



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
800 Burrard Street, Room 219  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9  
Bid Fax: (604) 775-7526

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Contaminated Sites Marine Sediment	
<b>Solicitation No. - N° de l'invitation</b> EZ897-172925/A	<b>Date</b> 2017-09-18
<b>Client Reference No. - N° de référence du client</b> EZ897-172925	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-524-8178	
<b>File No. - N° de dossier</b> VAN-7-40202 (524)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-10-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yamamoto, Albert	<b>Buyer Id - Id de l'acheteur</b> van524
<b>Telephone No. - N° de téléphone</b> (604) 562-8773 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 219-800 BURRARD ST. VANCOUVER British Columbia V6Z0B9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

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

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**REQUEST FOR PROPOSAL  
CONTAMINATED SITES MARINE SEDIMENT REMEDIATION SERVICES  
CONTRACT WITH TASK AUTHORIZATION  
PACIFIC REGION - BC & YT**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form and any other annexes.

**1.2 Summary**

- 1.2.1 Public Works and Government Services Canada Environmental Services, has a requirement for Contaminated Sites Marine Sediment Remediation Services on an "as and when requested" basis on behalf of PWGSC and other federal clients in British Columbia and Yukon.

Generally, the required services may include:

- a) program management;
- b) investigations and modelling;
- c) planning;
- d) remediation construction management; and
- e) other related environmental services

It is expected that PWGSC will award up to two Contracts as a result of this Request For Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to \$20,000,000.00

(including applicable taxes). The period of the Contracts will be for three years from the date of contract award.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 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 Canadian Free Trade Agreement (CFTA).
- 1.2.4 This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across British Columbia and the Yukon Territory, including areas subject to Comprehensive Land Claims Agreements.
- 1.2.5 There is an optional bidder's conference associated with this requirement.
- 1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

## **2.2 Submission of Bids**

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

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

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.4 Applicable Laws**

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

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

## **2.5 Improvement of Requirement During Solicitation Period**

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

## **2.6 Bidders' Conference**

A bidders' conference will be held at 800 Burrard Street on October 4, 2017. The conference will begin at 13:00 DST, in Room 1902. 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 October 3, 2017 at 12:00.

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.

## **2.7 Basis for Canada's Ownership of Intellectual Property**

The Public Works and Government Services Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*: the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

### **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex H – Evaluation Criteria Part 1.

#### **4.1.2 Financial Evaluation**

Bidders will be assessed based on the information provided, as per Annex "B" - Basis of Payment, in accordance with the procedure set out in Annex H - Evaluation Criteria Part 2

##### **4.1.2.1 Mandatory Financial Criteria**

(a) Bidders must submit firm rates for all categories listed in Annex H – Evaluation Criteria – Part 2.

(b) *SACC Manual Clause A0222T (2014-06-26), 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, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% 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 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
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.

### **4.2.2 Basis of Selection – Number of Contracts to be awarded**

- (a) Bids will be ranked, highest to lowest, based on their Total Combined Rating.
- (b) The top 2 ranked Bidders receiving the highest Total Combined Rating will be the entities that the Evaluation Board will recommend for the provision of the required services.
- (c) Up to 2 contracts may be awarded depending on the number of responsive bids received.
- (d) The Estimated Overall Value of this requirement will be distributed among up to 2 contracts as follows:

Number of responsive bids	Overall Ranking of Bidder from Total Combined Rating	
	1 <sup>st</sup>	2 <sup>nd</sup>
1	100%	
2 or more	70%	30%

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ciif/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.3.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### **5.2.3.3 Workers Compensation Certification- Letter of Good Standing**

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

The Bidder must provide, within 7 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

**Before award of a contract, the following conditions must be met:**

### 6.1 Security Requirements

#### A. For Canadian Suppliers:

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### B. For Foreign Suppliers:

- i. The Bidders must be from a country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral industrial security instrument. The Contract Security Program (CSP) has international bilateral industrial security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html> .
- ii. The Bidders must provide proof that they are incorporated or authorized to do business in their jurisdiction as indicated in Part 7 - Resulting Contract Clauses.
- iii. The Bidder's proposed individuals requiring access to **CANADA PROTECTED A** information/assets must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses.
- iv. Bidders are reminded to obtain the required security clearance promptly as the Work must not be started without the requisite security clearances. Any delay in the award of a contract to allow the

successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

- v. In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.
- vi. Bidders are reminded that Canada has the right to reject any request to electronically access, process, produce, transmit or store **CANADA PROTECTED A** information related to the Work in any other country if there is any reason to be concerned about the security, privacy, or integrity of the information.
- vii. The bid must clearly indicate the work which the Bidder plans to subcontract. All subcontracting arrangements which provide the subcontractor with access to **CANADA PROTECTED A** information/assets are subject to approval by Canada. The description of subcontracting arrangements must demonstrate how the Bidder will ensure that all requirements, terms, conditions, and clauses of the contract are met.

## 6.2 Financial Capability

*SACC Manual* clause A9033T (2012-07-16) Financial Capability

## 6.3 Insurance Requirements

### 6.3.1 Insurance - Proof of Availability Prior to Contract Award

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

## 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated (To be determined)\_\_\_\_\_.

## 7.2 Task Authorization

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

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

As more than one contract is expected to be awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor.

Unless a best fit exception is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum % distribution, therefore ensuring that work is evenly distributed as identified to the Contractors in the RFP/resulting contract. In the case where insufficient funds remain in a Contractor's contract to complete a proposed TA, the Contractor next farthest away from their % distribution, and with enough funds remaining, will be selected for the work.

The best fit exception is described as follows:

A Contractor may be considered based on their history in conducting previous phases of a client's project/program. The rationale for this best-fit exception would be based on the Contractor's significant previous experience with the site, thereby reducing planning time and costs for subsequent project packages.

### 7.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task.
2. The description of the task will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within the timeframe described in the ToR/SoW, a proposal outlining the proposed approach, methodology and project team to address the ToR/SoW of the Task Authorization (TA) requirement, any proposed deviation(s) to the ToR/SoW for the specific TA, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Pricing specified in the Contract. Price Support for major disbursements must be provided with the Contractor's proposal.
4. The Contractor must not commence work until a TA is authorized by the Project Authority or the Contracting Authority, using the Task Authorization Form specified in Annex "E", has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 7.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$400,000.00, Applicable Taxes included, inclusive of any revisions.

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

### 7.2.3 Task Authorization - Order of Ranking

\_\_\_ (*insert number*) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: EZ897-172925/A. The contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_

Ranked second: \_\_\_\_\_

### 7.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 7.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (*contracting authority to edit the text as applicable*):

#### For each authorized task:

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

#### For all authorized tasks:

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

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

#### 7.4 Security Requirements

7.4.1 The following security requirements apply and form part of the Contract.

##### A. SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: 20172925

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/**PWGSC**.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/**PWGSC**.
5. The Contractor 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).

##### B. SECURITY REQUIREMENT FOR FOREIGN SUPPLIER:

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming Foreign recipient **Contractor / Subcontractor** compliance with the security requirements for foreign suppliers. The following security requirements apply to the Foreign recipient **Contractor / Subcontractor** incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent **contract / subcontract**.

1. The Foreign recipient **Contractor / Subcontractor** must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral industrial security instrument. The Contract Security Program (CSP) has international bilateral industrial security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.

2. The Foreign recipient **Contractor / Subcontractor** must provide proof that they are incorporated or authorized to do business in their jurisdiction.
3. The Foreign recipient **Contractor / Subcontractor** defined as an individual or legal entity possessing the legal capacity to enter into a contract, shall provide confirmation of compliance with the below terms and conditions, in writing, to the Canadian Designated Security Authority (DSA), prior to the execution of the works, services or performance, of which requires or involves access to **CANADA PROTECTED A** information/assets.
4. The Foreign recipient **Contractor / Subcontractor** shall not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation shall be provided, in writing, to the Foreign recipient **Contractor / Subcontractor** in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
5. All **CANADA PROTECTED A** information/assets accessed by the Foreign recipient **Contractor / Subcontractor** shall NOT be safeguarded at the Foreign recipient's sites.
6. The Foreign recipient **Contractor / Subcontractor** must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent Foreign recipient Contractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
7. The Foreign recipient **Contractor / Subcontractor** shall not permit access to **CANADA PROTECTED A** information/assets, except to its personnel subject to the following conditions:
  - a. Personnel have a need-to-know for the performance of the **contract / subcontract**.
  - b. Personnel have been subject to a criminal record check, with favourable results, from a recognized Governmental agency in **their country** as well as a background verification. The approved verifications for the required criminal record check and background verification are listed at Appendix A.
  - c. The Foreign recipient **Contractor / Subcontractor** will ensure that its Chief Executive Officer (CEO) or Senior Official of the company will appoint a Contract Security Officer (CSO) and/or an Alternate Contract Security Officer (ACSO) in order to ensure compliance with all contracting security requirements.

- d. The Foreign recipient **Contractor / Subcontractor** shall ensure that personnel provide consent to share results of the Criminal record Background Check with the Canadian DSA and other Canadian Government Officials, if requested.
  - e. The Government of Canada reserves the right to deny access to **CANADA PROTECTED A** information/assets to a Foreign recipient **Contractor / Subcontractor** for cause.
8. **CANADA PROTECTED A** information/assets provided or generated pursuant to this **contract / subcontract** shall not be further provided to a third party Foreign recipient Subcontractor unless:
- a. written assurance is obtained from the Canadian DSA to the effect that the third-party Foreign recipient Subcontractor has been approved for access to **CANADA PROTECTED A** information/assets by the Canadian DSA; and
  - b. written consent is obtained from the Canadian DSA, if the third-party Foreign recipient Subcontractor is located in a third country.
9. The Foreign recipient **Contractor / Subcontractor** shall not use the **CANADA PROTECTED A** information/assets for any purpose other than for the performance of the **contract / subcontract** without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
10. The Foreign recipient **Contractor / Subcontractor** requiring access to Canadian Government site(s), under this contract, will submit a Request for Site Access to the Departmental Security Officer of the Department of Public Services and Procurement Canada.
11. The Foreign recipient **Contractor / Subcontractor** shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED A** information/assets pursuant to this **contract / subcontract** have been compromised.
12. The Foreign recipient **Contractor / Subcontractor** shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED A** information/assets accessed by the Foreign recipient **Contractor / Subcontractor**, pursuant to this **contract / subcontract**, have been lost or disclosed to unauthorized persons.
13. The Foreign recipient **Contractor / Subcontractor** shall not disclose **CANADA PROTECTED A** information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent shall be sought through the Canadian DSA.

14. In the event that a Foreign recipient **Contractor / Subcontractor** is chosen as a supplier for this **contract / subcontract**, subsequent Country-Specific Foreign security requirement clauses shall be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.
15. The Foreign recipient **Contractor / Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Annex C.
16. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.
17. Canada has the right to reject any request to electronically access, process, produce, transmit or store **CANADA PROTECTED A** information/assets related to the Work in any other country if there is any reason to be concerned about the security, privacy, or integrity of the information.

## APPENDIX A

The Foreign recipient **Contractor / Subcontractor** must perform a security screening of all its personnel who will need access to **CANADA PROTECTED A** information/assets:

- a) Identity check:
- i. Copies of two of valid original pieces of government issued identity documentation, one of which must include a photo
  - ii. Surname (last name)
  - iii. Full given names (first name) – underline or circle usual name used
  - iv. Family name at birth
  - v. All other names used (aliases)
  - vi. Name changes
    1. Must include the name they changed from and the name they changed to, the place of change and the institution changed through
  - vii. Sex
  - viii. Date of birth
  - ix. Place of birth (city, province/state/region, and country)
  - x. Citizenship(s)
  - xi. Marital status/common-law partnership
    1. Current status (married, common-law, separated, widowed, divorced, single)
    2. All current spouses (if applicable)
      - a. Surname (last name)
      - b. Full given names (first name) – underline or circle usual name used
      - c. Date and duration of marriage/common-law partnership
      - d. Date of birth
      - e. Family name at birth
      - f. Place of birth (city, province/state/region, and country)
      - g. Citizenship(s)
- b) Residency check:
- i. The last five (5) years of residency history starting from most recent with no gaps in time.
    1. Apartment number, street number, street name, city, province or state, postal code or zip code, country, from-to dates.
- c) Educational check:
- i. The educational establishments attended and the corresponding dates.
- d) Employment history check:
- i. The last five (5) years of employment history starting from most recent with no gaps in time.

- ii. Three (3) employment reference check from the last five (5) years.
- e) Criminal records check:
  - i. Report(s) containing all criminal convictions for the last five (5) years in and outside of the candidate's country of residence.
- f) Credit check:
  - i. Credit check report where available.

## **7.5 Term of Contract**

### **7.5.1 Period of the Contract**

The Contracting Authority or Authorized Client may issue Task Authorizations between (Contract Award Date – to be determined) up to midnight (Date 3 years from Contract Award Date – to be determined). Contractual obligations and deliverable completion dates under Task Authorizations may extend beyond (Date 3 years from Contract Award Date – to be determined) and will end once the final Task has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

## **7.6 Authorities**

### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Albert Yamamoto  
Supply Specialist  
Public Works and Government Services Canada  
Vancouver Acquisitions  
Pacific Region  
Government of Canada

Tel: 604-562-8773  
[albert.yamamoto@pwgsc-tpsgc.gc.ca](mailto:albert.yamamoto@pwgsc-tpsgc.gc.ca)

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

### **7.6.2 Project Authority**

The Project Authority for the Contract is: (To be determined)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
EZ897-172925/A  
Client Ref. No. - N° de réf. du client  
20172925

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

Buyer ID - Id de l'acheteur  
VAN524  
CCC No./N° CCC - FMS No./N° VME

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Telephone: \_\_\_-\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_-\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **7.6.3 Contractor's Representative**

(To be completed by bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_-\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_-\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **7.7 Payment**

### **7.7.1 Basis of Payment**

#### **7.7.1.1 Basis of payment: Individual task authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.7.1.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (To be determined) . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
  
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **7.7.2 Method of Payment**

### **7.7.2.1 Monthly 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.

### **7.7.3 SACC Manual Clauses (if applicable)**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
C2000C (2007-11-30) Taxes - Foreign-based Contractor

### **7.7.4 Electronic Payment of Invoices – Contract (if applicable)**

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

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

### **7.7.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## 7.8 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed if requested by the Project Authority;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, and other disbursements;
- (d) a copy of the monthly progress report;
- (e) invoice date (corrected for amendments);
- (f) invoice number;
- (g) period invoice covers;
- (h) Contract number \_\_\_\_\_ (*number to be inserted at Contract Award*);
- (i) task number;
- (j) project number;
- (k) total task amount (corrected for amendments);
- (l) amount previously invoiced;
- (m) current invoice amount;
- (n) amount remaining on task;
- (o) itemized list of fees, identifying category, resource, rate, hours, and extension. Categories, rates, resources and disbursements must be pre-approved by the Authorized Client. Canada reserves the right to not pay for categories, rates, resources or disbursements submitted on invoices that have not been pre-approved;
- (p) itemized list of travel expenses, identifying resource, dates of travel, location of travel, rates;
- (q) itemized list of disbursements, cross-referenced to included back-up receipts

2. Invoices must be distributed electronically as follows:

- (a) The Original copy must be forwarded to the addressee shown on page 1 of the Task Authorization for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

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

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

### 7.9.3 SACC Manual Clauses

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04) General Conditions - Higher Complexity - 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 signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)* ).

### 7.12 Insurance – Specific Requirements

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

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

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

### 7.13 SACC Manual Clauses

A9039C (2008-05-12) Salvage

A9068C (2010-01-11) Government Site Regulations

A0285C (2007-07-25) Workers Compensation

## ANNEX "A"

### STATEMENT OF WORK

This Statement of Work generally describes the various services that the Contractor may be requested to perform during the Contract. Specific work requirements for each Task Authorization (TA) will be detailed as part of the TA procedure by the PWGSC Environmental Services Project Manager.

Generally, provincial and territorial laws and municipal by-laws do not apply on federal lands and to federal undertakings. Environmental standards, guidelines and objectives established by provincial, territorial or municipal departments, ministries, and agencies will be considered for the purposes of establishing investigation and remediation/risk management environmental quality criteria. Also, material removed from federal jurisdiction may become subject to provincial and territorial laws and municipal by-laws.

#### A.1 Work Location

Work for this Contract with Task Authorizations is restricted to the Pacific Region, which is comprised of British Columbia and Yukon. Individual Work Sites may be in urban settings (eg within city or community boundaries) or in remote settings (eg rural or wildlands). Work Sites are marine sediments in salt water or brackish environments such as estuaries or rivers with strong tidal influences; not included are uplands and freshwater sediments.

#### A.2 Types of Sites/Contaminants

Types of Sites (TOS) that PWGSC may require Work on include:

- Marine harbours and ports of mixed industrial, commercial, and recreational use.
- Marine drydocks and graving docks.
- Naval bases and other marine military installations.

Other federal or former federal Sites may also be included.

Types of Contaminants (TOC) that PWGSC may require Work on include:

- Organotins including: tributyltin (TBT).
- Inorganics including: metals; cyanide (CN); sodium and chloride (salt).
- Petroleum hydrocarbons including: BC and YT CSR Volatile Petroleum Hydrocarbons (VPH), Extractable Petroleum Hydrocarbons (LEPH and HEPH); CCME Canada-Wide Standards for Petroleum Hydrocarbons Fraction 1 to 4 (F1, F2, F3, F4).
- Chlorinated Hydrocarbons including: Polychlorinated biphenyls (PCBs), Polychlorinated dibenzo-p-dioxins (PCDDs) and polychlorinated dibenzofurans (PCDFs).
- Monocyclic Aromatic Hydrocarbons including: benzene, ethylbenzene, toluene, xylene (BETX).
- Polycyclic Aromatic Hydrocarbons including: benz[a]anthracene, benzo[a]pyrene, benzo[b]fluoranthene, benzo[k]fluoranthene, dibenz[a,h]anthracene, indeno [1,2,3-cd] pyrene, naphthalene, phenanthrene and pyrene.
- Perfluorinated compounds including: perfluorooctanoic acid, its salts, and its precursors (PFOA); perfluorocarboxylic acids, their salts, and their precursors (LC-PFCAs); polybrominated diphenyl ethers (PBDEs); perfluorooctane sulfonate, its salts and its precursors (PFOS)
- Pesticides, including: 2,2-bis(p-chlorophenyl)-1,1,1-trichloroethane (DDT).

### A.3 Environmental Quality Criteria (EQC)

Investigation and remediation/risk management environmental quality standards may include:

- Canadian Council of Ministers of the Environment (CCME) Canadian Environmental Quality Guidelines (CEQG)
- CCME Canada-wide Standard for Petroleum Hydrocarbons in Soil (CWS PHC)
- Health Canada Guidelines for Canadian Drinking Water Quality
- Environment Canada Guidance Document on Federal Interim Groundwater Quality Guidelines for Federal Contaminated Sites
- BC Contaminated Sites Regulation (CSR)
- BC Hazardous Waste Regulation (HWR)
- BC Approved Water Quality Guidelines
- Yukon Contaminated Sites Regulation (YCSR)
- Yukon Special Waste Regulation (YSWR)

### B. Required Services

#### B.1 Program Management

- Coordinate with PWGSC regarding Programs (ie multiple Projects), key Projects, general procedures (eg Workplan and invoice formats), and communication protocols.
- Report to PWGSC monthly on Programs and key Projects, and quarterly on financial status of CTA usage.
- Preparation of project management documentation.
- Address specific and systematic concerns from PWGSC.
- Allocate appropriate resources to individual Tasks, including Key Personnel.
- Ensure all Projects, which consist of one or more individual Tasks, are managed (including deliverables) in accordance with standard industry practice and in accordance with Government of Canada standards and guidelines (unless otherwise specified) including:
  - Federal Contaminated Sites Action Plan (FCSAP) Decision-Making Framework
  - A Federal Approach to Contaminated Sites (Contaminated Sites Management Working Group).
  - Framework for Addressing and Managing Aquatic Contaminated Sites Under the Federal Contaminated Sites Action Plan.
  - PWGSC National Project Management System located at: <http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>.
- Ensure Health and Safety is adequately addressed on all Projects, including federal and provincial/territorial requirements.
- Ensure Environmental Protection is adequately addressed on all Projects, including federal and provincial/territorial requirements.

#### B.2 Investigation and Modelling

- Sediment chemical, physical, and biological characterization.
- Sediment contaminant fate/transport modelling, including dredging elutriate testing.
- Recontamination and source control investigations.
- Oceanography, hydrology, bathymetry, and coastal investigations, including hydrodynamic and sediment transport modelling.
- Toxicological and biological characterization, including Toxicity Identification Evaluation.
- Human Health and Ecological Risk Assessment.

### B.3 Planning

- Schedule and Cost Estimating, including cash flow models.
- Remedial Options Analysis and Remedial Action Plan/Risk Management Plan.
- Project permitting, environmental management, and regulatory support.
- Marine geotechnical and structural engineering, including propwash evaluations.
- Dredging and cap design, including residuals management.
- Tender documents using National Master Specifications, and tender support.

### B.4 Remediation Construction Management

- Construction project monitoring (scope, quality, schedule, cost).
- Construction contractor submission review.
- Construction contract administration (communications, field monitoring, quantity tracking, daily reporting).
- Confirmatory sampling and quality assurance testing.
- Environmental compliance monitoring.
- Bathymetric verification.
- Evaluation of post-construction sampling data and provide management recommendations (dredging and cap redesign, risk assessment).
- Post-construction closure.

### B.5 Other Services

- Other risk mitigation services or incidental works/activities for risk mitigation as required.
- Archaeological impact assessments, mitigation strategies, and monitoring during remediation construction.
- Species at Risk assessments, mitigation strategies, and monitoring during remediation construction.
- Preparation of record drawings.
- National Classification Scoring.
- Estimate of liability or contingent liability.
- Additional services required to complete marine sediment contaminated sites remediation.

## C. General Procedures

### C.1 Resource Categories and Specializations

The following are the only allowed Resource Categories:

1. Expert
2. Senior
3. Intermediate
4. Junior

Only the allowed Resource Category may be invoiced as detailed in Annex "B", Basis of Payment.

The following are the minimum accreditation and experience requirements for the Specializations in the categories of personnel required to be provided for this Contract, and their typical role. Other personnel with more specialized attributes may be required for specific Task Authorizations and the rules for their

incorporation into a Task Authorization are detailed in Annex "B", Basis of Payment.

1. Expert – Environmental
  - a. Minimum 20 years relevant experience.
  - b. Provides specialized advice on technical items. Provides specialized review on deliverables.
2. Senior – Program Manager
  - a. Minimum 10 years relevant experience.
  - b. Manages program of work and Contract with Task Authorizations. Manages program of health and safety and environmental protection. Coordinates all Expert and Senior work.
3. Senior – Environmental: Investigations and Modelling
  - a. Qualified Professional currently registered with an appropriate professional association and minimum 10 years relevant experience.
  - b. Manages specific projects and Task Authorizations. Responsible for overall technical aspects of investigations and modelling. Senior review of all deliverables. Manages field health and safety and environmental protection. Supervises Intermediate personnel.
4. Senior – Environmental: Planning
  - a. Qualified Professional currently registered with an appropriate professional association and minimum 10 years relevant experience.
  - b. Manages specific projects and Task Authorizations. Responsible for overall technical aspects of planning. Senior review of all deliverables. Manages field health and safety and environmental protection. Supervises Intermediate personnel.
5. Senior – Environmental: Remediation Construction Management
  - a. Qualified Professional currently registered with an appropriate professional association and minimum 10 years relevant experience.
  - b. Manages specific projects and Task Authorizations. Responsible for overall technical aspects of remediation construction management. Senior review of all deliverables. Manages field health and safety and environmental protection. Supervises Intermediate personnel.
6. Intermediate
  - a. Qualified Professional currently registered with an appropriate professional association and minimum 5 years relevant experience.
  - b. Field supervisor. Assists project manager. Responsible for overall implementation of technical aspects of investigations and assessments. Supervises field health and safety and environmental protection. Supervises Junior personnel.
7. Junior
  - a. May include project team members not currently registered with an appropriate professional association and minimum 1 year relevant experience
  - b. Assists in field investigations, construction monitoring, environmental monitoring, sampling, and reporting. Implements field health and safety and environmental protection. Conducts CADD and routine Geographical Information System services. Provides project/task-specific support services outside of general company overhead, such as assisting with reporting, word processing, tracking data, setting up subcontractor purchase orders, order project supplies, invoice review, and coordinating health and safety.

Relevant experience must specifically be related to Services described above for the given Specialization. Relevant experience does not include time for education.

## C.2 Licensing, Certification or Authorization

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The Bidder must be a Qualified Professional to provide the necessary professional services to the full extent that may be required by PWGSC.

Qualified Professional is a person who is registered with their appropriate professional association, acts under that professional association's code of ethics, is subject to disciplinary action by that professional association, and through suitable education, experience, accreditation and knowledge may be reasonably relied on to provide advice within his or her area of expertise. Appropriate professional associations include:

- Professional Geoscientists.
- Professional Engineers.
- Professional Agrologists.
- Professional Biologists.
- Professional Chemists.
- Project Management Professional.
- Environmental Professional.

Equivalent professional associations are also appropriate. Only full membership will be considered to be a Qualified Professional (ie no "in training" designations).

## ANNEX "B"

### BASIS OF PAYMENT

#### B.1 Labour Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Resource Category	Firm Hourly Rate (\$CDN)
Expert	\$___/hr
Senior	\$___/hr
Intermediate	\$___/hr
Junior	\$___/hr

- B.1.1 Hourly rates will remain firm for the full period of the Contract. The hourly rate for all persons in a specific category must be the same.
- B.1.2 The hourly rates quoted must include all overhead, including field supplies, internal equipment charges (including equipment charges considered to be internal although they may be rented), and other indirect support such as report printing costs for 3 hardcopies.
- B.1.3 Extraordinary printing costs (e.g. high quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from PWGSC is obtained.
- B.1.4 Time worked which is more or less than an hour must be prorated to reflect actual time worked.
- B.1.5 The Contractor will only be allowed to charge for the categories of personnel identified above. If other personnel, such as clerical support, are normally charged out for these services then the bidder must include their estimated costs in the hourly rates of one of the categories above.
- B.1.6 Overtime, holidays, weekend and evening work must be charged at the firm hourly rate.
- B.2 New or Replacement Personnel
- B.2.1 If the Contractor plans to use any personnel who have not previously received approval by PWGSC, the Contractor must get PWGSC approval prior to allowing the person to work on, or be chargeable

to, the project. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes and cover letters must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed in the Task Authorization. PWGSC reserves the right not to make payment for personnel not pre-approved by PWGSC.

- B.2.2 The rates for the replacement personnel must be the same rate as the category their replacement was in or whichever category is appropriate based on their skills.
- B.3 Personnel Moving to Different Category
- B.3.1 If the Contractor plans to move a pre-approved personnel listed in a certain category into another category, they must get pre-approval by PWGSC. PWGSC reserves the right not to make payment for personnel not pre-approved into a different category.
- B.4 Other Direct Expenses
- B.4.1 The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers as per B.7 Disbursements.
- B.4.2 Non-allowable field supplies and internal equipment charges include the following:
- .1 Health and safety equipment and supplies (e.g. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, respirators, life jackets, survival suits, first aid kits.
  - .2 Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters, interface probes.
  - .3 Water and biota sampling equipment and supplies including: grabs and cores, pump tubing, filters, bottles and preservatives.
  - .4 Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.
  - .5 Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.
- B.4.3 Extraordinary field supplies, field equipment, and internal equipment charges may be allowed on a case by case basis with prior approval from PWGSC.
- B.4.4 Extraordinary field supplies and internal equipment charges will be paid for actual costs incurred with no mark-up. If the extraordinary field supplies or internal equipment charge is Contractor - owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the work plan and prior approval from PWGSC is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of PWGSC.
- B.5 Sub-contractors

- B.5.1 Sub-contractors required to complete the activities may be hired by the Contractor if the work is less than \$25,000 (inclusive of taxes).
- B.5.2 Sub-contractors required to complete the activities greater than \$25,000 (inclusive of taxes) must undergo a competitive process involving at least 3 bidders or otherwise selected using a process acceptable to PWGSC.
- B.5.3 Work which requires construction or demolition activities greater than \$25,000 (inclusive of taxes) is not permitted under the task authorization.
- B.6 Travel and Living
- B.6.1 The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without markup, in accordance with the meal and private vehicle allowances specified in Appendices B,C and D of the National Joint Council Travel Directive, : <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.
- B.6.2 All travel must have the prior authorization of PWGSC. All payments are subject to government audit.
- B.6.3 For projects located in British Columbia (excluding Vancouver Island) and Yukon, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Vancouver Office, 800 Burrard Street, Vancouver, BC V6Z 0B9 or from the Contractor's project personnel's office to the project site, whichever is closer.

For projects located on Vancouver Island, travel-related expenses associated with the delivery of services will be calculated from the PWGSC's Victoria Office, 1230 Government Street, Victoria, BC V8W 3X4 or from the Contractor's project personnel's office to the project site, whichever is closer.

All travel related expenses within 50kms of the above locations will be included in the Contractor's hourly fee structure.

Travel to/from Vancouver and Victoria will be paid, or the equivalent cost of travel between the two will be paid if travel is from another location. All travel is subject to PWGSC approval. PWGSC reserves the right to require any of the personnel on the Consultant's team to attend the project site or in-person meetings.

B.7 Disbursements

There is no markup allowed on disbursements.

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**See attached.**

## **ANNEX "D"**

### **INSURANCE REQUIREMENTS**

#### **Insurance – Specific 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.

The contractor must have extended coverage in which the policy must either include or be endorsed to include coverage for exposures or hazards if the Work is subject thereto:

- The operation, handling or having the use of a watercraft
- Coverage for watercraft-related incidents resulting in property damage, bodily harm or death while operating, handling or having the use of a watercraft

#### **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 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.

**Environmental Impairment Liability Insurance**

1. The Contractor must obtain Contractors Professional Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Professional 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: 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.
  - d. 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.

- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
- f. 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 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.

**Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

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

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**ANNEX “E”**

**TASK AUTHORIZATION FORM**

**See attached.**

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## **ANNEX "F" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "G" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a **federally regulated employer** being subject to the **Employment Equity Act**.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current **Agreement to Implement Employment Equity** (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the **Agreement to Implement Employment Equity (LAB1168)** to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX “H”

### EVALUATION CRITERIA

#### Part 1 Technical Evaluation

##### H.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the bids. Each responsive offer will be evaluated against the point-rated criteria listed below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience. Points will be awarded solely on the basis of information as explicitly written in the Bidder's response, as confirmed where applicable by references.

The maximum number of pages (including text and graphics) to be submitted for the Point Rated Requirements is 20 pages, and must not exceed the limits below:

- Achievements of Bidders on Projects: 20 projects x 0.5 page/project = 10 pages
- Achievements of Key Personnel on Projects: 8 Key Personnel x 1 page/Key Personnel = 8 pages
- Management of Services: 2 pages

Bidders should number their submission consecutively to assist in evaluation and confirming the page count.

A “project” for the purposes of Bidder's submission and evaluation is an undertaking to remediate a marine sediment contaminated site with a scope similar to that described in the Statement of Work. A project for a particular Required Service that spans multiple years, at the same site, can only be counted as one project for that particular Required Service. The project does not have to be completed at the time of tender, but only those components worked on within any time limits identified below may be considered for evaluation purposes.

##### H.2 Bid Preparation Instructions - Point Rated Requirements

###### H.2.1 Achievements of Bidders on Projects

Describe the Bidder's accomplishments, achievements and experience as prime consultant on projects. A project is considered to be work the Bidder conducted at the same site for the same client even though the work may span several years and involve different phases. Comparable/relevant/requested/components of/related projects is in reference to Statement of Work.

Select a maximum of 20 projects undertaken within the last 10 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 20 projects listed in sequence will receive consideration and any others will receive none as though not included. Projects between Required Services may be re-used, but projects for a given Required Service must be different. The 20 projects should describe the Required Services as follows:

- Program Management for 2 different projects.
- Investigations and Modelling for 6 different projects.

- Planning for 6 different projects.
- Remediation construction management for 6 different projects.

Information that should be supplied for each project:

- Project Number (sequentially numbered as per Total Technical Score Calculation Table), Required Service, Name of Project.
- Budget (consultant fees) and schedule (start and end dates of consulting work).
- Names of Key Personnel responsible for project delivery, and role on project.
- Brief project description and services Bidder provided relative to Statement of Work, emphasizing unique, significant, or otherwise noteworthy achievements. Indicate the role of the Bidder on the project, including if they were the prime consultant/engineer of record, or if they had a secondary/supporting role.
- Clearly indicate how this project is comparable/related to the requested Scope of Work. This includes: Work Location including province/territory, Types of Sites/Contaminants, and Environmental Quality Criteria including if CCME or other Canadian federal guidelines used.
- Client references - name and phone number of client contact at working level. References may be checked to confirm information provided only; no clarifications or additional information will be allowed (ie no "bid repair"). The client reference is mandatory information; failure to provide a client reference will result in that project not being considered.

Indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

#### H.2.2 Achievements of Key Personnel on Projects

Describe the experience and performance of Key Personnel to be assigned to this project regardless of their past association with the current Bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements. Relevant experience/expertise/role/responsibility/weaknesses is in reference to Statement of Work.

Select a maximum of 40 projects (5 projects for each of 8 Key Personnel) undertaken within the last 10 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 40 projects listed in sequence will receive consideration and any others will receive none as though not included. Projects between Key Personnel may be re-used, but projects for a given Key Personnel must be different. However a project may only be used once for a given Specialization.

Information that should be supplied for each Key Personnel:

- Key Personnel Number (sequentially numbered as per Total Technical Score Calculation Table), Name of Key Person, Resource Category, Specialization.
- Professional accreditation, including date and institution. Where applicable, accreditation is mandatory information; failure to provide accreditation, or failure to meet the minimum accreditation requirements for the Specialization, will result in that Key Person not being considered.
- Total number of years of relevant experience. Experience is mandatory information; failure to provide experience, or failure to meet the minimum experience requirements for the Specialization, will result in that Key Person not being considered.
- Services Key Person has provided over entire years of relevant experience demonstrating breadth and depth of Services provided relative to Statement of Work and Specialization.
- 5 different example past projects demonstrating breadth and depth of experience relative to Statement of Work including: Name of Project; Project Number (1 up to 5); Schedule (start and end dates of consulting work); Role that the specific Key Person provided; Location including province/territory; Types of Sites/Contaminants; and Environmental Quality Criteria including if CCME or other Canadian federal guidelines used.

The Key Personnel identified below must be included in one of the Resource Categories Specializations only:

- Expert - Environmental, only one person
- Senior - Program Manager, only one person
- Senior - Environmental: Investigations and Modelling, up to 2 personnel
- Senior - Environmental: Planning:, up to 2 personnel
- Senior - Environmental: Remediation Construction Management, up to 2 personnel

### H.2.3 Management of Services

The Bidder should describe how they propose to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The Bidder is also to identify sub-consultant disciplines and specialists required to complete the consultant team. Services/requirements/capability is in reference to Statement of Work.

If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- What back-up will be committed for Key Personnel, and brief description of their achievements (professional accreditation, number of years experience, relevant experience synopsis).
- Profiles of the key positions (specialized technical services and expertise) for personnel other than Key Personnel with a brief description of how they complete the consultant team.

The consultant team personnel (including back-up personnel and key positions personnel) must be included in one of the Resource Categories only, and must have the minimum relevant experience and professional accreditation to be considered for the corresponding Resource Category.

### H.3 Total Technical Score

PWGSC Evaluation Team members will independently evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will independently rate each criterion with even numbers of points (0, 2, 4, 6, 8 or 10) using the Generic Evaluation Table. The Bid Evaluation Team will convene following individual evaluations and a collective assessment of the bids will be compiled. Only in exceptional circumstances, when consensus is unachievable, the Bid Evaluation Team members will average their individual scores for the applicable evaluation criterion.

The Total Technical Score will be based on applying a Weight Factor to the Consolidated Points, and then summing the Weighted Points as follows:

**Total Technical Score Calculation Table**

Description	Consolidated Points	Weight Factor	Weighted Points
Achievements of Bidder on Projects			
1. Program Management Project #1	0 - 10	0.25	0 – 2.5
2. Program Management Project #2	0 - 10	0.25	0 – 2.5
3. Investigation and Modelling Project # 1	0 - 10	0.25	0 – 2.5
4. Investigation and Modelling Project # 2	0 - 10	0.25	0 – 2.5
5. Investigation and Modelling Project # 3	0 - 10	0.25	0 – 2.5
6. Investigation and Modelling Project # 4	0 - 10	0.25	0 – 2.5
7. Investigation and Modelling Project # 5	0 - 10	0.25	0 – 2.5
8. Investigation and Modelling Project # 6	0 - 10	0.25	0 – 2.5
9. Planning, Project # 1	0 - 10	0.25	0 – 2.5
10. Planning, Project # 2	0 - 10	0.25	0 – 2.5
11. Planning, Project # 3	0 - 10	0.25	0 – 2.5
12. Planning, Project # 4	0 - 10	0.25	0 – 2.5
13. Planning, Project # 5	0 - 10	0.25	0 – 2.5
14. Planning, Project # 6	0 - 10	0.25	0 – 2.5
15. Remediation Construction Management, Project # 1	0 - 10	0.25	0 – 2.5
16. Remediation Construction Management, Project # 2	0 - 10	0.25	0 – 2.5
17. Remediation Construction Management, Project # 3	0 - 10	0.25	0 – 2.5
18. Remediation Construction Management, Project # 4	0 - 10	0.25	0 – 2.5
19. Remediation Construction Management, Project # 5	0 - 10	0.25	0 – 2.5
20. Remediation Construction Management, Project # 6	0 - 10	0.25	0 – 2.5
Achievements of Key Personnel on Projects			
1. Expert-Environmental	0 - 10	0.5	0 – 5
2. Senior-Program Manager	0 - 10	0.5	0 – 5
3. Senior-Environmental: Investigations and Modelling #1	0 - 10	0.5	0 – 5
4. Senior-Environmental: Investigations and Modelling #2	0 - 10	0.5	0 – 5
5. Senior-Environmental: Planning #1	0 - 10	0.5	0 – 5
6. Senior-Environmental: Planning #2	0 - 10	0.5	0 – 5
7. Senior-Environmental: Remediation Construction Management #1	0 - 10	0.5	0 – 5
8. Senior-Environmental: Remediation Construction Management #2	0 - 10	0.5	0 – 5
Management of Services			
1. Management of Services	0 - 10	1.0	0 – 10
<b>Total Technical Score</b>			<b>0 - 100</b>

**Generic Evaluation Table**

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

**Part 2 Financial Evaluation**

**H.4 Financial Evaluation**

**H.4.1 Category Rate Evaluation**

For rate evaluation purposes only these percentages are fixed and will apply in the evaluation to determine a blended hourly rate.

In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the

following requirement must be strictly adhered too: Bidders must provide an hourly rate for each listed position. In the event that the Bidder consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. For example, if the Bidder does not have an Intermediate Personnel, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Personnel. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non- responsive.

The price proposal is determined by the following calculation:

Resource Category	Hourly Rate	Weighting	Weighted Rating
Expert	\$ /hour	10%	\$
Senior	\$ /hour	20%	\$
Intermediate	\$ /hour	40%	\$
Junior	\$ /hour	30%	\$
<b>Total Evaluated Rate</b>			\$

Solicitation No. - N° de l'invitation  
EZ897-172925/A  
Client Ref. No. - N° de réf. du client  
20172925

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

Buyer ID - Id de l'acheteur  
VAN524  
CCC No./N° CCC - FMS No./N° VME

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

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

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**Bid Receiving  
Public Works & Government Services Canada  
219 - 800 BURRARD STREET  
VANCOUVER BC V6Z 0B9**

**Solicitation No. :** EZ897-172925/A

**Solicitation Closes at: 2:00 PM PDT  
On 2017-10-30**

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

**N° de l'invitation :** EZ897-172925/A

**La réception des soumissions prend fin le: 2017-10-30  
à: 14:00 HAP**

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Annex C



Government of Canada

Gouvernement du Canada

RECEIVED

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Contract Number / Numéro du contrat

20172925

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  
Public Works and Government Services Canada

2. Branch or Directorate / Direction générale ou Direction  
RPS/PTS

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

This procurement is for Contracts with Task Authorizations for consulting services.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

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

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
(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)

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

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada

NATO / OTAN

Foreign / Étranger

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

No release restrictions / Aucune restriction relative à la diffusion

All NATO countries / Tous les pays de l'OTAN

No release restrictions / Aucune restriction relative à la diffusion

Not releasable / À ne pas diffuser

Restricted to: / Limité à:

Restricted to: / Limité à:

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

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

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

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

PROTECTED A / PROTÉGÉ A

NATO UNCLASSIFIED / NATO NON CLASSIFIÉ

PROTECTED A / PROTÉGÉ A

PROTECTED B / PROTÉGÉ B

NATO RESTRICTED / NATO DIFFUSION RESTREINTE

PROTECTED B / PROTÉGÉ B

PROTECTED C / PROTÉGÉ C

NATO CONFIDENTIAL / NATO CONFIDENTIEL

PROTECTED C / PROTÉGÉ C

CONFIDENTIAL / CONFIDENTIEL

NATO SECRET / NATO SECRET

CONFIDENTIAL / CONFIDENTIEL

SECRET / SECRET

COSMIC TOP SECRET / COSMIC TRÈS SECRET

SECRET / SECRET

TOP SECRET / TRÈS SECRET

TOP SECRET / TRÈS SECRET

TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)

TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)

Security Classification / Classification de sécurité

Unclassified



# Annex C

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Security Classification / Classification de sécurité <b>Unclassified</b>

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: / Commentaires spéciaux : _____ NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

Security Classification / Classification de sécurité <b>Unclassified</b>
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# Annex C

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Security Classification / Classification de sécurité <b>Unclassified</b>

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

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

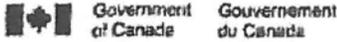
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

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

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

Security Classification / Classification de sécurité <b>Unclassified</b>
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# Annex C



Contract Number / Numéro du contrat <b>20172925</b>
Security Classification / Classification de sécurité <b>Unclassified</b>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Andrew Mylly</b>		Title - Titre <b>Senior Environmental Specialist</b>	Signature 
Telephone no. - N° de téléphone <b>(604) 666-9684</b>	Facsimile - Télécopieur <b>(604) 775-6645</b>	E-mail address - Adresse courriel <b>Andrew.Mylly@pwgsc.gc.ca</b>	Date <b>2017-02-01</b>
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Danny Kilroe</b>		Title - Titre <b>SO A / Security Chief</b>	Signature 
Telephone no. - N° de téléphone <b>(604) 666-1192</b>	Facsimile - Télécopieur <b>(604) 775-9380</b>	E-mail address - Adresse courriel <b>danny.kilroe@pwgsc.gc.ca</b>	Date <b>FEB 02 2017</b>
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 type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) <b>Albert Yamamoto</b>		Title - Titre <b>Supply Specialist</b>	Signature 
Telephone no. - N° de téléphone <b>(604) 562-8773</b>	Facsimile - Télécopieur <b>(604) 775-7549</b>	E-mail address - Adresse courriel <b>albert.yamamoto@pwgsc.gc.ca</b>	Date <b>2017-07-26</b>
<b>17. Contracting Security Authority / Autorisé contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) <b>Jennifer Fygn Mackey</b>		Title - Titre <b>Contract Security Officer</b>	Signature 
Telephone no. - N° de téléphone <b>( ) -</b>	Facsimile - Télécopieur <b>( ) -</b>	E-mail address - Adresse courriel <b>jennife.fygn-mackey@pwgsc.gc.ca</b>	Date <b>FEB 15/17</b>

Security Classification / Classification de sécurité <b>Unclassified</b>
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Annex E

Task Authorization / Autorisations des tâches

To: A:		PST Exempt No. - No. d'exemption de la TVP As per Contract / Selon le contrat		Contact - Personne ressource RP/SI - PACIFIC		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Order No. / No. de la commande	
Vendor No. / No. fournisseur		Contract Name - Nom du contact		Contract number / Numéro du contrat		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Order date / Date de la commande	
Acc. No. - No. comp.		Item Description / Description de l'article									
00010		-Fees and Disbursements - The item covers the following services: Le poste comprend les services suivants: Fees and Disbursements - -Travel - The currency of this P.O. is - La devise de cette commande est: CAD ===== Invoice and Deliverable Address: 219-800 Burrard Street Vancouver, BC V6Z 0B9									
00020		-Fees and Disbursements - The item covers the following services: Le poste comprend les services suivants: Fees and Disbursements - -Travel - The currency of this P.O. is - La devise de cette commande est: CAD ===== Invoice and Deliverable Address: 219-800 Burrard Street Vancouver, BC V6Z 0B9									
Delivery Address - Adresse de livraison PWGSC/TPSGC 800 Burrard Street Vancouver BC V6Z 2V8		Invoicing Address - Adresse de facturation PWGSC/TPSGC REGIONAL DIRECTOR PACIFIC 800 BURRARD ST UNIT 219 VANCOUVER BC V6Z 0B9		FOB - FAB		Amount - Montant / CAD		Terms of payment - Modalités de paiement Net 30		T. taxes - T. taxes / CAD	
Special Instructions - Instructions spéciales Security: This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents. Sécurité: Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC.		Yes <input type="checkbox"/> Oui No <input checked="" type="checkbox"/> Non		Start - Debut		End - Fin		T. Amount - Montant T. / CAD		Signature (Mandatory - Obligatoire) Date	
The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.		Please note additional instructions attached if applicable. Veuillez consulter les instructions supplémentaires s'il y a lieu.									
Signature (Mandatory - Obligatoire) Contractor		Signature (Mandatory - Obligatoire) Entrepreneur		Signature (Mandatory - Obligatoire)		Signature (Mandatory - Obligatoire)		Signature (Mandatory - Obligatoire)		Signature (Mandatory - Obligatoire)	
Date		Date		Date		Date		Date		Date	