and Health Manual for Atmospheric Environment Program

Manual of Snow Surveying

Aerological Observer's Course Training Manual Module 2.7

ECCC PNR Observer Qualification Policy

Occupational Health & Safety Report

Quality Control Report, Station Equipment Checklist

Monthly Aerological Record & Monthly Stock Report

**ANNEX B  
BASIS OF PAYMENT/FINANCIAL BID EVALUATION SHEET**

The Bidder's prices must be submitted based on the hours of work described below. The price must be stated per year and not include GST/HST. Overhead and profit are to be included in the firm, all-inclusive hourly rates. FOB destination, Canadian customs duties and excise taxes included.

**Table 1.1  
1st Contract Year**

line	description	estimated quantity	unit of Issue	firm unit price	total estimated cost
<b>Pricing Schedule 1 - Firm All Inclusive Prices</b> - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A.					
1.	Aerological Observation Rate: (3 hours per observation twice daily @ 365days)	<b>730</b>	hours	\$	\$
<b>Pricing Schedule 2 - Additional "As and When Requested" work</b> The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
2.	hourly labour rate	<b>72</b>	hours	\$	\$
<b>Total Price for Evaluation</b>					\$

**Table 1.2  
2nd Contract Year**

line	description	estimated quantity	unit of Issue	firm unit price	total estimated cost
<b>Pricing Schedule 1 - Firm All Inclusive Prices</b> - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A.					
1.	Aerological Observation Rate: (3 hours per observation twice daily @ 365days)	<b>730</b>	hours	\$	\$
<b>Pricing Schedule 2 - Additional "As and When Requested" work</b> The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
2.	hourly labour rate	<b>72</b>	hours	\$	\$
<b>Total Price for Evaluation</b>					\$

**Table 1.3**  
**3rd Contract Year**

line	description	estimated quantity	unit of Issue	firm unit price	total estimated cost
<b>Pricing Schedule 1 - Firm All Inclusive Prices</b> - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A.					
1.	Aerological Observation Rate: (3 hours per observation twice daily @ 365days)	730	hours	\$	\$
<b>Pricing Schedule 2 - Additional "As and When Requested" work</b> The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
2.	hourly labour rate	72	hours	\$	\$
<b>Total Price for Evaluation</b>					\$

**Table 1.4**  
**1st Option year (4<sup>th</sup> contract year)**

line	description	estimated quantity	unit of Issue	firm unit price	total estimated cost
<b>Pricing Schedule 1 - Firm All Inclusive Prices</b> - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A.					
1.	Aerological Observation Rate: (3 hours per observation twice daily @ 365days)	730	hours	\$	\$
<b>Pricing Schedule 2 - Additional "As and When Requested" work</b> The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
2.	hourly labour rate	72	hours	\$	\$
<b>Total Price for Evaluation</b>					\$

**Table 1.5**  
**2nd Option year (5<sup>th</sup> contract year)**

line	description	estimated quantity	unit of Issue	firm unit price	total estimated cost
<b>Pricing Schedule 1 - Firm All Inclusive Prices</b> - The Contractor will be paid the following firm all-inclusive rates for work performed in accordance with the Statement of Work at Annex A.					
1.	Aerological Observation Rate: (3 hours per observation twice daily @ 365days)	730	hours	\$	\$
<b>Pricing Schedule 2 - Additional "As and When Requested" work</b> The Contractor will be paid the following firm hourly rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
2.	hourly labour rate	72	hours	\$	\$
<b>Total Price for Evaluation</b>					\$

**Total Estimated Price of the Bid** \_\_\_\_\_ \$

Table 1.1 Total Price (\$XXX) + Table 1.2 Total Price (\$XXX) + Table 1.3 Total Price (\$XXX) Table 1.4 Total Price (\$XXX) Table 1.5 Total Price (\$XXX) = Total value of the bid

**ANNEX C  
SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  No / Non  Yes / Oui  
Document Number / Numéro du document:

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux: _____		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  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





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Change Canada	2. Branch or Directorate / Direction générale ou Direction Environment and Climate Radar and Upper Air Division	
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 To observe, record, encode and transmit Aerological and Supplementary observations at specific times to comply with the Manual of Upper Air Observations at the Moosonne Upper Air weather station		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input 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: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC							
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET		
											A	B	C					
Information / Aspects Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

Security Classification / Classification de sécurité



**ANNEX D**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour. **OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture. **OR**
- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX E INSURANCE REQUIREMENTS

**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.

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 endeavor 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. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- 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.

**send to:**

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

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

**2. The Contractor must obtain All Risks Property insurance** while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$1,000,000.00. The Government's Property must be insured on a replacement cost (new) basis.

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



### 3. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. Liability for Physical Damage to Non-owned Automobiles: SEF#27

### 4. Error and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**ANNEX F**  
**Integrity Regime**

Bidder must complete the attached List of Names for Integrity Verification Form.

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.<sup>1</sup> / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.<sup>1</sup>

\* Informations obligatoires / Mandatory Information

<b>*Dénomination complète de l'entreprise / Complete Legal Name of Company</b>		
<b>*Nom commercial / Operating Name</b>		
<b>*Adresse de l'entreprise / Company's address</b>		<b>*Type d'entreprise / Type of Ownership</b>
		<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
<b>*Membres du conseil d'administration<sup>2</sup> / Board of Directors<sup>2</sup></b> <b>(Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)</b>		
<b>Prénom / First name</b>	<b>Nom / Last Name</b>	<b>Position (si applicable) / Position (if applicable)</b>

**1 Liste des noms :** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

**List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

**2** Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors



**ANNEX G  
 WORK EXPERIENCE TEMPLATE**

<b>WORK EXPERIENCE TEMPLATE</b>	
Name of the Resource	
Education	
Relevant Certification	
<b>E.G. EXPERIENCE #1 (repeat for each different work experience)</b>	
Name of the organisation the work was performed for;	
Title of the Project/work or contract name;	
Description of the work provided, including role and responsibilities of the proposed resource;	
Start date (specify month and year);	
End date (specify month and year);	
Total number of year; including if the work is still in progress;	
Name and contact information (phone number, e-mail) of an reference who will confirm the information supplied by the Bidder	
<b>EXPERIENCE #2 (repeat for each different work experience)</b>	

**Annex H**

**Letter of Availability and Willingness  
to perform Work under the Contract**

I \_\_\_\_ **[insert name]**, confirm that I am willing and available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation, and that I am willing to undergo any required training to do the work.

I further confirm that \_\_\_\_\_ **[insert name of Bidder]** has the authorization to provide my name as a resource in its bid for the Weather Observation Services Contract.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

## Annex I

### Former Public Servant – Competitive Bid Form

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

#### Definitions

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

- e. an individual;
- f. an individual who has incorporated;
- g. a partnership made of former public servants; or
- h. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

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

#### Work Force Adjustment Directive

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

Yes ( )      No ( )

If so, the Bidder must provide the following information:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. 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.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date