



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

Contracting Officer : Jason Knowles
Agente d'approvisionnement
Services partagés Canada | Shared Services
Canada
180 Kent St, 13th floor
Ottawa, Ontario K1P 0B6

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Shared 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 thereof.

Proposition aux: Services partagés 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-annexées, au(x) prix indiqué(s)

Comments - Commentaires

This document contains a Security Requirement

Issuing Office – Bureau de distribution

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Achats et relations avec les fournisseurs
180 Kent St, 13th floor
Ottawa, Ontario
K1P 0B6

Title – Sujet Corporate Mail Delivery Services	
Solicitation No. – N° de l'invitation 2B0KB-175303	Date December 11, 2017
Client Reference No. – N° référence du client R000005303	
File No. – N° de dossier	
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le January 19, 2018	Time Zone Fuseau horaire Eastern Standard Time (EST) / Heure Normale de l'Est (HNE)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: John Hawkins	
Telephone No. – N° de téléphone : 613-854-7761	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date _____



**REQUEST FOR PROPOSAL
CORPORATE MAIL DELIVERY SERVICES
FOR
SHARED SERVICES CANADA**

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List of Annexes to the Resulting Contract:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Federal Contractors Program for Employment Equity – Certification

List of Attachments to Part 3 (Bid Preparation Instructions):

Attachment 3.1: Pricing Tables

Forms:

- Form 1 - Bid Submission Form
- Form 2 - Client Reference Verification Form for Mandatory Technical Criteria
- Form 3 - Client Reference Verification Form for Point-Rated Technical Criteria
- Form 4 - Substantiation of Technical Compliance Form
- Form 5 - Code of Conduct Certification Form



PART 1 GENERAL INFORMATION

1.1 Introduction

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

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

The annexes include the Statement of Work and its appendices, Basis of Payment, Security Requirements Checklist, Federal Contractors Program for Employment Equity – Certification, and Insurance Requirements.

1.2 Summary

1.2.1 This bid solicitation is being issued by SSC It is intended to result in the award of a contract for 2 years, plus 4 one-year irrevocable option allowing Canada to extend the term of the contract. This bid solicitation does not preclude Canada from using another method of supply for entities of the Government of Canada with the same or similar needs.

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

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails. All references to PWGSC contained within the Standard Instructions will be interpreted as a reference to SSC, except for section 5(2)(d).

Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty days (180) days

For purposes of this procurement the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

2.2 Submission of Bids

Bids must be submitted only via Email to John Hawkins (john.hawkins@canada.ca) by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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.

2.3.1 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.

2.3.2 Former Public Servant in Receipt of a Pension

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

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

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

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

2.3.3 Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

2.4.2 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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



Note to Bidders: A Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

2.6 Improvement of Requirement During Solicitation Period

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

2.7 Volumetric Data

The volumetric data provided in Annex A section 4 and the delivery data provided in schedule A has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of mail and messenger services will be consistent with this data. It is provided purely for information purposes.



PART 3 BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I Technical Bid:

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

Section I: Technical Bid must be submitted in electronic copy

Section II: Financial Bid must be submitted in electronic copy

Section III: Certifications must be submitted in electronic copy

Section IV: Additional Information must be submitted in electronic copy

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) format;
- (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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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, and 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

Bidders must submit their financial bid in accordance with "Basis of Payment in Annex "X". The total amount of Applicable Taxes must be shown separately

Section III: Certifications

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

3.1.1 Joint Venture Experience

Except where expressly provided otherwise, at least one member of a joint venture Bidder must meet any given mandatory requirement of this bid solicitation. Joint venture members cannot pool their abilities to satisfy any single mandatory requirement of this bid solicitation. Wherever substantiation of a mandatory requirement is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated



should raise such questions through the Enquiries process as early as possible during the solicitation period.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance services, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single requirement, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

3.1.2 Security, Financial & Other Requirements

Security requirements required by Part 6 of the bid solicitation.

3.1.3 Customer Reference Contact Information

The Bidder must provide client references who must each confirm if requested by SSC that Bidder meets the criteria, as specified in Attachment 4.1 – Technical Evaluation.

The format to be used to request confirmation from customer references is as follows:

Sample Question to Client Reference: “Has [the bidder] provided your organization with [describe the services and, if applicable, describe any required timeframe within which those services must have been provided]?”

Yes, the bidder has provided my organization with the services described above.

No, the bidder has not provided my organization with the services described above.

I am unwilling or unable to provide any information about the services described above.

For each client reference, the Bidder must, at a minimum, provide the name and either the phone number or email address for a contact person. Bidders are also requested to also include the company name and title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its client and who is willing to act as a client reference.

Crown references will be accepted.

3.1.4 Proposed Resources

The technical bid must include a résumé for the proposed Supervisor. The Technical Bid must demonstrate that the proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).

For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the time of bid closing.

For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

For any requirements that specify a particular time period (e.g., 2 years) of work experience, SSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by SSC, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any



overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3.2 Section IV: Additional Information

3.2.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

- 3.2.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- 4.1.1** Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 4.1.2** An evaluation team composed of representatives of Canada will evaluate the bids. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- 4.1.3 Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
- 4.1.4 Requests for Survey:** If Canada wishes to survey the Bidder's facilities, the Bidder must make its facilities available for this purpose within 5 working days of a request by the Contracting Authority.
- 4.1.5 Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - a) verify any or all information provided by the Bidder in its bid; OR
 - b) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,
 - c) the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
- 4.1.6 Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation

- 4.2.1** Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- 4.2.2** For the Technical Criteria below, where References are required, GC clients can be used as References. Canada will use the same process for verifying Reference information from GC References as for private sector or other public sector references used by the Bidder. Canada will not be responsible for obtaining the required Reference information from any GC client used as a Reference.
- 4.2.3** To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.
- 4.2.4** Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being considered for evaluation purposes.
- 4.2.5** Proposals not meeting the Mandatory Technical Criteria will be declared non-responsive and will not be considered for contract award.
- 4.2.6** The mandatory requirements are as follows:



To demonstrate the compliance with all the Mandatory Criteria listed below, the Bidder must submit Project or Work Summaries that clearly demonstrates the proposed resources' experience. The Project or Experience Summaries should include at a minimum:

- a) The client for whom the work was conducted;
- b) Project or Work description;
- c) Project or Work time frame in date & total months (ex: Jan 2016 to Dec 2016– 12 months). The month(s) of experience listed for a project or work whose time frame overlaps that of another referenced project or work experience, will only be counted once;
- d) Objective and scope;
- e) Outcome of the project or work regarding the deliverables;
- f) The project(s) dollar value;
- g) Role and tasks of the proposed resource;
- h) Name the company that the proposed resource was working with at the time of the project or work;

For each criterion, the Bidder must submit the name of at least one client reference along with the phone number and/or email of the client reference. All information may be verified by SSC by communicating with the Reference

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary Documentation to clearly demonstrate compliance with this requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Any bid which fails to meet the mandatory criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

Mandatory Corporate Criteria

MANDATORY CORPORATE REQUIREMENTS				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
M1	The Bidder must have seven (7) years' experience within the last ten (10) years in providing mail and messenger services to a Government of Canada federal organization. For each demonstrated project, the services must be provided to an organization with a minimum of five hundred (500) employees, and the details quoted in the instructions as a minimum must be provided.			
M2	The Bidder must demonstrate that its company has experience confirmed by three (3) clients' references for providing similar services with the federal government. To be included in the reference are the following: <ul style="list-style-type: none"> • Client name; • Department or institution name; • Phone number and email address of client; • Description of the project, deliverables, 			



	timelines, etc.			
M3	The Bidder must demonstrate that its company has experience with two (2) separate dedicated runs with a minimum of thirty (30) stops each.			
M4	The Bidder must demonstrate that its company has a secure storage facility of a minimum of twenty five (25) square meters.			
M5	The Bidder must demonstrate that its company owns or has access to a reliable X-Ray parcel scanner meeting standards of Canada Post for mailroom and small parcel inspection.			
M6	The Bidder must provide the resumes of all proposed drivers for all the runs and a minimum of three (3) back up drivers.			
M7	The Bidder must demonstrate that the drivers perform their duties in an uniform and carry a personal identification of the company and that, at all times, carry a cell phone owned by the company.			
M8	The Bidder must provide confirmation that all drivers' vehicles are no older than five (5) years.			
M9	<p>The Bidder must provide a comprehensive Management Plan on How the work is to be managed in accordance with Annex – A – Statement of work. The Management Plan must address:</p> <ul style="list-style-type: none"> A. Schedule for daily services (sorting/departure/arrival time, accommodation and co-ordination of runs based on the daily service deliveries stated in Schedule A); B. Proposed staffing schedule (work hours, workload, personnel required); C. How scheduled and unscheduled demands 			



	<p>for services will be managed(i.e. response time and deadlines);</p> <p>D. Operations' monitoring methods to be used (i.e. work standards and levels of services);</p> <p>E. Contingency plans for back-up and replacement of personnel; and</p> <p>F. A strategy explaining how the services will be operational on the first day of the contract (staff, positions, training, security clearances, timelines).</p>			
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Mandatory Resource Criteria

Please note that each resource will be evaluated against the criteria listed below.

No.	Mandatory Requirements for Real Property Project Leaders (Negotiator)	Met	Not Met	Demonstrated Experience
M10	The Bidder must demonstrate that the proposed Supervisor resource has a valid secret clearance issued by Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada at the time of bid submission.			
M11	The Bidder must demonstrate that the proposed Supervisor resource is fluent in both official languages.			
M12	The Bidder must demonstrate that the proposed Supervisor resource has a minimum of four (4) years supervisory experience of at least ten (10) employees within the last ten (10) years.			
M13	The Bidder must demonstrate that the proposed Supervisor resource has a minimum of three (3) years' experience in Mail and Messenger Services operations within the last five (5) years.			
M14	The Bidder must demonstrate that the proposed Supervisor resource has three (3) years'			



	experience, within the last five (5) years, in applying the Canada Postal Services rules, regulations and guide lines currently in effect.			
M15	The Bidder must demonstrate that the proposed Supervisor resource has experience, within the last three (3) years, in operating an automated mailing system.			
M16	The Bidder must demonstrate that the proposed Supervisor resource has experience in using Microsoft Office Suite 2010 Excel, Word and Outlook applications.			
M17	The Bidder must demonstrate that the proposed Supervisor resource has experience using an X-RAY inspection system, and has received formal training and certification through an authorized trainer.			
M18	The Bidder must demonstrate that each of the proposed drivers resources and back up drivers have a minimum of one (1) year experience as a driver in transportation services in the last five (5) years.			
M19	The Bidder must demonstrate that each of the proposed driver resources and back up drivers have a valid security clearance to Reliability status at the time of the contract award.			
M20	The proposed drivers' resources must hold valid vehicle insurance with a minimum protection of one (1) million at the time of bid closing.			

4.2.7 Reference Validation Checks:

For reference validation checks, Canada will conduct the reference validation check in writing by email. Canada will send all email reference validation check requests to contacts supplied by all the Bidders using the email address provided in the bid. Canada will not award any points nor consider a mandatory criterion met unless the response is received within 5 working days of the date that Canada's e-mail was sent.



On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.

Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

A bidder will not meet the mandatory experience requirement (as applicable) if (1) the customer reference states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

Whether or not to conduct reference checks is discretionary. However, if SSC chooses to conduct reference checks for any given mandatory requirement, it will check the references for that requirement for all Bidders who have not, at that point, been found non-responsive.

4.3 Financial Evaluation

The financial evaluation will be conducted by calculating the Lowest Evaluated Price using the Pricing Tables completed by the bidders.

4.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the Lowest Evaluated Price will be recommended for award of a contract.

Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1 Certifications Required with the Bid

5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Integrity Check

The Contractor must immediately inform the Contracting Authority whenever there are any changes to the names listed on the "Annex C - Integrity Check" form during the performance of the contract. In the event that the Contractor is not successful at maintaining an approved form, Canada reserves the right to terminate the contract.

5.2.2 Federal Contractors Program for Employment Equity – Bid Certification

In accordance with the *Ineligibility and Suspension Policy* (<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.

5.2.3 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 website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

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



must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.3 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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.

5.3.1 Price Certification

In the event that this RFP results in only one bid being received, any resulting contract awarded will contain the following price certification terms. The Bidder must agree to these terms in order to be awarded the contract.

5.3.1.1 Price Certification - Canadian-based Suppliers (other than agency and resale outlets)

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and does not include any provision for discounts to selling agents.

5.3.1.2 Price Certification - Foreign Suppliers

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

5.3.2 Code of Conduct Certifications – Certifications Required Precedent to Contract Award

Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.



PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirement

At the date of bid closing, 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 location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 – Resulting Contract Clauses;
- c) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding.
- d) For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document (<http://tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Website.
- e) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

6.2.1 SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must also be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary; the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that one or more parent companies grant a performance guarantee to Canada."

6.2.2 In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

Note to Bidders: *This financial information is only to be submitted following explicit written request by the Contracting Authority; it is however, mandatory on request.*



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

7.2 _____ (the “Contractor”) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract.

Client: Under the Contract, the “Client” is Shared Services Canada (SSC).

7.2.1 Reorganization of Client: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

7.2.2 Defined Terms: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. All references contained within the General Conditions or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

7.3.1 General Conditions:

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract. These General Conditions are amended as follows:

Section 2 of the General Conditions is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”

7.4 Security Requirement

7.4.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.

7.4.2 The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.

7.4.3 Processing of PROTECTED/CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.



7.4.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

7.4.5 The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex “C”;
- (b) *Industrial Security Manual* (Latest Edition).

7.4.6 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Shared Services Canada.

7.4.7 The contractor and its employees must comply with the provisions of the:

- a) Justice Canada – Security of Information Act (Latest Edition); (<http://laws-lois.justice.gc.ca/eng/acts/O-5/>)
- b) Industrial Security Manual (Latest Edition). (<http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/msi-ism-eng.html>)

7.4.8 Contractor’s Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor’s site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:
 Street Number/Street Name, Unit/Suite/Apartment Number
 City, Province, Territory/State
 Postal Code/Zip Code
 Country

7.5 Period of the Contract

7.5.1 Contract Period: The “**Contract Period**” is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

7.5.1.1 The “**Initial Contract Period**”, Contract Award to December 31, 2019.

7.5.2 Option to Extend the Contract:

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions 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 30 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.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	John Hawkins
Title:	A/Team Lead
Organization:	Internal Services- Non-IT Services
Address:	180 Kent Street, Ottawa
Telephone:	613-854-7761
Facsimile:	
E-mail Address:	John.hawkins@canada.ca



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

7.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail Address: _____

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

7.6.3 Contractor's Representative

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail Address: _____

7.7 Payment

7.7.1 Basis of Payment

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

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



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

whichever comes first.

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

7.7.3 Monthly Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.4 Discretionary Audits

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.7.5 No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of



government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.8 Invoicing Instructions

All invoices must be sent to:

SSC - Accounts Payable Non-Telecommunications
11 Laurier Street, PDP 3, 5A1
PO Box 9808 STN T CSC
Gatineau, Quebec
K1G 4A8

OR

Email invoices to: SSC.accounts payable-comptespayables.SPC@canada.ca

7.8.1 Electronic Procurement & Payment (EPP) Support

SSC is working on an initiative that is expected to provide it with e-functionality from procurement through payment (the “**EPP system**”). SSC’s suppliers will be required to interface with that functionality.

1. Because the functionality will not be ready at the time of contract award, if Canada wishes for the Contractor to interface with the EPP system during the Contract Period, Canada will issue a Request for Quotation regarding the work required for the Contractor to interface with the EPP system. The Contractor’s Quotation Response will not be subject to a Service Delivery Interval. The Quotation Response must include, at a minimum:
 - a) Per diem rates for any resources who would perform the work and the level of effort required; and
 - b) Any costs for hardware or software that will be required, including development costs to be performed by third parties.
2. The Parties agree to work cooperatively to determine the work involved and a reasonable ceiling price for that work. If the Parties agree to proceed with that work, Canada will issue a Contract Amendment documenting the ceiling price associated with the work. The Contractor will be required to submit a Service Design for approval by Canada and the work associated with the development of any EPP system interfaces will be treated as a Service Project.
3. Canada will pay the Contractor, in arrears, up to the ceiling price established in the contract amendment, for actual time worked and any resulting deliverables in accordance with firm, all-inclusive per diem rates set out in the relevant contract amendment, with GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday. When submitting its invoices, the Contractor must show the actual time worked by each resource, and/or the amount paid to any subcontractor. With respect to any expenses, the Contractor will be required to demonstrate the out-of-pocket amount spent and will be reimbursed without the addition of any overhead.

7.9 Certifications and Additional Information

7.9.1 Compliance

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



7.9.2 Federal Contractors Program for Employment Equity – Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-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 HRSDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4010 (2012-07-16);
- (c) the general conditions 2003 (2016-04-04);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor)

7.12.1 SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

7.13 Insurance Requirements

7.13.1 SACC Manual clause G1005C (2016-01-08) Insurance Requirements

7.14 Representations and Warranties

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.15 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.



ANNEX A

STATEMENT OF WORK

1. Title

SSC Corporate Mail Delivery Services in the National Capital Region

2. Summary

To provide Mail Delivery Services to Shared Services Canada (SSC) from a Contractor-supplied facility to/from SSC locations within the National Capital Region (NCR) boundaries, as defined in the National Capital Act (R.S.,c.N-3.Sch.). The Act can be viewed at <http://laws.justice.gc.ca/en/N-4/index.html>.

3. Scope of Work

The Contractor must:

- 3.1 Provide pick-up of mail from Canada Post in the morning and delivery to the Contractor-supplied facility.
- 3.2 Provide pick-up and delivery of mail between the Contractor-supplied facility and SSC and portfolio partners' locations within the NCR, as per frequency and locations listed at Schedule "A".
- 3.3 Provide delivery of mail from the Contractor-supplied facility to Canada Post at the end of each business day.
- 3.4 Provide the services between the core business hours of 7:00 a.m. and 5:00 p.m. from Monday to Friday inclusive, excluding Statutory Holidays observed by the Government of Canada in the NCR (Core Hours).

NOTE: The Ontario Family Day in February is not a statutory holiday for the Government of Canada. The office will be open and the work will need to be performed during normal work hours on that day.

- 3.5 Designate a bilingual Supervisor or Assistant Supervisor as the Site Authority for the purposes of liaising with the Offsite SSC Project/Technical Authority (OSP/TA) and for the provision of these services during Core Hours. The Site Authority must be available and must respond to calls within a one (1) hour period during Core Hours.
- 3.6 Identify and providing the required personnel staffing and levels to meet the Service Levels established in the Contract. The Contractor must provide immediate back-up personnel for all leave taken by all its personnel (sick leave, vacation leave, appointments, etc.).
- 3.7 Ensure that the Site Authority coordinates the attendance and replacement of personnel during Core Hours.
- 3.8 Ensure that all persons performing the tasks must wear clothes appropriate for an office environment since the work to be performed is the provision of services to clients and it is considered a front line function of the Corporate Services Branch.
- 3.9 Provide all means of transportation and equipment for the external deliveries. All means of transportation and equipment provided under this Contract must be kept in excellent working condition and any faulty or damaged equipment must be immediately replaced by the Contractor, at the Contractor's expense. Compliance with all operating requirements is the sole responsibility of the Contractor including maintaining adequate insurance coverage.



- 3.10 The external messengers/drivers and supervisory personnel must be equipped with cell phones (provided by the Contractor).
- 3.11 Ensure that the Contractor's personnel have the necessary licenses that conform to the *Public Commercial Vehicles Act*, the *Highway Traffic Act*, and the *National Transportation Act* for the provinces of Ontario and Québec.
- 3.12 Provide bilingual personnel to provide the services associated with the Contract in both official languages (English and French). It is the responsibility of the Contractor to assess the linguistic capabilities of its personnel.
- 3.13 Adhere to all levels of service as outlined in Annex "A" SOW Article 8.
- 3.14 Implement ongoing quality control measures to ensure departmental services are provided in an accurate, professional, and courteous manner.

4. Volumetrics

4.1 Estimated Volumes:

1000 mail bags or equivalent per month (maximum 25 bags per load); and
5,000 kg per month (maximum of 30 kg per item).

4.2 Delivery Frequency:

Twice daily mail pick-up and drop-off services (morning/afternoon) to all locations; and

5. Transition

5.1 The Contractor must:

- Have personnel trained and ready to go as of the first day of the Contract, by ensuring that prior training and work schedule arrangements have been made to provide departmental services as per levels of service, hours of operation, and according to the roles and responsibilities as specified in the SOW. This transition must be completed without service disruptions;
- ensure that all means of transportation including handcarts and vehicles are fully serviced, operational, and available for work on the 1st working day of the Contract and thereafter;
- Co-ordinate with the OSPTA, to ensure that the required building site passes for external site deliveries have been requested;
- Co-ordinate with the OSPTA, to ensure that Contractor access and authorization to pick-up and deliver mail to Canada Post is obtained; and
- Co-ordinate with the OSPTA, to ensure that Schedule "A" is accurate and achievable on the 1st working day of the Contract and thereafter.

6. Mail Delivery Services Operations

6.1 The Contractor will be responsible for the following Mail Delivery Services operations:

- the provision of a Contractor-supplied and equipped mailroom facility that meets the Facility Security Clearance (FSC) standards to conduct Mail Delivery Services operations up to Secret clearance level as per Annex "C", Security Requirements Check List (SRCL) and Article 4 -



Security Requirements of this Contract, located within 25 km radius of SSC Headquarters located at 99 Metcalfe Street;

- development of the Departmental Scheduled Runs plan to meet the levels of service outlined in Annex "A" SOW Article 8;
- receipt, sorting, security risk assessment, X-ray scanning, routing, controlling and distributing of incoming mail from Canada Post in accordance with the Shared Services Canada Information Security Guide (see Appendix "B");
- collecting, sorting, security risk assessment, routing, controlling and distributing of internal mail;
- collecting, sorting, security risk assessment, preparation and dispatch of outgoing mail to destinations throughout the world in accordance with the Shared Services Canada Information Security Guide and with Canada Post rules and regulations and standards. The web site is: <https://www.canadapost.ca/eb/business/>
- security risk assessment, and re-direction of improperly addressed mail;
- timely internal and external scheduled runs or pick-ups and deliveries in order to adhere to and maintain the established level of services;
- timely by-hand pick-up and delivery of urgent items from SSC Headquarters without compromising the regular service;
- tracking the status of registered incoming and outgoing mail deliveries in transit;
- maintenance of and changes to the internal distribution site locations list on a "as-and-when requested" basis when informed by the OSPTA;
- gathering and compilation of statistical reports on incoming and outgoing mail volumes on a daily, weekly and monthly basis to be provided in a monthly report to the OSPTA; and
- ensure that in the event of a labour dispute affecting mail service at Canada Post, pick-up and delivery services will be continued between all buildings and/or any temporary postal terminals designated by the Technical Authority. All outgoing mail accumulated during labour disputes will be transported to the Canada Post at no extra cost to the Department.

As part of the daily operations, the Contractor is also required to:

- communicate to the OSPTA any changes in the level of services and on the overall internal and external operations that may improve efficiencies that the Contractor has identified;
- draw to the attention of the OSPTA any suspicious items and/or security infractions in accordance with Shared Services Canada's departmental security regulations procedures and the guidelines found in the *Mail Management in Government Departments and Agencies* (<http://www.collectionscanada.gc.ca/007/002/007002-3019-e.html>)
- provide input to the OSPTA for the maintenance and update of the Mail Management Service Standards website <http://extranet.ssc-spc.gc.ca/eng/mail-services>; and
- ensure that the personnel are able to perform their tasks in an effective and efficient manner and ensure all personnel are properly trained in each activity in their functional unit in the Mail Delivery Services operations.



7. Roles and Responsibilities of the Functional Units

The responsibilities of each functional unit are outlined below.

7.1 Supervision

7.1.1 The Contractor must provide on-site supervision of the personnel and control of the Mail Delivery Services operations during Core Hours as follows:

- supervision of the personnel and control of the Mail Delivery Services operations as set out in Section 5 of this SOW;
- controlling, monitoring and supervision of the inspection and sorting of all incoming items received from Canada Post;
- ensuring compliance with the SSC Mail Management Service Standards and the Government of Canada Mail Management guidelines;
- implementing approved protocols to ensure the confidentiality and non-disclosure of sensitive information while mail is being sorted and inspected;
- monitoring and controlling the proper usage of equipment, protective clothing and containment devices;
- monitoring client services representatives behaviour and mail delivery services standards and reporting any unusual or improper incidents to the OSPTA immediately;

7.2 Training

7.2.1 The Contractor must:

- ensure that all mail clerks are trained on internal mail processes (sorting mail, classes of mail, re-addressing, etc.) and offsite departmental mail runs, floor layouts, distribution points, and contacts; and
- provide training to all Contractor`s personnel on all procedures and new tasks, standards, regulations and security guidelines in the Mail Delivery Services.

7.3 Internal Mail Operations

7.3.1 Mail Sorting and Internal / Departmental Scheduled Runs

7.3.1.1 The Contractor must:

- sort all incoming mail, in accordance with the Departmental regulations and procedures, including incoming mail from Canada Post, from Government Departments and Agencies and Crown Corporations, as well as any additional circulars and directives, registered mail, newspapers and periodicals;
- sort mail into the appropriate mail carts/containers;
- transport mail from the Contractor-supplied facility to offsite locations as per the scheduled runs;
- perform scheduled runs of mail addressed to and from SSC locations at the pre-determined mail pick-up/distribution points as per the established schedule; and



- sort and package mail for delivery by Canada Post to other government departments and agencies and Crown Corporations.

7.4 Incoming Mail Processing

7.4.1 Mail Scanning, Security Risk Assessment and Inspection

7.4.2.1 The Contractor must:

- X-ray scan and inspect all incoming mail and correspondence received from Canada Post to identify any suspicious items;
- assess and extract any suspicious items and implement the necessary security procedures in accordance with SSC Mail Management Service Standards and the Government of Canada Mail Management guidelines;
- scrutinize the unopened mail to detect breaches of security in accordance with the risk assessment procedures and guidelines;
- advise external companies concerning improperly addressed bulk mail (i.e. junk mail), and re-route improperly addressed mail; and

Note: The Contractor responsibility for re-routing of misdirected mail is a required function within the sort process, i.e. confirmation of address information by searching the Government Electronic Directory Services (GEDS) at <http://sage-geds.tpsgcpwgsc.gc.ca/cgi-bin/direct500/eng/TE?FN=index.htm>. When the recipient is identified via GEDS, contractor will strive to confirm verbally to ensure address accurately. Contractor will also affix standard documentation template provided by SCC to the package advising recipient on how to permanently address the discrepancy. If all reasonable attempts prove unsuccessful the undelivered mail will be passed to the OSPTA, not later than 3 business after induction. Normal divergence should be rectified with delivery completion by the contractor within 1 business day from induction.

- ensure the proper usage of equipment, protective clothing and containment devices.
- The contractor will be tasked to track any oversized packages tendered to the contractor by providing a description and identify by sender, division and federal department. The contract must accept mail and small parcels that and not refuse any reasonably sized package for mail service, limitations are based on the size of the package and the ability to scan/ X-Ray that package with other general mail as per the contract details. And oversized parcel is considered to be any package exceeding 25x 25 x 25 and or does not weigh more than 9.5 Kgs. Any package exceeding 45x45x45 or weighs greater than 15 kilograms can be rejected by the contractor. The parcel service for cell phones and similar electronic devices are limited to service from one SSC location to another SSC location. This is "by hand service" only, signature required. The contractor must track and report all refused parcel service and report to SCC department heads for remedial actions.
- From time to time SCC may request specialty cartage services from the provider within and exterior to the NCC area, additional charges can apply for services executed same day, next day or beyond next day. The service will require simple disassembly of computer monitor(s) that must be wrapped in protective materials in order to safely transport. The service will also include the movement of personnel file boxes, up to 5 per employee not weighing more than 15 lbs each, 1 standard office chair or similar. From time to time specialty furniture movements can be requested at an additional cost. The contractor must provide a 4 hour window for any requests



on the day of the service to remove from an SSC office/ facility, for next day and beyond next day, the contractor must provide a 4 hour delivery window.

7.5 External Mail Processing

7.5.1 The Contractor must:

- receive, register and process incoming and outgoing registered mail, Expedited and Xpresspost and Priority Courier to/from Canada Post;
- assess and determine the appropriate class of mail or method of delivery based on urgency, volume and costs;
- coordinate the grouping and distribution of bulk mail to the Shared Services Canada’s regional offices;
- process outgoing mail and parcels for dispatch to destinations throughout the world according to Canada Post regulations and standards and in accordance with Departmental security policy and procedures;
- complete the appropriate Canada Post carrier waybills for urgent deliveries to international locations and within and outside the National Capital Region.

7.5.2 External Scheduled Runs

7.5.2.1 The Contractor must:

- ensure the pickups and deliveries are done during the necessary timeframe and legible signatures are obtained (as required); and
- ensure that the materials are safeguarded and accounted for while in transit.

8. Level of Service

The table below indicates the level of service to be provided for each mail delivery services activity. The quantity of items to be processed for any given activity may vary from year to year.

ACTIVITIES	LEVELS OF SERVICE	ESTIMATED QUANTITIES (BY FISCAL YEAR)
Incoming mail from Canada Post:	The mail must be picked-up from Alta Vista Postal Terminal at at 7 am each day and brought to the Contractor-supplied facility. This mail must be scanned and sorted prior to the first scheduled delivery daily.	22,605 pieces of mail
Outgoing Mail to Canada Post:	The mail must be delivered to the Alta Vista Postal Terminal before 5 pm each day from the Contractor-supplied facility.	31,920 pieces
Departmental Internal and External Scheduled Runs:		72,655 pieces
Departmental Special		228 pieces



Services:		
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9. Acronyms and Terminology

TERM	DESCRIPTION
CPC	Canada Post Corporation
Core Hours	7:00 am – 5:00 pm Monday to Friday
DOS	Designated Organization Screening
FSC	Facility Security Clearance
MDS	Mail Delivery Services
NCR	National Capital Region
OSPTA	Offsite Shared Services Canada Project/Technical Authority
SSC	Shared Services Canada



ANNEX B

BASIS OF PAYMENT

1. Mailroom Services And Special Deliveries

For the provision of Mailroom Services and up to 5 Special Deliveries per month, and in consideration of the Contractor satisfactorily completing all of its obligations in accordance with the Contract, the Contractor will be paid the following Firm All Inclusive monthly rates for work performed pursuant to this Contract, Applicable Taxes extra.

Mailroom Services Monthly Rate: \$ _____

2. Regular Delivery Services

For the provision of Delivery Services, and in consideration of the Contractor satisfactorily completing all of its obligations in accordance with the Contract, the Contractor will be paid the following Firm All Inclusive monthly rates for work performed pursuant to this Contract, Applicable Taxes extra. The Delivery Locations List will be updated on a continuous basis and provided to the Contractor by the Technical Authority. Payment will be rounded up to the nearest 5 locations for each monthly payment.

Regular Delivery Services	Per 5 Locations Monthly Rate	Estimated Number of Locations
<ul style="list-style-type: none"> • locations within the National Capital Region • 2 deliveries per Government of Canada working day to each location 	<p>\$ _____</p>	<p>58</p>

3. Additional Special Delivery Services

For Special Delivery Services provided on an as and when requested basis, above 5 deliveries per month, and in consideration of the Contractor satisfactorily completing all of its obligations in accordance with the Contract, the Contractor will be paid the following Firm All Inclusive per delivery rates for work performed pursuant to this Contract, Applicable Taxes extra.

Per Special Delivery Rate: \$ _____

4. Pre-Authorized Postage Expenses

Canada will reimburse the Contractor for its pre-authorized postage expenses reasonably and properly incurred for delivery of mail outside the National Capital Area through Canada Post, at cost, without any allowance for profit and/or administrative overhead. All postage expenses must have the prior authorization of the Technical Authority. All payments are subject to government audit.



ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Revised SRCL

OCT 10 2017

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat P2D 05303
Security Classification / Classification de sécurité Unclass

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Shared Services Canada		2. Branch or Directorate / Direction générale ou Direction CIO/RPAMM	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide Mail Delivery Services to Shared Services Canada (SSC) locations within NCR			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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 checked="" type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" 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 checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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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 : secret and below

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Frederic Guenette		Title - Titre manager accommodations	Signature
Telephone No. - N° de téléphone 613-818-1658	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel frederic.guenette@canada.ca	Date 18-09-2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jeanne DuFour		Title - Titre DDSO	Signature
Telephone No. - N° de téléphone 613-960-7443	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date SEP 19 2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) JOHN HAWKINS		Title - Titre A/TEAM LEAD	Signature
Telephone No. - N° de téléphone 613-854-7761	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel John.hawkins@canada.ca	Date 2017/12/14
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 13-OCT.-2017

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Télééc - 613-954-4171

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MH 19 Sept 2017
Canada



ANNEX D

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-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 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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

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

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-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 HRSDC-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)



FORM 1

BID SUBMISSION FORM

BID SUBMISSION FORM	
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>	
Jurisdiction of Contract: Province in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force adjustment directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the Bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]	
Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of</i>	



the Bidder. If it does not, the security clearance is not valid for the Bidder.]

On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Signature of Authorized Representative of Bidder

