



**Request for Standing Offer (RFSO)**

**A1. Health Canada Bid Receiving Unit  
Federal Records Centre Building**

161 Goldenrod Driveway, Tunney's Pasture  
Loading dock of building #18,  
Ottawa, ON K1A 0K9 CANADA  
Business hours: 7h30 to 16h30

Attention: Brian Spero  
Telephone: (613) 608-7081  
Solicitation #: 1000188761

**Request for Standing Offer (RFSO)**

for

Performance of the Work described in Annex A, Statement of Work.

**A2. RFSO AUTHORITY**

The Authority for this RFSO is:

Caleb Wallace  
Senior Contracting and Procurement Officer  
Materiel and Asset Management  
Chief Financial Officer Branch  
Ottawa, Ontario K1A 0K9

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

<b>A3. TITLE</b> IT Related Relocation Services in the National Capital Region (NCR)	
<b>A4. SOLICITATION NUMBER</b> 1000188761	<b>DATE:</b> August 17, 2017
<b>A6. TABLE OF CONTENTS</b> The RFSO is divided into seven (7) parts as follows: <ul style="list-style-type: none"> <li>1. Part 1 – General Information</li> <li>2. Part 2 – Offeror Instructions</li> <li>3. Part 3 – Offeror Preparation Instructions</li> <li>4. Part 4 – Evaluation Procedures and Basis of Selection</li> <li>5. Part 5 – Certifications and Additional Information</li> <li>6. Part 6 – Security, Financial and Insurance Requirements</li> <li>7. Part 7 – Standing Offer and Resulting Contract Clauses</li> <li>8. Annexes <ul style="list-style-type: none"> <li>Annex A – Statement of Work</li> <li>Annex B – Basis of Payment</li> <li>Annex C – Security Requirements Checklist</li> <li>Annex D – Insurance Requirements</li> </ul> </li> </ul>	
<b>A7. BID DELIVERY</b> Bids must be received by no later than September 26th, 2017 at 14:00 (2 P.M.) on Eastern Standard Time at the bid receiving address indicated in A1. Bids received after the closing date and time (referred to as the “Closing Date”) will be considered non-responsive, and will be returned to the Bidder unopened.  Bids sent by fax or email will not be accepted. All bids must be date and time stamped at the Bid Receiving Unit. Bidders should ensure that their name, address, the Closing Date, and the solicitation number is clearly marked on their envelopes or parcels.  Bids and all supporting information may be submitted in either English or French.	
<b>A9. BID VALIDITY</b> Bids will remain valid for a period of one hundred and eighty (180) calendar days following the Closing Date.	

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION.....	4
1.2 SUMMARY.....	4
1.3 SECURITY REQUIREMENTS .....	5
1.4 REVISION OF DEPARTMENTAL NAME.....	5
1.5 DEBRIEFINGS .....	5
1.6 BIDDERS CONFERENCE .....	5
<b>PART 2 - OFFEROR INSTRUCTIONS.....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF OFFERS.....	6
2.3 FORMER PUBLIC SERVANT .....	7
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	8
2.5 APPLICABLE LAWS.....	8
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>9</b>
3.1 OFFER PREPARATION INSTRUCTIONS .....	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES .....	10
<b>SACC MANUAL CLAUSE M0220T (2016-01-28) EVALUATION OF PRICE.....</b>	<b>21</b>
4.2 BASIS OF SELECTION.....	21
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>23</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	23
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	23
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>25</b>
6.1 SECURITY REQUIREMENTS .....	25
6.2 INSURANCE REQUIREMENTS.....	25
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>26</b>
<b>A. STANDING OFFER .....</b>	<b>26</b>
7.1 OFFER .....	26
7.2 SECURITY REQUIREMENTS .....	26
7.3 STANDARD CLAUSES AND CONDITIONS .....	26
7.4 TERM OF STANDING OFFER .....	27
7.5 AUTHORITIES.....	27
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	28
7.7 IDENTIFIED USERS.....	30
7.8 CALL-UP PROCEDURES .....	30
7.9 CALL-UP INSTRUMENT .....	31
7.10 LIMITATION OF CALL-UPS .....	31
7.11 FINANCIAL LIMITATION.....	31
7.12 PRIORITY OF DOCUMENTS .....	31

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7.13	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	31
7.14	APPLICABLE LAWS.....	32
<b>B.</b>	<b>RESULTING CONTRACT CLAUSES.....</b>	<b>33</b>
7.1	STATEMENT OF WORK.....	33
7.2	STANDARD CLAUSES AND CONDITIONS.....	33
7.3	TERM OF THE STANDING OFFER.....	33
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	33
7.5	PAYMENT.....	35
7.6	INVOICING INSTRUCTIONS.....	36
<b>ANNEX "A"</b>	<b>.....</b>	<b>38</b>
	STATEMENT OF WORK.....	38
<b>ANNEX "B"</b>	<b>.....</b>	<b>46</b>
	BASIS OF PAYMENT.....	46
<b>ANNEX "C"</b>	<b>.....</b>	<b>47</b>
<b>ANNEX "1" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	<b>.....</b>	<b>52</b>
<b>ANNEX "D"</b>	<b>.....</b>	<b>53</b>
	INSURANCE REQUIREMENTS.....	53

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### **1.2 Summary**

- 1.2.1    Health Canada (HC) and Public Health Agency of Canada (PHAC) require IT relocation related services in order to empty space occupied by various computer equipment and related peripherals and incorporate Workplace 2.0 on an "as and when requested basis" into various Health Canada and Public Health Agency Canada facilities located in the National Capital Region. The period of the Standing Offer(s) will be for a one (1) year period with three (3) one year options.
- 1.2.2    The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **1.3 Security Requirements**

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

### **1.4 Revision of Departmental Name**

As this request for Standing Offer is issued by Health Canada (HC) and Public Health Agency of Canada (PHAC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to HC/PHAC or its Minister.

### **1.5 Debriefings**

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

### **1.6 Bidders' Conference**

A bidders' conference will be held at the OHU Building #17 located at 51 Chardon Driveway, Tunney's Pasture Ottawa, Ontario K1A 0K9 on September 12, 2017. The conference will begin at 09:00 A.M. (Eastern Standard Time). The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than September 8, 2017.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2006 (2016-04-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

#### 2.1.2 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

#### 2.1.3 Basis of Selection - Minimum Point Rating

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### 2.2 Submission of Offers

Offers must be submitted only to the Bid Receiving Unit identified on page 1 of this Request for Standing Offers by the date, time and place indicated on page 1 of the Request for Standing Offers.

**Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to HC/PHAC will not be accepted.**

The following information shall be written on the bid envelope:

- a. Bid number
- b. Name of the Contracting and Procurement Regional Officer
- c. Closing Date

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

#### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **2.5 Applicable Laws**

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

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



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (4 hard copies).

Section II: Financial Offer (2 hard copies).

Section III: Certifications (4 hard copies)

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

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

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

#### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" to part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" to part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### 3.1.2 Exchange Rate Fluctuation

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

### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The Mandatory Requirements listed below will be evaluated on a simple pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the Mandatory Requirements will be deemed non-compliant and given no further consideration.

Proposals **must** demonstrate compliance with all of the following Mandatory Requirements and **must** provide the necessary documentation to support compliance.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
M1	<p><b>FIRM - EXPERIENCE</b></p> <p>The Bidder must demonstrate that their firm has a minimum of 5 years of experience in the last seven years including the completion of a minimum of three (3) projects for IT Relocation Services within the last two (2) years (from the bid closing date of this RFSO).</p> <p>Each listed project must involve the disconnection and reconnection of a minimum of 100 computers and related IT equipment in an office</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>relocation and includes the following:</p> <ol style="list-style-type: none"> <li>1. The disconnection and reconnection of computer and related equipment such as laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, microfiche machines, other computer peripherals and electronic equipment such as fax machines, secure fax machines telephones, secure telephones and components in an office relocation project.</li> </ol> <p>For the projects listed as experience, the following information must be identified:</p> <ol style="list-style-type: none"> <li>a) Name of client organization or company (to whom the services were provided) including phone number and/or e-mail address along with the name of the Project Authority or if the Project Authority is unavailable (for example, due to retirement), the information of someone else at the client organization/company to act as a reference;</li> <li>b) Description of project type and scope of services provided;</li> <li>c) Dates and duration of the project(s) indicating the years/months of engagement (start and end dates of the work).</li> </ol> <p>*Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness) Health Canada may request contact information for another reference <b>from the same client for the same project</b>. The Bidder must provide the requested information within two business days, or another timeframe if stipulated by Health Canada.</p>		
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<b>M2</b>	<p><b>RESOURCE EXPERIENCE – IT TECHNICIANS Ten (10) resources required.</b></p> <p>The Bidder must demonstrate that the proposed resources have experience completing a minimum of three (3) projects for the following work in the past two (2) years.</p> <p>Each listed project must involve the disconnection and reconnection of a minimum of 100 computers and related IT equipment in an office relocation and includes the following:</p> <ol style="list-style-type: none"><li>1) The disconnection and reconnection of computer and related equipment such as laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, microfiche machines, other computer peripherals and electronic equipment such as fax machines, secure fax machines, telephones, secure telephones and components in an office relocation project.</li></ol> <p>For the project listed as experience, the following information must be identified on the proposed resource's résumé:</p> <ol style="list-style-type: none"><li>a) Name of client organization or company (to whom the services were provided) including phone number and/or e-mail address along with the name of the Project Authority or if the Project Authority is unavailable (for example, due to retirement), the information of someone else at the client organization/company to act as a reference;</li><li>b) Description of project type and scope of services provided;</li><li>c) Dates and duration of the</li></ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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	<p>project(s) indicating the years/months of engagement (start and end dates of the work).</p> <p>*Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness) Health Canada may request contact information for another reference <b>from the same client for the same project.</b> The Bidder must provide the requested information within two business days, or another timeframe if stipulated by Health Canada.</p>		
<p><b>M3</b></p>	<p><b>RESOURCE EXPERIENCE – CREW SUPERVISOR Two (2)</b> Resources required</p> <p>The Bidder must demonstrate that the proposed resources have experience in the completion of a minimum of three (3) projects for the following work in the past two (2) years.</p> <p>Each listed project must involve the supervising of a minimum of ten (10) IT Technicians in the relocation of a minimum of 100 computers and related IT equipment in an office relocation and includes the following:</p> <p>1) The disconnection and reconnection of computer and related equipment such as laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, microfiche machines, other computer peripherals and electronic equipment such as fax machines, secure fax</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	

	<p>machines, telephones, secure telephones and components in an office relocation project.</p> <p>For the project listed as experience, the following information must be identified on the proposed resources' résumés:</p> <ul style="list-style-type: none"><li>a) Name of client organization or company (to whom the services were provided) including phone number and/or e-mail address along with the name of the Project Authority or if the Project Authority is unavailable (for example, due to retirement), the information of someone else at the client organization/company to act as a reference;</li><li>b) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</li><li>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).</li></ul> <p>*Health Canada may contact the clients to verify the accuracy of the information submitted. If the reference provided in the bid can't be contacted (for example as a result of illness) Health Canada may request contact information for another reference <b>from the same client for the same project</b>. The Bidder must provide the requested information within two business days, or another timeframe if stipulated by Health Canada.</p> <p>*Note that projects submitted for M1, M2 and M3 can be combined if applicable.</p>		
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M4	<p>RESOURCES – CREW SUPERVISORS Two (2) Required – IT TECHNICIANS Ten (10) Required</p> <p><b>The Bidder must provide a complete list of the two (2) Crew Supervisors and ten (10) IT Technicians with their names, addresses and photo I.D with their bid.</b></p> <p><b>*Note that under M2, M3 and M4 resources cannot be submitted for multiple resource categories.</b></p> <p><b>*Note that under M2, M3, and M4 no resources can be submitted for more than one position.</b></p>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	
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#### 4.1.1.2 Point Rated Technical Criteria

The criteria contained herein will be used by HC/PHAC to evaluate each proposal that has met all of the Mandatory Requirements. HC/PHAC's assessment will be based solely on the information contained within the Proposal. HC/PHAC may confirm information or seek clarification from Bidders.

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Each proposed bid must achieve an overall score of seventy (70) % (70/100) against the criteria listed below. Bids that fail to meet the minimum Rated Requirements will be deemed non-compliant and given no further consideration.

Item	Rated Requirements	Max Points Available	Page Reference	Substantiation of Technical Compliance
R1	<p><b>FIRM EXPERIENCE</b></p> <p>The Bidder should demonstrate that their firm has experience in the following:</p> <p>a) Disconnection and reconnection of computer and related equipment such as laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, fax machines, secure fax machines, microfiche machines, other computer peripherals and electronic equipment such as telephones, secure telephones and component in an</p>	/20		



Item	Rated Requirements	Max Points Available	Page Reference	Substantiation of Technical Compliance
	<p>office relocation project.</p> <p>Five (5) years less than six (6) years = 5 points</p> <p>Six years (6) years less than seven (7) years = 10 points</p> <p>Seven (7) years less than eight (8) years = 15 points</p> <p>Eight (8) years or more = 20 points</p> <p>*Years are measured from the bid closing date.</p>			
R2	<p><b>IT TECHNICIANS' EXPERIENCE</b></p> <p>The Bidder should demonstrate that their ten (10) IT Technicians have experience in the following:</p> <p>a) Disconnection and reconnection of computer and related equipment such as laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, microfiche</p>	/30		

Item	Rated Requirements	Max Points Available	Page Reference	Substantiation of Technical Compliance
	<p>machines, other computer peripherals and electronic equipment such as fax machines, secure fax machines, telephones, secure telephones and components in an office relocation project.</p> <p>Two (2) years less than three (3) years = 2 points per resource</p> <p>Three (3) years or more = 3 points per resource</p> <p>*Years are measured from the bid closing date.</p>			
R3	<p><b>CREW SUPERVISORS' EXPERIENCE</b></p> <p>The Bidder should demonstrate that the two (2) Crew Supervisors have experience supervising a minimum of ten (10) IT Technicians in the following:</p> <p>a) The disconnection and reconnection of computer and related equipment such as laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers,</p>	<p><b>/10</b>  <b>First crew supervisor</b></p> <p><b>/10</b>  <b>Second crew supervisor</b></p>		

Item	Rated Requirements	Max Points Available	Page Reference	Substantiation of Technical Compliance
	<p>scanners, microfiche machines and other computer peripherals and electronic equipment such as fax machines, secure fax machines, telephones, secure telephones and components in an office relocation project.</p> <p>Two (2) years less than three (3) years = 5 points per resource</p> <p>Three (3) years or more = 10 points per resource</p> <p>*Years are measured from the bid closing date.</p>			
<b>R4</b>	<p>The Bidder should provide a description of their internal quality control procedures for carrying out the required work and demonstrate they have the following:</p> <ul style="list-style-type: none"> <li>a) Policies and Procedures (12 Points)</li> <li>b) Employee Training (2 Points)</li> <li>c) Supervision (2 Points)</li> <li>d) Quality Assurance Methods (12 Points)</li> <li>e) Health and Safety Policy or Strategy (2 Points)</li> </ul>	<b>/30</b>		

Solicitation No. - N° de l'invitation  
1000188761  
Client Ref. No. - N° de réf. du client  
1000188761

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

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

Item	Rated Requirements	Max Points Available	Page Reference	Substantiation of Technical Compliance
	*For each of the above score full points for complete descriptions for each and demonstration that they have it. Score 0 if the details are not fully described, demonstrated or do not meet the requirements.			
<b>Total Score (max. 100 points)</b> <i>(Minimum overall score: 70 = 70% )</i>		<b>/100</b>		

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

*SACC Manual* Clause M0220T (2016-01-28) Evaluation of Price.

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and price**

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.
3. The selection will be based upon the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained/maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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 table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$75,000.00 (75).

<b>Example of 70% Technical Merit/30% Price Determination</b>			
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Technical Points Achieved by Bidder</b>	88/100	82/100	76/100
<b>Price Quoted by Bidder</b>	\$85,000	\$80,000	\$75,000
<b>CALCULATIONS</b>			
	<b>Technical Points Achieved</b>	<b>Rated Price Points Achieved</b>	<b>Total Points Achieved</b>
<b>Bidder 1</b>	$\frac{*88 \times 70}{100} = 61.60$	$\frac{**75 \times 30}{85} = 26.47$	88.07
<b>Bidder 2</b>	$\frac{82 \times 70}{100} = 57.40$	$\frac{**75 \times 30}{80} = 28.13$	85.53
<b>Bidder 3</b>	$\frac{76 \times 70}{100} = 53.20$	$\frac{**75 \times 30}{75} = 30.00$	83.20
*	Represents the highest technical score		
**	Represents the lowest priced proposal		

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

### 5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

It is recommended that bidders provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

Criteria	Page #	Yes	No
<b>5.2.2.1</b> The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the Standing Offer.			
<b>5.2.2.2</b> The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a Standing Offer as a result of the RFSO, can be insured in accordance with ANNEX "D" Insurance Requirements under Clause G1001C and G2001C of the Standard Acquisition Clauses and Conditions (SAAC) Manual ( <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual</a> ).			

### 5.3 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28) Canadian Content Definition



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "D".

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

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PSPC FILE #: 1000188761

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer as follows:

##### 7.3.2 Standing Offers Reporting

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

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

### Financial Reporting

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

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

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is for a one (1) year period with three (3) one year options from date of award.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Caleb Wallace  
Health Canada  
Materiel and Asset Management Directorate  
200 Eglantine Driveway, Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Telephone: (613) 941-2076  
E-mail: Caleb.Wallace@Canada.ca

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

### 7.5.2 Technical Authority

The Technical Authority will escort the contractor and provide access to the required buildings and locations.

### 7.5.3 Project Authority

The Project Authority for the Standing Offer will be indicated upon award. The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer. The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.4 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

## **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Health Canada and Public Health Agency of Canada.

## **7.8 Call-up Procedures**

### **a. Multiple Standing Offers:**

It is intended that up to two (2) Standing Offers will be awarded. The ranking methodology is described below:

#### **i. right of first refusal basis:**

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

### **7.8.1 Standing Offer:**

The Project Authority will provide the Offeror with a Statement of Work with the activities to be performed along with a schedule within the scope of this Standing Offer.

### **7.8.2 Firm pricing applies to the Call-up in accordance with Annex "B" of this Standing Offer and will require the Offeror to submit firm pricing accordingly.**

### **7.8.3 Firm pricing definition: The total amount payable is a fixed sum. Both parties agree prior to the award of the call-up as to the price payable thereunder.**

### **7.8.4 The Offeror must submit a firm price, as required by the Standing Offer Authority and a schedule indicating the completion dates for the scheduled activities and milestones. The proposal must be submitted to the Project Authority within a 48 hour period. The Contractor must respond to call-ups for urgent requirements under \$5,000.00 (inclusive of HST) within a 24 hour period.**

### **7.8.5 The firm pricing must be established by utilizing the applicable rates as shown in the Basis of Payment, Annex B.**

### **7.8.6 Failure by the Offeror to submit a proposal in accordance with the time frame specified in 7.7.3 above will be interpreted as the Offeror being unable to perform the services and will result in the setting aside of the Offer. Canada reserves the right to procure the specified services by other contracting methods.**

### **7.8.7 Upon agreement of the firm price for the services, the Offeror will be authorized by the Project Authority to proceed with the Work through the issuance of a duly completed and signed Call-up against a Standing Offer.**

### **7.8.9 The Offeror shall not commence Work until the Call-up against a Standing Offer has been signed by the Health Canada Delegated Authority. The Offeror acknowledges that any and all Work performed in the absence of a Call-up against a Standing Offer Agreement signed by the**

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Standing Offer Authority will be undertaken at the Offeror's own risk, and Health Canada shall not be liable for payment.

## 7.9 Call-up Instrument

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

## 7.10 Limitation of Call-ups

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

## 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offers (combined) must not exceed the sum of \$500,000.00 unless otherwise authorized in writing by the Standing Offer Authority. The Offerors must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

Canada's total liability to the Contractors for all Standing Offers issued (combined) must not exceed \$500,000.00. Customs duties are excluded and Applicable Taxes are extra.

## 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) Annex D, Insurance Requirements;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer.*)

## 7.13 Certifications and Additional Information

### 7.13.1 Compliance

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

### **7.13.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

### **7.13.3 Status of Availability of Resources**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

### **7.14 Applicable Laws**

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance for a one year period.

#### **7.3.1 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.3.2 Delivery Date**

Delivery must be made within two (2) calendar days from receipt of a call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

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

#### **Definitions**

For the purposes of this clause,

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

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

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

## **7.5 Payment**

### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price as specified in Annex "B. Customs and duties are included and Applicable Taxes are extra.

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

### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Standing Offer must not exceed \$100,000.00. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.5.3 Method of Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **7.5.4 Electronic Payment of Invoices – Call-up**

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

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

#### **7.6 Invoicing Instructions**

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

5. Each invoice must be supported by:

1. An electronic copy of the call-up;
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

[P2P.East.Invoices-Factures.Est@hc-sc.gc.ca](mailto:P2P.East.Invoices-Factures.Est@hc-sc.gc.ca) or

Health Canada  
Accounting Operations East Hub  
Jeanne Mance Building  
200 Eglantine Driveway, Tunney's Pasture  
18th Floor, Rm 1855C, Ottawa, ON K1A 0K9

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

One (1) copy must be forwarded to the Project Authority.

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## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 Title

#### 1.1 IT Relocation Services – Health Canada (HC)/Public Health Agency of Canada (PHAC) - National Capital Region (NCR)

#### 1.2 Background

Health Canada (HC) and the Public Health Agency of Canada (PHAC) have approximately 12,000 employees in the National Capital Region spread out over 25 Crown owned and leased buildings. Over the past several years the Corporate Services Branch has had almost daily scheduled and unscheduled moves that could involve from one office to hundreds or more. It is possible that these numbers could increase or decrease based upon operational requirements.

#### 1.3 Objective

HC/PHAC require IT relocation services in order to empty space and incorporate Workplace 2.0 on an "as requested basis" into various HC and PHAC facilities located in the National Capital Region. HC/PHAC may award up to two (2) Standing Offers for these services on a right of first refusal basis.

#### 2.0 Scope of Work

The Contractor shall be responsible to perform the following tasks on an "as requested basis" directly to HC/PHAC buildings listed in this Statement of Work and any other HC or PHAC Buildings in the NCR area.

- 2.1.1 Relocation services are to be performed by an IT Technician only and will include the disconnecting and reconnecting of laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, microfiche machines, fax machines, secure fax machines, peripherals and other electronic equipment such as telephones, secure telephones and related equipment. The Contractor will do a post site visit the next business day after the move with an IT specialist from HC/PHAC (will last between 3 – 7.5 hours) to ensure that all computers and related electronic equipment are connected properly and are functional for the end user and to rectify any deficiencies.
- 2.1.2 Equipment is to be checked for damages prior to the move and logged. All computer and electronic equipment is checked for labels to the destination. The physical configuration of the equipment is noted in order to duplicate the configuration at the destination. The equipment is checked against an inventory list provided by HC/PHAC or a list is created for equipment verification purposes. Telephone cables are to be tied and prepared for movers. Monitors are to be wrapped with protective padding for protection and the keyboard, mouse, wiring and peripherals are to be placed in a zippered bag. The monitors are to be dismantled from the monitor arms and the hardware is to be kept with the monitor in a zippered bag.
- 2.1.3 The Contractor will prepare a computer and effects list identifying any items found to be damaged or scratched prior to the move. The damage is to be verified by the Project Authority, prior to the items being moved.
- 2.1.4 In the event of any damage or loss resulting during the work the Contractor will repair or replace client computer related equipment, peripherals and/or electronic equipment (including floor and wall finishes), within two (2) weeks notification by HC/PHAC of such damage or loss. If work is found to be unsatisfactory, it must be corrected within 24 hours' notice by HC/PHAC, at no additional cost to HC/PHAC.

- 2.1.5 The Contractor is responsible to ensure all products are in a “clean ready to be installed” and/or” utilized” state.
- 2.1.6 At the time of the requested move the Contractor is responsible to be familiarized with the locations in which this work is to occur, in order to be prepared to do the reconnecting of the equipment.
- 2.1.7 All work performed under the terms and conditions of any resulting call-up will be subject to inspection and acceptance by the Project Authority.
- 2.1.8 HC/PHAC will not be responsible for any loss or damage to the Contractor’s equipment and/or tools left on site.

## **2.2 Contractor’s Responsibilities**

- 2.2.1 The Contractor must provide transportation to and from the work sites, for the Contractor’s personnel, their tools, equipment and all related materials and supplies required for the performance of the work, under any resulting call-up at no additional cost.
- 2.2.2 Each move, regardless of how big or small, requires a crew supervisor.
- 2.2.3 Personnel assigned to this work must be fully experienced technicians and possess the knowledge and expertise related to the disconnecting and reconnecting of laptops, desktop computers, docking stations, monitors, dual monitors, label makers, personal printers, network printers, copiers, scanners, microfiche machines, fax machines, secure fax machines, telephones, secure telephones and other related computer and electronic equipment and peripherals.
- 2.2.4 Personnel must have client orientation and interpersonal skills. They must be able to work well with others, dress properly for work and possess good communication skills and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks must wear clothes appropriate for the environment as well as have personal suitability.
- 2.2.5 Personnel must be neat in appearance, follow proper dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours) as required, and in accordance with the *Canada Occupational Safety and Health Regulations*. All personnel must display the company's name or logo on the outer garment for identification & security purposes and each crew will carry one cellular phone at all times for immediate responses to the Project Authority.
- 2.2.6 The Project Authority reserves the right to refuse services from specific individual(s) based on, but not limited to performance or behavior. Notification will be given in writing to the Contractor specifying the individual(s) name(s).  
The Contractor will provide the same individuals, when requested, if possible, for continuity and security purposes.

### 2.2.7 The Crew Supervisor(s)

- a) will work in English and/or French;
- b) will carry a cellular phone at all times;
- c) will manage and coordinate the sequence of a move; supervise/direct its personnel and all other resources; be responsible for their on-site conduct and have the authority to request extra movers if requested by the Project Authority.

### 2.2.8 Required Resources - Replacement of Specific Individuals

The Contractor will provide qualified IT technicians to complete all aspects of the work. At least one Crew Supervisor must be present to oversee the work.

- i) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to HC/PHAC. The Contractor must, within a 24 hour period, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Public Works and Government Services Canada, if applicable.
- iii) The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection ii). The fact that the Contracting Authority does not order that a replacement stop performing the work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

If at any time during the contract, resources proposed by the contractor are unable to provide services, the Contractor is to provide replacement personnel who are of similar ability and experience.

### 2.2.9 Quantity of Required Resources

The total number of IT Technicians may vary for each call-up. HC/PHAC reserve the right to request the required number of resources based upon operational requirements. Quantities will vary dependent upon the scope of work for each requirement.



## **2.3 Equipment/Tools**

The Contractor is required to provide all the resources, tools any other equipment needed and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to HC/PHAC.

Each crew will have ready for usage, the necessary tool kits, consisting of the following, but not limited to at no additional cost:

- Robertson screwdrivers, all sizes
- Philips screwdrivers, all sizes
- Standard (flat head) screwdrivers, all sizes
- Long needle-nose pliers
- Bubble wrap
- Large Ziplock bags
- Markers, felt,black

## **2.4 Site Regulations**

The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.

## **2.5 Registration - Authorities – Licenses**

2.5.1 The Contractor must obtain and maintain all permits, licenses and certificates required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license, or certificate to HC/PHAC.

2.5.2 The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-required basis.

2.5.3 The Contractor is required to ensure that all vehicles are clean and in good working order.

## **2.6 Hours of Work**

All work shall be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified on each individual call-up. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the Project Authority.

The work will be performed between 7:00 A.M. and 5:00 P.M. during regular working hours Monday to Friday and between 5:00 P.M. and 7:00 A.M. during off business hours and on weekends and civic holidays if required as directed by the Project Authority.

The Contractor will be required to respect all environmental sensitivity postings and guidelines in HC/PHAC occupied space.

## **2.7 Time Lines**

The Contractor will respond to call-ups within a 24 hour period.

The Contractor will respond to call-ups for urgent requirements under 5k (inclusive of HST) within a 24 hour period.

The Contractor will respond to enquiries within four (4) hours.

## **2.8 Method and Source of Acceptance**

The HC/PHAC Project Authority will be on site to verify that the work has been completed to their satisfaction.

## **2.9 Reporting Requirements**

The Contractor will report any concerns within a 24 hour period to the Project Authority.

## **2.10 Change Management Procedures**

The Project Authority is the representative of the department or agency for whom the work is being carried out under the Contract and is responsible for all matters concerning the 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 work or any additional work outside the scope of work can only be done with the prior approval of the Project Authority and can only be made through a contract amendment issued by the Contracting Authority.

All amendments to the Scope of Work will be handled by the HC/PHAC Contracting Authority (if applicable).

## **2.11 Health Canada Obligations**

HC/PHAC will provide access to all spaces involved in the various phases of the buildings in order that the Contractor may complete the relocation of all identified items. The Technical Authority will escort the contractor and provide access to the required buildings and locations.

## **2.12 Language of Work**

The Contractor's resources must be able to speak in English and/or French.

## **2.13 Locations of Work**

The following is a list of HC/PHAC building sites in the National Capital Area (NCR) where the services are to be provided, note that buildings may be added or removed from this list based upon operational requirements:

Solicitation No. - N° de l'invitation  
1000188761  
Client Ref. No. - N° de réf. du client  
1000188761

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

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

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Brooke Claxton Building  
Building 9  
70 Columbine Driveway, Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Butler Hut  
Building 11  
150 Chardon Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Environmental Health Building  
Building 8  
50 Colombine Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Jeanne Mance Building  
Building 19  
200 Eglantine Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Laboratory Centre for Disease Control  
Building 6  
100 Eglantine Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Occupational Health Unit Building  
Building 17  
51 Chardon Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Personnel Records Centre  
Building 18  
161 Goldenrod Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Sir Frederick Banting Research Centre  
Building 22  
251 Sir Frederick Banting Driveway  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Finance Building  
101 Tunney's Pasture Driveway  
Ottawa, Ontario K1A 0K9

Sir Charles Tupper Building  
2720 Riverside Drive  
Ottawa, Ontario K1A 0M2

Main Statistics Canada Building  
Building #3  
150 Tunney's Pasture Drive  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Mulligan Building  
1800 Walkley Road  
Ottawa, Ontario  
K1H 8K3

Radiation Protection Building  
775 Brookfield Road  
Ottawa, Ontario  
K1A 0K9

100 Colonnade Road  
Ottawa, Ontario  
K1A 0K9

120 Colonnade Road  
Ottawa, Ontario  
K1A 0K9

130 Colonnade Road

Solicitation No. - N° de l'invitation  
1000188761  
Client Ref. No. - N° de réf. du client  
1000188761

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

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

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Ottawa, Ontario  
K1A 0K9

Holland Cross Complex  
1600 Scott Street  
Ottawa, Ontario  
K1A 0K9

Vanguard Building  
171 Slater Street  
Ottawa, Ontario  
K1P 5H7

340 Legget Drive  
Kanata, Ontario  
K2K 1Y6

785 Carling Avenue  
Ottawa, Ontario  
K1A 0K9

Graham Spry Building  
250 Lanark Avenue  
Ottawa, Ontario  
K1Z 6R5

269 Laurier Avenue West  
Ottawa, Ontario  
K1Z 7E8

Warehouse Location  
1275 Leeds Avenue  
Ottawa, Ontario  
K1B 3W2

Warehouse Location  
2655 Lancaster Road  
Ottawa, Ontario  
K1B 4L5

**ANNEX "B"**

**BASIS OF PAYMENT**

**1.1 Pricing Schedule**

**1.1.1 Relocation Services**

The Bidder must provide firm, all inclusive pricing as indicated below.

**MANDATORY PRICING SHEET**

**Bidders must not submit expenses which fall under the normal cost of doing business.**

Services Description	Firm Fixed Hourly Rate	*Estimated Quantity	Unit of Issue	Total
A- Labour Category				
1. Crew Supervisor	\$	300	Hours	\$
2. IT Technician	\$	300	Hours	\$
			Total	
			HST	
			<b>GRAND TOTAL LUMP SUM PRICE</b>	

**The Bidder is to Complete Rate, Totals, Grand Total & HST  
 "TOTAL" Column is calculated by Firm fixed hourly rate x Quantity of Hours**

**\*The Mandatory Pricing Sheet must completed by the Bidder or the Bid will be rejected.**

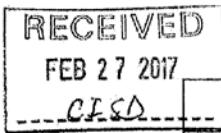
**\*Note the estimated quantity in the Mandatory Pricing Sheet is used for evaluation purposes only.**

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**ANNEX "C"**

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PSPC FILE #: 1000188761**

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



Contract Number / Numéro du contrat 1000188761
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada	2. Branch or Directorate / Direction générale ou Direction RPSD / CSB	
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 IT Relocation Services for Health Canada/Public Health Agency of Canada -NCR only- on an ?as requested basis? Into various HC/PHAC facilities. Health Canada may award up to two (2) Standing Offers for these services.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	Foreign / Étranger <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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <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  
UNCLASSIFIED







Contract Number / Numéro du contrat 1000188761
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET--SIGINT TRÈS SECRET --SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat 1000188761
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Contract Number / Numéro du contrat 1000188761
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Maltais, Eric	Title - Titre Manager	Signature 	
Telephone No. - N° de téléphone 613-218-2606	Facsimile No. - N° de télécopieur 613-954-9393	E-mail address - Adresse courriel eric.maltais@hc-sc.gc.ca	Date 2017-02-23
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Blair, Curtis	Title - Titre Sr. Training & Awareness Officer	Signature 	
Telephone No. - N° de téléphone 613-946-7752	Facsimile No. - N° de télécopieur 613-948-5648	E-mail address - Adresse courriel curtis.blair@hc-sc.gc.ca	Date 2017-02-23
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Spero, Brian	Title - Titre Senior Procurement Contracting Officer	Signature 	
Telephone No. - N° de téléphone (613) 608-7081	Facsimile No. - N° de télécopieur (613) 954-9393	E-mail address - Adresse courriel brian.spero@hc-sc.gc.ca	Date Feb 23, 2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Paul Lepinski	Signature 		
Telepi Agent à la Sécurité des contrats   Contract Security Officer Programme de la Sécurité industrielle   Industrial Security Program Paul.Lepinski@ipsgc-pwsgc.gc.ca Téléphone: 613 957-1294	E-mail address - Adresse courriel		Date 27-FEB-2017

**ANNEX "1" TO PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "D"

### INSURANCE REQUIREMENTS

#### **G1001C (2013-11-06) Insurance Requirements**

The Contractor must comply with the insurance requirements specified herein. 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.

#### **G2001C (2014-06-26) Commercial General Liability Insurance**

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

- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. 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. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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