



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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> Water Quality Studies	
<b>Solicitation No. - N° de l'invitation</b> H3224-172930/A	<b>Date</b> 2017-11-22
<b>Client Reference No. - N° de référence du client</b> H3224-172930	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-008-7415	
<b>File No. - N° de dossier</b> TOR-7-40094 (008)	<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 2018-01-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Leslie, Sandra	<b>Buyer Id - Id de l'acheteur</b> tor008
<b>Telephone No. - N° de téléphone</b> (905) 615-2069 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF HEALTH Box 42 58 Dalhousie Street Brantford Ontario N3T 5M3 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<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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## **PART 1 - GENERAL INFORMATION**

### **1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures 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.

### **2 Summary**

- 2.1 Health Canada, First Nations and Inuit Health Branch (FNIHB), Ontario Region requires the services of licenced and accredited laboratory(ies) to perform bacteriological analysis of drinking water supplies for First Nations in four geographic locations: Southern, Thunder Bay East, Thunder Bay West, and Sioux Lookout (please see 1.5 for a listing of communities).

The Contractor(s) must be licensed by the Ontario Ministry of Environment and Climate Change (MOECC), and accredited by the Standards Council of Canada or by an Accreditation Body recognized by the MOECC, to perform the work outlined in this SOW. The testing will be conducted according to the current requirements of Ontario Regulation 170/03 under the Safe Drinking Water Act (SDWA). A copy of the act and accompanying regulations can be found on the Government of Ontario E-Laws site (<http://www.e-laws.gov.on.ca>).

- 2.2 Up to four (4) contracts may be awarded from this RFP, one for each area:

1. Southern
2. Thunder Bay East,
3. Thunder Bay West
4. Sioux Lookout

Details of the Statement of Work for the locations are contained in Annex "A". Bidder may submit a proposal for any or all of the location, however a separate and complete proposal is required for each area.

- 2.3 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.
- 2.4 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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### **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**

### **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) (<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 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.

### **3 Former Public Servant**

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

#### **Definitions**

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

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

#### **4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

#### **5 Applicable Laws**

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

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

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

### **1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (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) (<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**

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

#### **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.

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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.

### **1.3 Exchange Rate Fluctuation**

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

### **1.4 SACC Manual Clauses**

#### **Section III: Certifications**

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

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

### **1 Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex "E".

#### **1.2 Financial Evaluation**

##### **MANDATORY FINANCIAL CRITERIA**

The bidder must submit pricing in accordance with Annex "B, Basis of Payment.

Total Evaluated Bid Price will be calculated as follows;

- a) The firm prices quoted for items 1 to 2 (a through e) will be multiplied by the estimated quantity to arrive at a total price per item. The totals of items 1 to 2 (a through e) will be added together to achieve the total for each year. The totals for each year will be added together to determine the total for the total evaluated price for each location.

**Total Evaluated Price = Total Estimated expenditure for: Year 1 + Option Period 1 + Option Period 2 + Option Period 3 = \_\_\_\_\_**

Up to four (4) contracts may be awarded from this RFP, one for each area:

1. Southern
2. Thunder Bay East,
3. Thunder Bay West
4. Sioux Lookout

Details of the Statement of Work for the locations are contained in Annex "A". Bidder may submit a proposal for any or all of the location, however a **separate And complete proposal** is required for each area.

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

## 2 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 **42 points** for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 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 60 % for the technical merit and 40 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

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## 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.

### 1 Certifications Required with the Bid

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

#### 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 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.

#### 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/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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/programs/employment-equity/federal-contractor-program.html#) 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.

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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.

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

#### **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.

#### **2.3.2 Education and Experience**

SACC *Manual* clause [A3010T](#) (2010-08-16) Education and Experience

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

### **1 Security Requirements**

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 the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **2 Insurance Requirements**

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.

### **1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### **1.2 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.

##### **1.2.1 Task Authorization Process**

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.

##### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex "I".
2. The Task Authorization (TA) will contain the details of the activities to be performed, 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 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project" Authority 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.

##### **1.2.2 Task Authorization Limit**

*The Project Authority may authorize individual task authorizations up to a limit of \$\_\_\_\_\_ (amount will be inserted at contract award), Applicable Taxes included, inclusive of any revisions.*

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

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### 1.2.3 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 10% 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.

### 1.2.4 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 an annual basis to the Contracting Authority.

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;

#### 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.

**2 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

**2.1 General Conditions**

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

**3 Security Requirements**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **Protected B**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition)

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## 4 Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from Date of Contract Award to March 30, 2018 inclusive.

### 4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5 Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Leslie  
Title: Procurement Specialist  
Public Works and Government Services Canada  
33 City Centre Drive, Suite 480C  
Mississauga, ON. L5B 2N5

Telephone: 905-615-2069  
Facsimile: (905) 615-2060  
E-mail address: [sandra.leslie2@pwgsc-tpsgc.gc.ca](mailto:sandra.leslie2@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.

### 5.2 Project Authority

The Project Authority for the Contract is: ***(To Be Inserted at contract award)***

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

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

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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.

### 5.3 Contractor's Representative *(To Be Filled Out By Bidder)*

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

## 6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7 Payment

### 7.1 Basis of Payment

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

Canada's liability to the Contractor under the authorized task authorization must not exceed the amount 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.

### 7.2 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 completed at time of Contract Award*). 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.

### **7.3 SACC Manual Clauses**

A9117C, 2007-11-30, T1204 - Direct Request by Customer Department  
H1001C, 2008-05-12, Multiple Payments

### **7.4 Electronic Payment of Invoices – Contract**

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)

## **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;
  - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **9 Certifications and Additional Information**

### **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.

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

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

## 10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 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 general conditions [2035 \(2016-04-04\)](#), Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any) ;
- (h) 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)*).

## 12 Insurance Requirements

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

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

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

## **ANNEX "A" STATEMENT OF WORK**

### **1.0 Title**

First Nation Bacteriological Sampling Program, Health Canada, First Nations and Inuit Health Branch, Ontario Region.

#### **1.1 Introduction**

Health Canada, First Nations and Inuit Health Branch (FNIHB), Ontario Region requires the services of licenced and accredited laboratory(ies) to perform bacteriological analysis of drinking water supplies for First Nations in four geographic locations: Southern, Thunder Bay East, Thunder Bay West, and Sioux Lookout (please see 1.5 for a listing of communities).

The Contractor(s) must be licensed by the Ontario Ministry of Environment and Climate Change (MOECC), and accredited by the Standards Council of Canada or by an Accreditation Body recognized by the MOECC, to perform the work outlined in this SOW. The testing will be conducted according to the current requirements of Ontario Regulation 170/03 under the Safe Drinking Water Act (SDWA). A copy of the act and accompanying regulations can be found on the Government of Ontario E-Laws site (<http://www.e-laws.gov.on.ca>).

#### **1.2 Objective**

The objective is to meet the requirements of Ontario Regulation 170/03 biological testing requirements for water systems in First Nation communities. The data from the sampling is to be input into WaterTrax™ within 48hrs of lab completion. To have one laboratory per area to submit samples. FNIHB will utilize this information to advise the individual First Nations on the status of their drinking water supplies.

The initial proposed period of the work would be from the date of contract award to March 31, 2018 inclusive. With an option to extend the term of the Contract by up to three additional one year period(s) from April 1, 2018 to March 31, 2019 and from April 1, 2019 to March 31, 2020 and from April 1, 2020 to March 31, 2021 under the same conditions.

#### **1.3 Relevant Terms, Acronyms and Glossaries**

HC = Health Canada  
FNIHB = First Nations Inuit Health Branch  
EHO = Environmental Health Officer  
SDWA = Safe Drinking Water Act (Ontario)  
MOECC = Ministry of Environment and Climate Change  
MAC = Maximum Acceptable Concentration  
IMAC = Interim Maximum Acceptable Concentration

#### **1.4 Background, Assumptions and Specific Scope of the Requirement**

The Ontario Ministry of Health and Long Term Care has stated that after September 30<sup>th</sup>, 2003, water samples submitted from agencies working on and for First Nations will no longer be permitted to submit bacteriological samples to provincial laboratories for analysis. The only bacteriological water samples that may be submitted for no cost to provincial laboratories are from private citizens

which can submit and receive results directly back. As such, the First Nations and those health agencies which service them must submit water samples to accredited laboratories within their area for analysis for a cost to be paid for by FNIHB.

Although Health Canada has a number of laboratories conducting analytical testing, due to logistical considerations and the specialized types of analyses required, an accredited laboratory still must be used by FNIHB Ontario.

FNIHB, Ontario Region is responsible for assisting First Nations communities in establishing monitoring programs of drinking water systems. The provincial government in Ontario utilizes Ontario Regulation 170/03 under the SDWA for all of its municipally regulated water systems. This department will use this regulation as a reference guide in determination of sampling requirements.

**1.5 Physical Boundaries**

***SOUTHERN***

There are five specific areas of the FNIHB Southern Ontario Zone where field offices are located (Ottawa, Peterborough, Brantford, Orillia and London) with a total of 24 First Nations being provided Environmental Public Health Services. Courier pickup areas must be identified by the Contractor to allow First Nations easy access to submit samples for analysis.

<p><b>Peterborough Office</b>  Alderville First Nation  Curve Lake First Nation  Hiawatha First Nation  Mississauga's of Scugog Island  Mohawks of the Bay of Quinte (Tyendinaga)</p>	<p><b>Ottawa Office</b>  Algonquin of Pikwakanagan (Golden Lake)  Mohawks of Akwesasne</p>
<p><b>Orillia Office</b>  Chippewas of Nawash (Cape Croker)  Chippewas of Rama  Saugeen  Moose Deer Point  Wahta Mohawks (Gibson)  Beausoleil (Christian Island)  Wasauksing First Nation (Parry Island)  Chippewas of Georgina Island</p>	<p><b>London Office</b>  Chippewas of the Thames  Aamjiwnaang (Chippewas of Sarnia)  Chippewas of Kettle &amp; Stony Point  Oneida Nation of the Thames  Munsee-Delaware Nation  Walpole Island  Moravian of the Thames</p>
<p><b>Brantford Office</b>  Six Nations of the Grand River  Mississaugas of the New Credit</p>	

***THUNDER BAY WEST***

There are three specific areas of the FNIHB Thunder Bay West where field offices are located (Thunder Bay, Fort Frances and Kenora) with a total of 33 First Nations being provided Environmental Public Health Services. Courier pickup areas must be identified by the Contractor to allow First Nations easy access to submit samples for analysis.

<p><b>Thunder Bay Office</b>  Aroland  Biinjitiwaabik Zaaging Anishnaabek (Rocky Bay)</p>	<p><b>Fort Frances Office</b>  Anishinaabeg of Naongashing (Big Island)  Big Grassy</p>
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<p>Fort William  Ginoogaming  Gull Bay (Kiashke Zaaging Anishinaabek)  Long Lake #58  Marten Falls  Namaygoosisagagun (Collins)  Red Rock (Lake Helen)  Whitesand  Pays Plat  Biigtigong Nishnaabeg (Pic River)  Pic Mobert</p>	<p>Couchiching  Lac La Croix  Naicatchewenin (North West Bay)  Nigigoosiminikaaning (Red Gut)  Ojibways of Onigaming (Sabaskong)  Rainy River  Seine River  Mitaanjigamiing (Stanjikoming)</p>
<p><b>Kenora Office</b>  Anishinabe of Wauzhushk Onigum (Rat Portage)  Grassy Narrows (Asubpeeschoseenagon)  Iskatewizaagegan #39 (Shoal Lake #39)  Naoatkamegwanning (Whitefish Bay)  Northwest Angle #33 (Angle Inlet, Dog Paw)  Animakee Wa Zhing #37 (Windego Island, Regina Bay)  Obashkaandagaang (Washagamis Bay)  Ochiichagwe'babigo'ining (Dalles)  Shoal Lake #40  Wabaseemoong (Whitedog)</p>	

**THUNDER BAY EAST**

There are four specific areas of the FNIHB Thunder Bay East where field offices are located (Sault Ste Marie, Sudbury, Moose Factory and Timmins) with a total of 35 First Nations being provided Environmental Public Health Services. Courier pickup areas must be identified by the Contractor to allow First Nations easy access to submit samples for analysis.

<p><b>Sault Ste. Marie Office</b>  Batchewana  Garden River  Michipicoten  Mississauga  Sagamok Anishnawbek  Serpent River  Thessalon</p>	<p><b>Moose Factory Zone</b>  Attawapiskat  Fort Albany  Kashechewan  Moose Cree  Peawanuck (Weenusk)</p>
<p><b>Sudbury Office</b>  Aundeck-Omni-Kaning (Sucker Creek)  Dokis  Henvey Inlet  M'Chigeeng (West Bay)  Magnetawan  Nipissing  Shawanaga  Sheguiandah  Sheshegwaning  Temagami</p>	<p><b>Timmins Office</b>  Brunswick House  Chapleau Cree  Chapleau Ojibway  Matachewan  Mattagami  Wahgoshing  Taykwa Tagamou (New Post)  Constance Lake</p>

Wahnapiatae Whitefish Lake Whitefish River (Birch Island) Wikwemikong Zhiibaahaasing (Cockburn Island)	
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**SIoux LOOKOUT**

A total of 32 First Nations being provided Environmental Public Health Services. Courier service must be provided by the Contractor to each First Nations to submit samples for analysis.

Bearskin Lake First Nation Kitchenuhmaykoosib Inninuwug (Big Trout Lake) Cat Lake First Nation Deer Lake First Nation Eagle Lake First Nation Eabametoong First Nation (Fort Hope) Fort Severn First Nation Kasabonika First Nation Keewaywin First Nation Kingfisher Lake First Nation Koocheching First Nation Lac Seul First Nation - Frenchman's Head Lac Seul First Nation - Kejick Bay Lac Seul First Nation - Whitefish Bay Lac Seul First Nation - Pelican Falls School Neskantaga (Lansdowne House) McDowell Lake First Nation Muskrat Dam First Nation Mishkeegogamang (New Osnaburgh)	Slate Falls First Nation Ojibway Nation of Saugeen First Nation North Spirit Lake First Nation Pikangikum First Nation Poplar Hill First Nation Round Lake First Nation North Caribou Lake Sachigo Lake First Nation Sandy Lake First Nation Nibinamik (Summer Beaver) Wabigoon Lake Ojibway Nation Wabauskang First Nation Wapekeka First Nation Webequie First Nation Wawapekewin First Nation (Long Dog) Wunnimun Lake First Nation
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**2.0 Tasks, Activities, Deliverables and Milestones**

Upon request from an Environmental Health Officer or FNIHB authorized First Nation Member the Contractor will prepare and ship within 24 hours: chain of custody forms, sterile sample collection bottles, transportation coolers, shipping instructions and re-freezable ice packs for water sample collections.

- a) **The contractor must provide all supplies needed to collect the water samples.**
- b) **The contract must ship all the required supplies to and from each community or field office.**
- c) The Contractor must direct sample pick up from each community or field office and have it delivered to their laboratory in a timely fashion.
- d) The contractor must analyze the samples and report back to the person who submitted the samples and the Environmental Health Officer within 24-48 hours once received at the laboratory.

Note: Shipping arrangements to and from the laboratory are the responsibility of the Contractor. Issues arising with transportation must be dealt with by the Contractor to ensure minimal disruption of sample movement and analysis.

- e) If a request for an emergency analysis is received from an Environmental Health Officer, then

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expedited turnaround time will be reduced to accommodate that analysis (24 hours if at all possible, depending on circumstances). In some cases, water samples may be delivered directly to the laboratory.

- f) The Contractor will be required to provide a chain of custody form, sterile sample collection bottles, transportation coolers, re-freezable ice packs, courier service for shipment of supplies to First Nations/Health Canada offices and the return of samples.
- g) The Contractor will be responsible for inputting all results into WaterTrax™ (an internet based data collection system, please see Annex "B" Reporting to WaterTrax™ and visit their website for more information - [www.watertrax.com](http://www.watertrax.com)) after samples are analyzed. The chain of custody form will require space for input of a WaterTrax™ ID number. It is recommended you work with WaterTrax™ on this issue.
- h) The contractor will be required to assemble sampling kits and shipped them to each First Nation or field office. The number of sample kits and locations will be provided to the Contractor at the commencement of the contract during the initial meeting. Samples will be collected by a First Nation Employee (Water Treatment Plant Operator, Community Health Representative, or Community Health Nurse) or Environmental Health Officer. First Nation Members may also submit samples with authorization from Environmental Health Officers. Samples will be taken and shipped to the Contractor. Sample collection and shipping will occur on the same day, when feasible.
- i) The Contractor will analyze the samples received for the parameters listed on the chain of custody. The Contractor will abide by the requirements of their license from the MOECC and their accreditation in the handling and testing of the samples received.
- j) If any result does not meet the standard under Schedule 1, Microbiological Standards, under the SDWA, Ontario Regulation 169/03 (<http://www.e-laws.gov.on.ca>), the Contractor will immediately call the Environmental Health Officer responsible for the sample, or if outside the hours of 8am-4pm, Monday to Friday, the on-call Environmental Health Officer at the following number: 1-855-407-2676 (a listing with contact names and numbers will be provided for the life of the contract at the commencement of the contract or shortly thereafter). The Contractor will also call the person who submitted the sample as identified on the chain of custody.
- k) ***Southern, Thunder Bay East, Thunder Bay West, Sioux Lookout:*** Sample results are to be input into the WaterTrax™ program by the Contractor within 48 hours of completion. A report of results will be electronically mailed to the Environmental Health Officer responsible for that community within 48 hours of completion. A hard copy will also be sent to the First Nation the sample came from (attention to the person who submitted the sample) and possibly the Health Canada Environmental Health Officer (all addresses and contract names, numbers, and electronic mail addresses will be supplied at the commencement of the contract).

## 2.2 Specifications and Standards

- a) Water samples submitted for testing are temperature and time sensitive and must be received by the laboratory at a specific temperature to permit testing. **Analysis of samples must be started within 48 hours of sample collection (the goal should be 24 hours);** with storage conditions of between 4°C - 10°C and not frozen at any point.
- b) Sample results are to be input into the WaterTrax™ program within 48 hours of completion of analysis.

### 2.3 Technical, Operational and Organizational Environment

- a) The Contractor must have a current license from the Ministry of Environment and Climate Change (MOECC) and current accreditation by the Standards Council of Canada or by the Canadian Association for Laboratory Accreditation (both the license and accreditation must remain valid for the life of the contract).
- b) The Contractor must at all times of the contract be in possession of a license from the Ontario Ministry of Environment and Climate Change and be Accredited. If the successful bidder receives an order or direction to remedy a deficiency from a regulatory body which affects their licence/accreditation, they must inform the Departmental Representative by email within 24 hours.
- c) The Contractor must be able to analyse bacteriological water samples submitted from Environmental Health Officers and First Nation members authorized by FNIHB for three essential parameters: Total Coliforms, Escherichia coli, and Heterotrophic Plate Count(HPC).

The turn around time for reporting of results must be within a 24-48 hour period once received at the laboratory. The analysis must meet the requirements and standards of practice as recognized by the Ontario Ministry of Environment and Climate Change in their regulated drinking water testing program and Health Canada's Guidelines for Canadian Drinking Water Quality available on the website's of those agencies.

The license and accreditation must enable the Contractor to perform water analysis on the parameters listed in Annex A.

All work will be completed at the laboratories where licensing and accreditation has been designated. If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work, along with a copy of their license and accreditation to perform the work outlined in this SOW.

Data collection is required, however only for Health Canada information and First Nation purposes. This information is for Health Canada and First Nations usage only and may not be given to other agencies or used for other purposes without expressed authorization of the Departmental Representative.

The Contractor(s) is expected to show expertise in this field and the continued license and accreditation status of the laboratory. Any problem with the accreditation must be rectified within 24 hours. If this is not done then the Contractor must notify our department of this within 24 hours. If the laboratory loses their accreditation, the contract will be terminated.

### 2.4 Method and Source of Acceptance

The Contractor will identify, at the end of the contract period, in a written statement that all samples that have been received throughout the contract period have been analyzed and entered into WaterTrax™.

### 2.5 Reporting Requirements

The Contractor will report (voice to voice) to the responsible Environmental Health Officer and the person who submitted the sample of any result that exceeds a Maximum Acceptable Concentration (MAC) or Interim Maximum Acceptable Concentration (IMAC) on the same day as detection. If this is beyond the normal work day (8am to 4pm, Monday to Friday) the Contractor will use the on call Environmental Health Officer number. A copy of the report of analysis will be electronically mailed

to the Environmental Health Officer responsible for the sample within 48 hours of completion of laboratory analysis.

A hard copy will also be sent to the First Nation the sample was from, attention to the person who took the sample and possibly applicable Health Canada Environmental Health Officer (all addresses and contact names, numbers, and electronic mail addresses will be supplied at the commencement of the contract or shortly thereafter).

A monthly verification report will be provided to each Technical Representative confirming analysis data have been uploaded into WaterTrax. This electronic report will be provided the first week of the following month.

## **2.6 Contractor Project Management Control Procedures**

The payment schedule will be based on samples received, analyzed and uploaded into WaterTrax.

All invoices require the following certification signed by the Contractor or an authorized officer:

"I certify that I have examined the information contained in this invoice, including the legal name, address and Canada Customs and Revenue Agency identifier, and that it is correct and complete, and fully discloses the identification of this Contractor."

## **3.0 Other Terms and Conditions of the SOW**

Administration and invoicing questions must be directed to the applicable Senior Environmental Health Officer.

The Contractor will interact with the Technical Authority or their designate in dealing with technical matters. These personnel will have the knowledge to sort out most problems and to give approval to continue sample analysis based on their expertise in those areas. The contact names, numbers, and addresses will be provided at the commencement of the contract.

### **3.1 Health Canada's Obligations**

- a) Health Canada will provide phone numbers, fax numbers, cell phone numbers and email addresses of staff members and First Nation clientele, where available, and provide access to the WaterTrax™ database to allow input of test results. Support will be provided by the Environmental Health Officers in their geographical area of responsibility on matters dealing with water results.
- b) Under this contract(s), the Contractor(s) does not require any Government Furnished Equipment, access to documentation, networks or other associated items.
- c) Each Environmental Health Officer will be tasked with advising the Senior Environmental Health Officer if test results have not been received, completed or not been completed as directed.
- d) The Environmental Health Officers will advise the First Nations representatives of laboratory requirements and time guidelines and locations for submission of samples. This should be completed within one week of the contract being signed.

### **3.2 Contractor's Obligations**

- a) To meet the requirements set out in the contract(s).
- b) The individual identified in the proposal as the Project Manager shall review test results to ensure that all parameters tested for have been completed.

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### **3.3 Location of Work, Work Site and Delivery Point**

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this SOW must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

### **3.4 Language of Work**

The language of work will be English.

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## APPENDIX "A1" - REPORTING TO WATERTRAX™

### Requirements for Labs for Reporting to the WaterTrax Service for Health Canada, FNIHB

1. Reports shall be submitted electronically to the WaterTrax Agency Service immediately upon completion of analysis and finalizing of results. In no case shall the time between completion of analysis and submission of results exceed 48 hours.
2. For technical specifications, refer to the documents

**Becoming a WaterTrax Data Partner Laboratory Report File Specification wtx\_2.0** (the most recent versions available from WaterTrax Inc.).

1. Reports that are rejected by the WaterTrax system shall be fixed and resubmitted.
2. Labs shall include the following "fields" of information in addition to the mandatory fields that are included in the WaterTrax Laboratory Report File Format WTX\_2.0.

### LAB SAMPLE COMMENT

1. Field 14 in WaterTrax Laboratory Report File Format WTX\_2.0
2. Please use the Lab Sample Comment field to report the name of the sampling point (often referred to as the "Sample Description" or "Sample Location") as it appears on the Chain of Custody or Sample Submission Form. Including the name of the sampling point in this field allows us to confirm that we provided the correct sampling point locator, and therefore that the data was transferred to the correct sampling point in the WaterTrax database.

### ANALYTICAL METHOD

1. Field 20 in WaterTrax Laboratory Report File Format WTX\_2.0
2. The Analytical Method field should be the name or description of the analytical method used to measure or detect the analyte. For example, the Standard Methods for the Examination of Water and Wastewater test for Metals by Inductively Coupled Plasma/Mass Spectrometry might be reported as "APHA 3125" or "SM 3125". Please do not use an internal lab code that would have no meaning to the report recipient.

### DETECTION LIMIT

Field 21 in WaterTrax Laboratory Report File Format WTX\_2.0

Please always report the detection limit. This is particularly important for non-detect (ND) and over-range (OR) results, so that the result will display as "<x" or ">x" in WaterTrax.

### LAB RESULT COMMENT

Field 19 in WaterTrax Laboratory Report File Format WTX\_2.0

Please indicate the reporting of field results (results submitted on the requisition form that are not based on lab analysis) in Field 19 with the text "Field data reported by client". This allows us to identify and separate lab and field results when creating reports. We understand that WaterTrax will soon add a flag field to the file format to make this easier.

**APPENDIX "A2" MAP**



## **ANNEX "B" BASIS OF PAYMENT**

*Annex B includes estimated quantities and shipments of supplies and the Extended Price columns. The estimated quantities and shipments of supplies are provided in good faith for evaluation purposes only and does not represent an agreement by the Crown for the estimated level. Upon issuance of the Contract, wording that is italicized will be deleted from Annex B.*

- 1. The Bidder MUST complete this pricing schedule and include it in its financial bid.*
- 2. The estimated amounts included in this pricing schedule are provided for bid evaluated price determination purposes only and are not to be altered. They are not to be considered as a contractual guarantee.*
3. Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.
4. The unit price for the samples must include the cost for entry of data into WaterTrax™ (including chlorine and turbidity readings for each sample), disposal services and all other requirements noted.
5. The amount quoted must be in Canadian currency. The Contractor will be paid in all-inclusive unit price, Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) is extra, if applicable.

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**SOUTHERN ONTARIO**

Item	Description	Unit of Issue	Est. Annual Usage	Year 1 award date to March 31, 2018		Option Period 1 April 1, 2018 to March 31, 2019		Option Period 2 April 1, 2019 to March 31, 2020		Option Period 3 April 1, 2020 to March 31, 2021	
				Firm Price	Extended Price	Firm Price	Extended Price	Firm Price	Extended Price	Firm Price	Extended Price
1	Total Coliforms and E. coli in accordance with Annex A – Statement of Work	sample	6000	(B)	(A) x (B)	(C)	(A) x (C)	D	(A) x (D)	E	(A) x (E)
2	Cost of shipment of cooler sized with water samples from community to Contractor's location in accordance with Annex A – statement of Work										
a.	Peterborough Communities	shipment	240	\$	\$	\$	\$	\$	\$	\$	\$
b	Orillia Communities	shipment	240	\$	\$	\$	\$	\$	\$	\$	\$
c	Ottawa Communities	shipment	240	\$	\$	\$	\$	\$	\$	\$	\$
d	Brantford Communities	shipment	240	\$	\$	\$	\$	\$	\$	\$	\$
e	London Communities	shipment	240	\$	\$	\$	\$	\$	\$	\$	\$
Total Estimated expenditure per year:				\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Price for SOUTHERN ONTARIO = Total Estimated expenditure for: Year 1 + Option Period 1 + Option Period 2 + Option Period 3</b>											

\$ \_\_\_\_\_

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**THUNDER BAY WEST" PRICE PROPOSAL**

Item	Description	Unit of Issue	Est. Annual Usage	Year 1 award date to March 31, 2018		Option Period 1 April 1, 2018 to March 31, 2019		Option Period 2 April 1, 2019 to March 31, 2020		Option Period 3 April 1, 2020 to March 31, 2021	
				Firm Price (B)	Extended Price (A) x (B)	Firm Price (C)	Extended Price (A) x (C)	Firm Price D	Extended Price (A) x (D)	Firm Price E	Extended Price (A) x (E)
1	Total Coliforms and E. coli in accordance with Annex A – Statement of Work	sample	6000	\$	\$	\$	\$	\$	\$	\$	\$
2	Cost of shipment of cooler sized with water samples from community to Contractor's location in accordance with Annex A – statement of Work										
a.	Thunder Bay Communities	shipment	400	\$	\$	\$	\$	\$	\$	\$	\$
b	Fort Frances Communities	shipment	400	\$	\$	\$	\$	\$	\$	\$	\$
c	Kenora Communities	shipment	400	\$	\$	\$	\$	\$	\$	\$	\$
Total Estimated expenditure per year:				\$	\$	\$	\$	\$	\$	\$	\$

**Total Evaluated Price for Thunder Bay West = Total Estimated expenditure for: Year 1 + Option Period 1 + Option Period 2 + Option Period 3**

**\$**

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**THUNDER BAY EAST" PRICE PROPOSAL**

Item	Description	Unit of Issue	Est. Annual Usage (A)	Year 1 award date to March 31, 2018		Option Period 1 April 1, 2018 to March 31, 2019		Option Period 2 April 1, 2019 to March 31, 2020		Option Period 3 April 1, 2020 to March 31, 2021	
				Firm Price (B)	Extended Price (A) x (B)	Firm Price (C)	Extended Price (A) x (C)	Firm Price D	Extended Price (A) x (D)	Firm Price E	Extended Price (A) x (E)
1	Total Coliforms and E. coli in accordance with Annex A – Statement of Work	sample	6000	\$	\$	\$	\$	\$	\$	\$	\$
2	Cost of shipment of cooler sized with water samples from community to Contractor's location in accordance with Annex A – statement of Work										
a.	Sault Ste Marie Communities	shipment	300	\$	\$	\$	\$	\$	\$	\$	\$
b	Sudbury Communities	shipment	300	\$	\$	\$	\$	\$	\$	\$	\$
c	Moose Factory Communities	shipment	300	\$	\$	\$	\$	\$	\$	\$	\$
d	Timmins Communities	shipment	300	\$	\$	\$	\$	\$	\$	\$	\$
Total Estimated expenditure per year:				\$	\$	\$	\$	\$	\$	\$	\$

**Total Evaluated Price for Thunder Bay East = Total Estimated expenditure for: Year 1 + Option Period 1 + Option Period 2 + Option Period 3**

**\$**

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**SIoux LOOKOUT™ PRICE PROPOSAL**

Item	Description	Unit of Issue	Est. Annual Usage	Year 1 award date to March 31, 2018		Option Period 1 April 1, 2018 to March 31, 2019		Option Period 2 April 1, 2019 to March 31, 2020		Option Period 3 April 1, 2020 to March 31, 2021	
				Firm Price (B)	Extended Price (A) x (B)	Firm Price (C)	Extended Price (A) x (C)	Firm Price D	Extended Price (A) x (D)	Firm Price E	Extended Price (A) x (E)
1	Total Coliforms and E. coli in accordance with Annex A – Statement of Work	sample	5000	\$	\$	\$	\$	\$	\$	\$	\$
2	Cost of shipment of cooler sized with water samples from community to Contractor's location in accordance with Annex A – statement of Work										
a.	Sioux Lookout Communities	shipment	1200	\$	\$	\$	\$	\$	\$	\$	\$
Total Estimated expenditure per year:				\$	\$	\$	\$	\$	\$	\$	\$

**Total Evaluated Price for Sioux Lookout = Total Estimated expenditure for: Year 1 + Option Period 1 + Option Period 2 + Option Period 3**

**\$**

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**ANNEX "C" SECURITY REQUIREMENTS CHECK LIST**

SEE ATTACHMENT BELOW



Government of Canada

Gouvernement du Canada



Contract Number / Numéro du contrat 20172930
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 <b>Health Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>First Nations and Inuit Health Branch</b>
---	--

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  
Laboratory analysis of drinking water from First Nations communities in Ontario for bacteriological parameters. This SRCL will be used for a contract covering Sioux Lookout communities.

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? (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)  No / Non  Yes / Oui

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

7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

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

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

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

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

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## ANNEX "D" INSURANCE REQUIREMENTS

### A. 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. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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

**B. 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:

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

**ANNEX “E” TECHNICAL EVALUATION**

**Mandatory Requirements**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Bidders must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

Curriculum vitae and supporting documentation that demonstrates compliance to the items listed in the table below must be provided prior to bid close to demonstrate compliance to the Mandatory Technical Criteria.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

	<b>Mandatory Technical Criteria</b>	<b>Identify where the supporting documentation is located in the bid</b>
<b>M1</b>	<p>The Bidder proposed Laboratory must be accredited by the Standards Council of Canada or by an Accreditation Body recognized by the Ontario Ministry of Environment and Climate Change.</p> <p><b>A copy of the certification must be submitted with the proposal</b></p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>
<b>M2</b>	<p>The Bidder proposed Laboratory must be licensed by the Ontario Ministry of Environment and Climate Change (MOECC) and must be valid.</p> <p><b>A copy of the license must be submitted with the proposal</b></p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>
<b>M3</b>	<p>The Bidder Laboratory must be located within the First Nations and Inuit Health Branch, Ontario Region. Bidder must identify the Specific Zone of Ontario as to where their Laboratory is located - Southern, Thunder Bay West, Thunder Bay East, and Sioux Lookout.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>
<b>M4</b>	<p>Bidder must provide a summary of previous projects related to bacteriological water, completed by the Proponent and/or Joint Venture within the last five (5) years.</p> <p>The summary must include names of organizations, brief descriptions of projects (no more than 1 paragraph each) and durations.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>
<b>M5</b>	<p>The bidder must identify two (2) Project Managers</p> <p>One Project Manager will be the main contact for this project; and the other Project Manager will be the Back-up.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>

	<p>The bidder must demonstrate that the proposed resources have' experience in a similar role relevant to the services being sought.</p> <p>What must be submitted;</p> <p><i>Curriculum vitae</i> (CV) of the proposed resources who will be assigned to this project. CV should be attached for each Assigned Personnel, maximum two pages each (not included in the overall proposal page count).</p> <p>CV should contain the following information;</p> <ul style="list-style-type: none"> <li>i. Academic and other relevant qualifications such as current professional accreditation and designations. The Proponent should be able to provide documentation of accreditation and/or licenses on request;</li> <li>ii. Number of years of experience in a similar role relevant to the services being sought.</li> </ul>	
<b>M6</b>	<p>Bidder must demonstrate in their proposal that they have a Quality Assurance and Quality Control system in place.</p> <p>What must be submitted;</p> <p>A summary of the current quality control methods and reporting mechanisms used to deal with the performance and quality assurance of the work provided by the bidder organization.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>
<b>M7</b>	<p>Bidder must demonstrate that they have experience in submitting results within 48 hours of completion of analysis in the WaterTrax database system or a similar online database system.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>

**POINT RATED REQUIREMENTS**

**Rated Requirements (Technical Submission)**

Proposals meeting the Mandatory Requirements will be evaluated on the basis of the following criteria.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

	<b>Point Rated Evaluation Criteria</b>	<b>Maximum Points Available</b>	<b>Score</b>	<b>Proposal Page #</b>
<b>R1</b>	<p>The bidder should provide a summary of previous projects related to bacteriological water testing.</p> <p>What must be submitted:</p> <p>A description of the projects (total of six pages maximum). The selected projects must have been completed during the last five years. Bidder should clearly identify relevance to the scope of services required.</p>			<p>PAGE(S) AND/OR SECTION NUMBER:  _____</p>

	<p>For the project cited, the following information must be provided:</p> <ul style="list-style-type: none"> <li>i) project commencement and completion dates;</li> <li>ii) Project location;</li> <li>iii) Description of your exact role and scope of services on that project; and</li> <li>iv) Name and telephone number of the client contact.</li> </ul> <p>Bidder must indicate duration of project - points based on duration (years of experience)</p> <table border="0"> <tr> <td>3 years or more</td> <td>15 points</td> </tr> <tr> <td>&gt; 1 year and less than 3 years</td> <td>10 points</td> </tr> <tr> <td>&gt;6 months to 1 year</td> <td>6 points</td> </tr> <tr> <td>1 to 6 months</td> <td>2 points</td> </tr> <tr> <td>0</td> <td>0 points</td> </tr> </table>	3 years or more	15 points	> 1 year and less than 3 years	10 points	>6 months to 1 year	6 points	1 to 6 months	2 points	0	0 points	<b>15</b>		
3 years or more	15 points													
> 1 year and less than 3 years	10 points													
>6 months to 1 year	6 points													
1 to 6 months	2 points													
0	0 points													
<b>R2</b>	<p>Resources competencies and experience:</p> <p>The bidder should provide the name of main Project Manager that would be assigned to this project.</p> <p>Bidder must demonstrate that the proposed resource have experience within the last 5 years in managing completed projects which involved bacteriological water testing.</p> <table border="0"> <tr> <td>&gt;3 Projects</td> <td>15 points</td> </tr> <tr> <td>3 Projects</td> <td>10 points</td> </tr> <tr> <td>2 Projects</td> <td>6 points</td> </tr> <tr> <td>1 Project</td> <td>2 points</td> </tr> <tr> <td>0 Projects</td> <td>0 points</td> </tr> </table>	>3 Projects	15 points	3 Projects	10 points	2 Projects	6 points	1 Project	2 points	0 Projects	0 points	<b>15</b>		<p>PAGE(S) AND/OR SECTION NUMBER: _____</p>
>3 Projects	15 points													
3 Projects	10 points													
2 Projects	6 points													
1 Project	2 points													
0 Projects	0 points													
<b>R3</b>	<p><b>Methodology / Work Plan:</b></p> <p>The bidder should clearly outline its approach and proposed methodology to meet the requirement, as well as the degree of success expected. The proposed technical approach must be compliant with the requirement of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it.</p> <p>What must be submitted, includes but not limited to;</p> <ul style="list-style-type: none"> <li>a) Approach including methods and human resources to address the services indicated in Annex a – Statement of Work.</li> </ul>	<b>20</b>		<p>PAGE(S) AND/OR SECTION NUMBER: _____</p>										

	<ul style="list-style-type: none"> <li>b) Details on delivery sample collection bottles and supplies within 24 hours upon request.</li> <li>c) Details on handling emergency analysis requests</li> <li>d) Details on the turnaround time for reporting of results</li> <li>e) Details on the organization process for entering results into the WaterTrax system or a similar system.</li> </ul> <p>Approach is sound and competent, with details. - 20 points</p> <p>Approach is sufficient – 10 points</p> <p>Approach is not acceptable – 0 points</p>			
<b>R4</b>	<p>The Bidder should state any degree of awareness of possible constraints that can be anticipated and explain how it would address these constraints.</p> <p>What must be submitted:</p> <p>The bidder must explain, in its own words the constraints and challenges, including validating compliance with referenced and applicable Regulation(s).</p> <p>What we are looking for as a minimum:</p> <ul style="list-style-type: none"> <li>a) The proposal states any major difficulties that are anticipated and explains how to address these difficulties.</li> </ul> <p>2 Constraints identified – 10 points  1 Constraints identified – 5 points  0 Constraints not identified – 0 points</p>	<b>10</b>		<p>PAGE(S)  AND/OR  SECTION  NUMBER:  _____</p>
	<b>Maximum points available</b>	<b>60</b>		
	<b>Minimum points acceptable</b>	<b>42</b>		
	<b>Total Points Awarded</b>			

Solicitation No. - N° de l'invitation  
H3224-172930/A  
Client Ref. No. - N° de réf. du client  
H3224-172930

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40094

Buyer ID - Id de l'acheteur  
TOR008  
CCC No./N° CCC - FMS No./N° VME

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

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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)

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## 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)

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TOR-7-40094

Buyer ID - Id de l'acheteur  
TOR008  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "H" ADDITIONAL CERTIFICATIONS**

### **1. Board of Directors**

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

### **2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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File No. - N° du dossier  
TOR-7-40094

Buyer ID - Id de l'acheteur  
TOR008  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "I" TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (GST/HST extra)**

Enter the amount

**Coût total estimatif de la tâche (TPS/TVH en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (GST/HST Extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (GST/HST Extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

**Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**(b) Insert GST/HST as a separate item under the Basis of Payment****D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement****D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

