



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

Bid Receiving/Réception des sousmissions  
Procurement and Contracting Services  
c/o Commissionnaires  
6101 Dewdney Avenue  
Regina, SK S4P 3J7

**Fax No. – No de FAX: 306-780-5232**

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre `a commandes individuelle regionale  
(OCIR)

Proposal to: Royal Canadian Mounted Police

Canada, as represented by the Royal Canadian  
Mounted Police, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Proposition aux : Gendarmerie royale du Canada

Le Canada, représenté par la Gendarmerie  
royale du Canada, autorise par la présente,  
une offre a commandes au nom des  
utilisateurs identifiés énumérés ci-après.

Comments: - Commentaries :

THIS DOCUMENT DOES CONTAIN A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet:</b> Vehicle Transportation Services		<b>Date :</b> December 18, 2017
<b>Solicitation No. – N° de l'invitation</b> M9424-18-2641/A -		
<b>Client Reference No. - No. De Référence du Client</b> 201802641		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	January 25, 2018	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 639-625-3463	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes

### **1.2 Summary**

- 1.2.1 Work under this standing offer includes the transportation of a variety of motor vehicles between the provinces of Alberta, Saskatchewan and Manitoba and transportation within the City of Edmonton and within the Province of Alberta. The transportation services are to be provided on an as requested basis.

It is anticipated that up to two (2) Standing Offers will be issued.

- A. One Standing Offer for interprovincial transportation;
- B. One Standing Offer for transportation within the City of Edmonton and within the Province of Alberta.

The Standing Offers will be issued for a period of one (1) year with the option to extend the term of the Standing Offers for two (2) additional one (1) year option periods.

- 1.2.2 "The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement (CETA)."
- 1.2.3 "The requirement is limited to Canadian services."



### 1.3 Debriefings

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

### 1.4 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of standing offers under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: ninety (90) days

### 2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by email to RCMP will not be accepted.



### **2.3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.4. Applicable Laws**

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

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

### **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

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

- Section I:** Technical Offer (one hard copy)  
**Section II:** Financial Offer (one hard copy)  
**Section III:** Certifications (one hard copy)

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

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

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

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

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

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

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

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

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



### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### 3.1.2 Exchange Rate Fluctuation

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

### Section III: Certifications

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Annex C

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price, per requirement, will be recommended for issuance of a standing offer.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

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

#### 5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences (as applicable)
- Required Documentation

#### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



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

#### 5.1.3.1 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

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

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

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

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



## Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

### 5.1.3.2 Canadian Content Certification

#### 5.1.3.2.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T

## PART 6 – SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
- (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.



## **6.2 Insurance Requirements – Proof of Availability – Prior to Issuance of a Standing Offer**

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

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



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

**7.2.1** The following security requirements (Security Requirement Checklist (SRCL) at Annex D, and related clauses) apply and form part of the Standing Offer.

The successful Offeror **MUST**:

- a) ensure that all persons working on site hold a valid Facility Access with Escort (FA2) security clearance issued by RCMP Departmental Security Section.

#### **7.3 Standard Clauses and Conditions**

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

##### **7.3.1 General Conditions**

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F" Standing Offer Usage Report. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The data must be submitted to the Standing Offer Authority no later than the fifteenth (15<sup>th</sup>) of each month during the reporting period.



## **7.4 Term of Standing Offer**

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

The period for making call-ups against the Standing Offer is from date of standing offer issuance for one (1) year.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 – 11<sup>th</sup> Avenue  
Regina, SK S4P 3J7

Telephone: 639-625-3463  
Facsimile: 306-780-5232  
E-mail address: [tania.sentes@rcmp-grc.gc.ca](mailto:tania.sentes@rcmp-grc.gc.ca)

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

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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



### 7.5.3 Offeror's Representative *(to be completed at standing offer issuance)*

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

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

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

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

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

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

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

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

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police (RCMP).

### 7.8 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer as follows:

- a) Authorized call-ups against this Standing Offer must be made using the duly completed forms identified in section 7.9, Call-up Instrument, by methods such as facsimile, electronic mail or any other method deemed acceptable by both the Identified User and the Offeror.
- b) No cost incurred before the receipt of a sign call-up or equivalent document can be charged to this Standing Offer.
- c) The Project Authority will provide notification to the Offeror at least twenty-four (24) hours prior to the required pick-up.
- d) If by error or omission the Identified User fails to apply the correct price as listed in Annex B, or applies it improperly, it will be the responsibility of the Offeror to notify the Identified User of the error prior to delivery.
- e) Any modifications to the original call-up must be supported by the issuance of an amended call-up form.

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form Call up 942.

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

Individual call-ups in excess of \$10,000.00 made pursuant to this Standing Offer must be authorized by the Contracting Authority.



## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex D Security Requirements Checklist;
- g) Annex E, Insurance Requirements;
- h) Annex F, Standing Offer Report;
- i) the Offeror's offer dated \_\_\_\_\_ .

## 7.12. Procurement Ombudsman

### 7.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

### 7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

## 7.13 Certifications and Additional Information

### 7.13.1 Compliance

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



### **7.13.2 Canadian Content Certification**

M3060C (2008-05-12) Canadian Content Certification

### **7.14 Applicable Laws**

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

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

#### **7.2.1 General Conditions**

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

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

Delivery must be completed in accordance with the call-up against the Standing Offer.

#### **7.3.2 Delivery**

The vehicle delivery must be completed in accordance with the call-up against the Standing Offer and as per the requirements outlined in Annex "A" Statement of Work.

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

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in "Annex "B. Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.



### 7.5.2 Single Payment

H1000C (2008-05-12) Single Payment

### 7.5.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

### 7.5.4 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 7.6 Invoicing Instructions

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

The Contractor must provide the invoice in PDF format within two (2) working days from transport. Each invoice must include the Call Up number, Invoice number, Vehicle Make; Model, RCMP Vehicle Code, Distance (in KM) and breakdown of related costs. The applicable Transportation Request Forms (refer to Appendix 1) must be attached to each invoice.

Invoices must be distributed as follows:

The original must be forwarded to the address shown on the Call Up for certification and payment.

The Contractor must provide invoicing in PDF format within (2) two working days from transport. The Contractor must also provide a monthly summary of all services provided.

### 7.7 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



## 7.8 **SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation  
A9068C (2010-01-11) Government Site Regulations

## 7.9 **Environmental Considerations:**

Where applicable, suppliers are encouraged to consider the following environment considerations:

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).
  
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
  
- Environmental Shipping/Packaging Considerations
  - Where applicable, suppliers are encouraged to:
    - Minimize packaging
    - Include recycled content in packaging;
    - Re-use packaging;
    - Include a provision for a take-back program for packaging;
    - Reduce/eliminate toxics in packaging.



**ANNEX "A"**

**STATEMENT OF WORK**

**Requirement 1: Interprovincial Vehicle Transportation**

The Royal Canadian Mounted Police (RCMP) North West Region (NWR) Fleet Management requires the transportation of a variety of motor vehicles to RCMP Post Garage locations within the Provinces of Alberta, Saskatchewan and Manitoba, on an “as requested” basis, in accordance with the terms and conditions specified herein. .

**Post Garage Locations:**

RCMP-GRC Edmonton Post Garage  
11136 109 Street  
Edmonton, AB T5G 2T4

RCMP-GRC Winnipeg Post Garage  
1091 Portage Avenue  
Winnipeg, MB R3C 3K2

RCMP-GRC Regina Post Garage  
6101 Dewdney Avenue  
Regina, SK S4P 3K7

<b>Requirement 1 Specifications</b>		
<b>A.</b>	<b>Quantity of Vehicles Per Call Up:</b>	Minimum - One (1) vehicle Maximum - Eight (8) vehicles
<b>B.</b>	<b>Vehicle Specifications:</b>	Cars, Trucks, SUV's, Full size 4x4 crew trucks, Vans
<b>C.</b>	<b>Schedule for Vehicle Transportation:</b>	The collection and delivery of the vehicles is Monday to Friday - 08:00 to 15:00 local time No delivery will be accepted on weekends or Statutory Holidays. Vehicles can be transported outside of these hours.
<b>D.</b>	<b>Estimated Quantity of Vehicles Transported Yearly:</b>	Minimum - Two hundred (200) Vehicles Maximum - Four hundred and forty (440) Vehicles
<b>E.</b>	<b>Notification Required from Contractor:</b>	The Contractor dispatcher or driver must provide the Project Authority with a minimum of two (2) hours advance notification of intended time of arrival, both pickup and delivery.
<b>F.</b>	<b>Delivery Schedule:</b>	Vehicle delivery must be within forty eight (48) hours of collection not including weekends or statutory holidays.



<b>G.</b>	<b>Vehicle Inspection:</b>	<p>Before collection and after delivery of requested vehicles; the RCMP Project Authority and Transporter Driver must complete the Vehicle Condition Report (Refer to Appendix #1 RCMP Transportation Request Form).</p> <p>After the report is complete and signed the transfer of care and control will take place. A copy of the report must be emailed to the Project Authority from the Contractor within twenty four (24) hours of delivery. The Project Authority may reserve the option to make a copy of the form.</p> <p>An equivalent report to the RCMP Transportation Request Form provided by the Contractor may also be accepted, upon approval of the Project Authority. All deficiencies must be reported on the inspection report.</p> <p>After the transfer of care and control takes place, the Contractor accepts care and control of the vehicle(s). The Contractor will be held responsible for any costs borne between pick-up and delivery of the vehicle(s). The responsibility of care and control includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>a) Any damage not recorded on the Vehicle Condition Report upon pick up. The RCMP reserves the right to choose the repair facility and time frame for repair.</li> <li>b) Loss of vehicle or parts</li> <li>c) Loss and stolen parts</li> <li>d) Vandalism to vehicle</li> </ul>
<b>H.</b>	<b>Vehicle Transportation Requirements:</b>	Vehicles must be transported on a car carrier. The Vehicles must be protected from damage while under the care and control with the transporter.
<b>I.</b>	<b>Location and Delivery:</b>	RCMP Post Garage locations in Edmonton, Alberta, Regina, Saskatchewan and Winnipeg, Manitoba.

**Requirement 2: Within the City of Edmonton and Province of Alberta**

The Royal Canadian Mounted Police (RCMP) North West Region (NWR) Fleet Management requires the transportation of a variety of motor vehicles to RCMP locations within The City of Edmonton and within the Province of Alberta on an “as requested” basis, in accordance with the terms and conditions specified herein. .

<b>Requirement 2 Specifications</b>		
<b>A.</b>	<b>Quantity of Vehicles Per Call Up:</b>	<p>Minimum - One (1) vehicle</p> <p>Maximum - Six (6) vehicles</p>
<b>B.</b>	<b>Vehicle Specifications:</b>	<p>Cars, Trucks, SUV's, Full size 4x4 crew cab trucks, Vans -</p> <p><b>NOTE:</b> Some Vehicles may not be in roadworthy condition and/or drivable state. Vehicles may require a flat deck vehicle transporter due the vehicle condition.</p>



<b>C.</b>	<b>Schedule for Vehicle Transportation:</b>	<p>The collection and delivery of the vehicles is Monday to Friday - 08:00 to 15:00. Local time</p> <p>No delivery will be accepted on weekends or Statutory Holidays.</p> <p>Vehicles can be transported outside of these hours.</p>
<b>D.</b>	<b>Estimated Quantity of Vehicles Transported Yearly:</b>	<p>Minimum - Two hundred (200) Vehicles</p> <p>Maximum - Four hundred (400) Vehicles</p>
<b>E.</b>	<b>Vehicle Transportation Requirements:</b>	<p>Vehicles must be transported on a car carrier or tow truck. A Jockey service is accepted within City Limits Requirement only. This applies to the cities of Edmonton, Fort Saskatchewan, Sherwood Park, Beaumont, Nisku, Leduc, Devon, Spruce Grove, Stony Plain and St. Albert, Alberta.</p> <p>The Vehicles must be protected from damage while under the care and control of the transporter.</p>
<b>F.</b>	<b>Vehicle Inspection:</b>	<p>Before collection and after delivery of requested vehicles; the RCMP Project Authority and Transporter driver must complete a Vehicle Condition Report (Refer to Appendix #1 RCMP Transportation Request Form).</p> <p>After the form is complete and signed; the transfer of care and control will take place. A copy of the report must be emailed to the Project Authority from the contractor within twenty four (24) hours of delivery. The Project Authority may reserve the option to make a copy of the form.</p> <p>An equivalent report to the RCMP Transportation Request Form provided by the Contractor may also be accepted, upon approval of the Project Authority. All deficiencies must be reported on the inspection report.</p> <p>After the transfer of care and control takes place, the Contractor accepts care and control of the vehicle(s). The Contractor will be held responsible for any costs borne between pick-up and delivery of the vehicle(s). The responsibility of care and control includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>e) Any damage not recorded on the Vehicle Condition Report upon pick up. The RCMP reserves the right to choose the repair facility and time frame for repair.</li> <li>f) Loss of vehicle or parts</li> <li>g) Loss and stolen parts</li> <li>h) Vandalism to vehicle</li> </ul>
<b>G.</b>	<b>Collection and Delivery- City limits and surrounding communities:</b>	<p>Vehicle collection within the City of Edmonton with individual delivery locations within the City of Edmonton Limits and surrounding bedroom communities.</p> <p>The City Limit and surrounding communities includes: Beaumont, Leduc, Sherwood Park, Fort Saskatchewan, St. Albert, Spruce Grove and Stony Plain. Refer to Appendix 2 for the geographical area included in this requirement.</p>



<b>H.</b>	<b>Collection and Delivery- Alberta Provincial locations:</b>	Vehicle collection within the City of Edmonton or within the Province of Alberta. Refer to Appendix 2 for the geographical area included in this requirement.
<b>I.</b>	<b>Collection and Delivery- One Direction Delivery</b>	Vehicle collection with an individual delivery location within the Province of Alberta or City of Edmonton.
<b>J.</b>	<b>Two Way Collection and Deliveries:</b>	Vehicle collection from RCMP Post Garage and delivery to requested location. Collection of another vehicle from the delivered location and drop off at Post Garage.
<b>K.</b>	<b>Notification Required from Contractor:</b>	The contractor dispatcher or driver must provide the Project Authority with a minimum of two (2) hour advance notification of intended time of arrival of collection and advance notification for delivery.
<b>L.</b>	<b>Collection Schedule:</b>	Vehicle collection must be within twelve (12) hours for requirements within the City of Edmonton and within forty eight (48) hours for requirements within the Province of Alberta, of individual call up not including weekends or statutory holidays.
<b>M.</b>	<b>Delivery Schedule:</b>	Vehicle delivery must be within twenty four (24) hours of request, for requirements within the City of Edmonton and within forty eight (48) hours for requirements within the Province of Alberta not including weekends or statutory holidays.



**Appendix 1**

**NWR RCMP Transportation Request Form**

(Attached as a separate document)

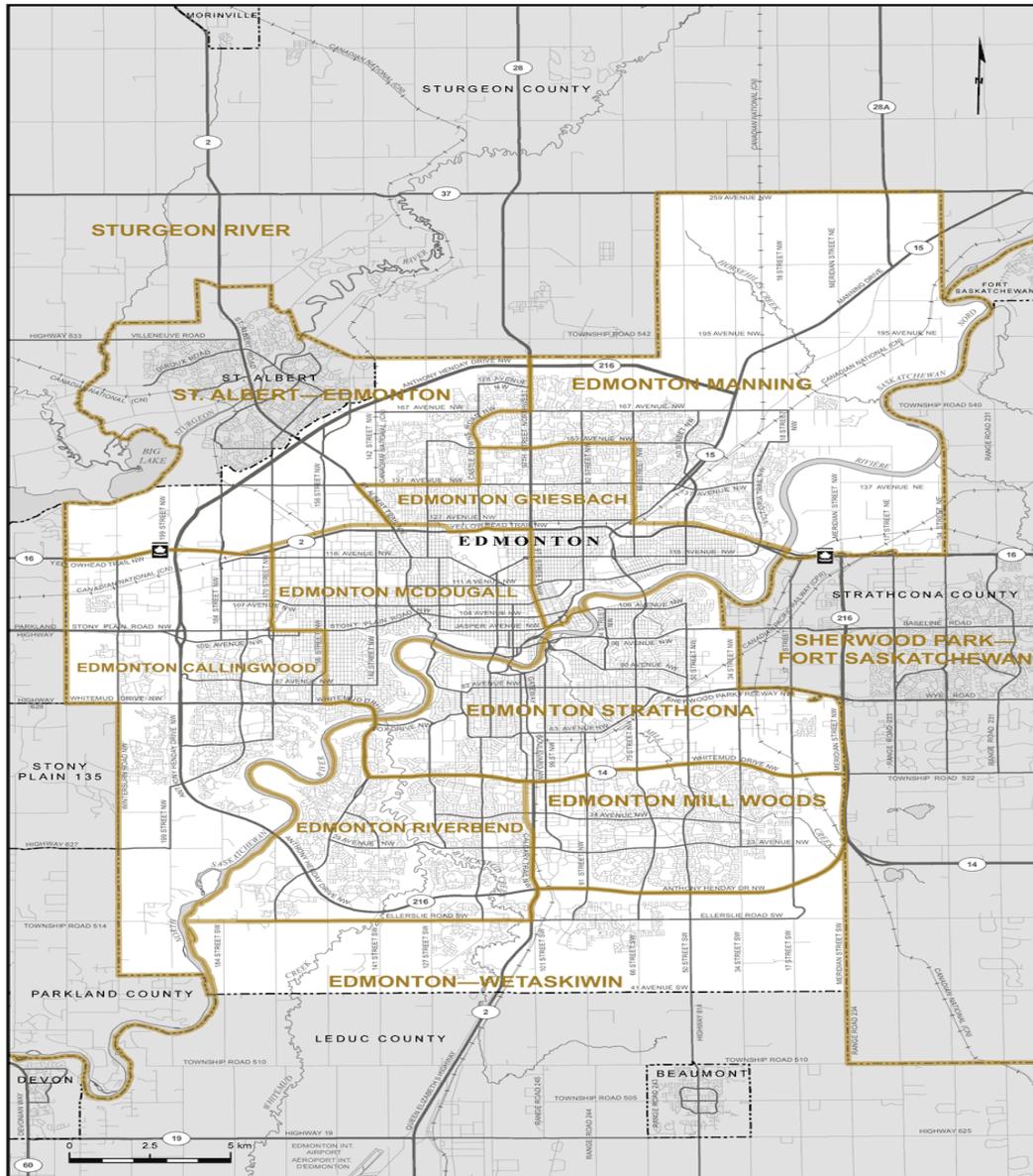


**Appendix 2**  
**Geographical Map - Province of Alberta**





City of Edmonton





## ANNEX "B"

### BASIS OF PAYMENT

**Please indicate with a check mark on each requirement that an offer will be submitted:**

- Requirement 1 Only** – Transporting vehicles within Alberta, Saskatchewan and Manitoba as per Annex A.
- Requirement 2 Only** – Transporting vehicles within the City of Edmonton, Alberta and the Province of Alberta, as per Annex A.
- Both Requirement 1 and 2** – As per Annex A – Statement of Work.

In order for an offer to be **deemed responsive**, the offeror **must** complete **Pricing Tables 1, 2 and 3** for each requirement offered.

- Prices are firm.
- Firm Prices are in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Call Up.

Unit Price listed below is the total, firm, all-inclusive price per vehicle to complete the services described in Annex "A". "All inclusive" means all overhead, labour and materials, including cost of fuel and applicable insurance. No changes in payment due to legislated employer contributions or minimum wage increases, or changes in fuel prices, shall be permitted after award of Standing Offer. Anticipated changes are included in the price.



**Pricing Tables:**

\* These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

**Requirement 1: Interprovincial Vehicle Transportation**

**\*\*complete tables 1, 2 and 3 in its entirety\*\***

**Table 1 – Period of Standing Offer – from the date of standing offer issuance for one year:**

Item	Collection or Delivery Location	Quantity* (a)	Flat Rate per Vehicle (b)	Extended Price (a x b)
1.	Edmonton, AB to Regina, SK	400	\$	\$
2.	Edmonton, AB to Winnipeg, MB	20	\$	\$
3.	Regina, SK to Winnipeg, MB	20	\$	\$
<b>Total Evaluated Price for Table 1</b>				

**Table 2 - Option Year One of the Standing Offer**

Item	Collection or Delivery Location	Quantity* (a)	Flat Rate per Vehicle (b)	Extended Price (a x b)
1.	Edmonton, AB to Regina, SK	400	\$	\$
2.	Edmonton, AB to Winnipeg, MB	20	\$	\$
3.	Regina, SK to Winnipeg, MB	20	\$	\$
<b>Total Evaluated Price for Table 2</b>				

**Table 3 - Option Year Two of the Standing Offer**

Item	Collection or Delivery Location	Quantity* (a)	Flat Rate per Vehicle (b)	Extended Price (a x b)
1.	Edmonton, AB to Regina, SK	400	\$	\$
2.	Edmonton, AB to Winnipeg, MB	20	\$	\$
3.	Regina, SK to Winnipeg, MB	20	\$	\$
<b>Total Evaluated Price for Table 3</b>				

<b>Total Evaluated Price for Table 1</b>	<b>\$</b>
<b>Total Evaluated Price for Table 2</b>	<b>\$</b>
<b>Total Evaluated Price for Table 3</b>	<b>\$</b>
<b>Total Evaluated Price for Requirement 1</b>	<b>\$</b>



**Requirement 2: Vehicle Transportation within the City of Edmonton and Province of Alberta**

*\*\*complete tables 1, 2 and 3 in its entirety\*\**

**Table 1 – Period of Standing Offer – from the date of standing offer issuance for one year:**

Item	Description	Quantity* (a)	Flat Rate per Vehicle (b)	Extended Price (a x b)
<b>ONE DIRECTION: REQUESTED COLLECTION LOCATION TO DELIVERY LOCATION</b>				
1.	City Of Edmonton Limits	100	\$	\$
2.	Edmonton Surrounding Cities	100	\$	\$
3.	Province of Alberta- North of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
4.	Province of Alberta- North of Edmonton: Greater than 250 KM from RCMP Post Garage	10	\$	\$
5.	Province of Alberta- North of Edmonton: Extreme Road Condition Areas*	5	\$	\$
6.	Province of Alberta - East or West, Less than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
7.	Province of Alberta - East or West, Greater than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
8.	Province of Alberta- <b>South</b> of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
9.	Province of Alberta- <b>South</b> of Edmonton: Greater than 250 KM from RCMP Post Garage	25	\$	\$
<b>TWO WAY COLLECTION AND DELIVERY: FROM EDMONTON POST GARAGE TO REQUESTED DELIVERY LOCATION. IMMEDIATE COLLECTION FROM LOCATION AND DELIVERY TO POST GARAGE</b>				
10.	Province of Alberta- North of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
11.	Province of Alberta- North of Edmonton: Greater than 250 KM from RCMP Post Garage	10	\$	\$
12.	Province of Alberta- North of Edmonton: Extreme Road Condition Areas*	5	\$	\$
13.	Province of Alberta - East or West, Less than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
14.	Province of Alberta - East or West, Greater than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
15.	Province of Alberta- <b>South</b> of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
16.	Province of Alberta- <b>South</b> of Edmonton: Greater than 250 KM from RCMP Post Garage	25	\$	\$
<b>Total Evaluated Price for Table 1</b>				



**Table 2 - Option Year One of the Standing Offer**

Item	Description	Quantity* (a)	Flat Rate per Vehicle (b)	Extended Price (a x b)
<b>ONE DIRECTION: REQUESTED COLLECTION LOCATION TO DELIVERY LOCATION</b>				
1.	City Of Edmonton Limits	100	\$	\$
2.	Edmonton Surrounding Cities	100	\$	\$
3.	Province of Alberta- North of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
4.	Province of Alberta- North of Edmonton: Greater than 250 KM from RCMP Post Garage	10	\$	\$
5.	Province of Alberta- North of Edmonton: Extreme Road Condition Areas***	5	\$	\$
6.	Province of Alberta - East or West, Less than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
7.	Province of Alberta - East or West, Greater than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
8.	Province of Alberta- <b>South</b> of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
9.	Province of Alberta- <b>South</b> of Edmonton: Greater than 250 KM from RCMP Post Garage	25	\$	\$
<b>TWO WAY COLLECTION AND DELIVERY: FROM EDMONTON POST GARAGE TO REQUESTED DELIVERY LOCATION. IMMEDIATE COLLECTION FROM LOCATION AND DELIVERY TO POST GARAGE</b>				
10.	Province of Alberta- North of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
11.	Province of Alberta- North of Edmonton: Greater than 250 KM from RCMP Post Garage	10	\$	\$
12.	Province of Alberta- North of Edmonton: Extreme Road Condition Areas***	5	\$	\$
13.	Province of Alberta - East or West, Less than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
14.	Province of Alberta - East or West, Greater than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
15.	Province of Alberta- <b>South</b> of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
16.	Province of Alberta- <b>South</b> of Edmonton: Greater than 250 KM from RCMP Post Garage	25	\$	\$
<b>Total Evaluated Price for Table 2</b>				\$



**Table 3 - Option Year Two of the Standing Offer**

Item	Description	Quantity* (a)	Flat Rate per Vehicle (b)	Extended Price (a x b)
<b>ONE DIRECTION: REQUESTED COLLECTION LOCATION TO DELIVERY LOCATION</b>				
1.	City Of Edmonton Limits	100	\$	\$
2.	Edmonton Surrounding Cities	100	\$	\$
3.	Province of Alberta- North of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
4.	Province of Alberta- North of Edmonton: Greater than 250 KM from RCMP Post Garage	10	\$	\$
5.	Province of Alberta- North of Edmonton: Extreme Road Condition Areas***	5	\$	\$
6.	Province of Alberta - East or West, Less than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
7.	Province of Alberta - East or West, Greater than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
8.	Province of Alberta- <b>South</b> of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
9.	Province of Alberta- <b>South</b> of Edmonton: Greater than 250 KM from RCMP Post Garage	25	\$	\$
<b>TWO WAY COLLECTION AND DELIVERY: FROM EDMONTON POST GARAGE TO REQUESTED DELIVERY LOCATION. IMMEDIATE COLLECTION FROM LOCATION AND DELIVERY TO POST GARAGE</b>				
10.	Province of Alberta- North of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
11.	Province of Alberta- North of Edmonton: Greater than 250 KM from RCMP Post Garage	10	\$	\$
12.	Province of Alberta- North of Edmonton: Extreme Road Condition Areas***	5	\$	\$
13.	Province of Alberta - East or West, Less than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
14.	Province of Alberta - East or West, Greater than 250 KM from Edmonton: Within a 100 KM radius of HW 16	25	\$	\$
15.	Province of Alberta- <b>South</b> of Edmonton: Less than 250 KM from RCMP Post Garage	25	\$	\$
16.	Province of Alberta- <b>South</b> of Edmonton: Greater than 250 KM from RCMP Post Garage	25	\$	\$
<b>Total Evaluated Price for Table 3</b>				\$

<b>Total Evaluated Price for Table 1</b>	<b>\$</b>
<b>Total Evaluated Price for Table 2</b>	<b>\$</b>
<b>Total Evaluated Price for Table 3</b>	<b>\$</b>
<b>Total Evaluated Price for Requirement 2</b>	<b>\$</b>

\*\*\* Extreme Road Conditions Areas are defined as roads and areas North of Highway 35 Peace River. Refer to Appendix 2 Geographical Map of Alberta.



**ANNEX “C”**

**MANDATORY TECHNICAL CRITERIA**

The Offeror must provide in its offer supporting data demonstrating the extent of experience and where the experience was acquired. Listing experience without providing supporting data to describe where and how such experience was obtained will result in the experience not being considered demonstrated, and therefore not being including for evaluation purposes.

Prior to the solicitation closing time, the offeror must comply with ALL Mandatory Requirements and provide the necessary documentation to support compliance as listed below per each requirement being offered.

**The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided, if applicable.**

Failure to meet any of the following specifications will render your offer non-compliant and will be given no further consideration.

**Note: Offerors must provide supporting data for their chosen submission – Requirement 1 only, Requirement 2 only or both Requirement 1 and 2 together or the offer will be considered non-responsive and will not be evaluated.**

**Requirement 1 –: Interprovincial Vehicle Transportation**

No.	Requirement	MET	NOT MET	Supporting Data Attached
M1.	Offerors must demonstrate in their offer that they have a minimum of five (5) years' experience moving vehicles in Canada and completing work of a similar scope as described in Annex A.			
M2	Offerors must provide two (2) examples of similar work for non-RCMP clients.			
M3	Offerors must provide a certificate or letter from the applicable Workers' Compensation Board confirming the good standing account.			



**Offerors may use the templates provided or a template of their choosing.**

**Example 1:** (additional sheets can be attached, if required)

Name of Company and/ or Organization: \_\_\_\_\_

Term of Project: \_\_\_\_\_ Year \_\_\_\_\_ Month to \_\_\_\_\_ Year \_\_\_\_\_ Month

Description of project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Example 2:** (additional sheets can be attached, if required)

Name of Company and/ or Organization: \_\_\_\_\_

Term of Project: \_\_\_\_\_ Year \_\_\_\_\_ Month to \_\_\_\_\_ Year \_\_\_\_\_ Month

Description of project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Requirement 2: Within the City of Edmonton and Province of Alberta**

No.	Requirement	MET	NOT MET	Supporting Data Attached
M1.	Offerors must demonstrate in their offer that they have a minimum of five (5) years' experience moving vehicles in Canada and completing work of a similar scope as described in Annex A.			
M2	Offerors must provide two (2) examples of similar work for non-RCMP clients.			
M3	Offerors must provide a certificate or letter from the applicable Workers' Compensation Board confirming the good standing account.			

**Offerors may use the templates provided or a template of their choosing.**

**Example 1:** (additional sheets can be attached, if required)

Name of Company and/ or Organization: \_\_\_\_\_

Term of Project: \_\_\_\_\_ Year \_\_\_\_\_ Month to \_\_\_\_\_ Year \_\_\_\_\_ Month

Description of project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Example 2:** (additional sheets can be attached, if required)

Name of Company and/ or Organization: \_\_\_\_\_

Term of Project: \_\_\_\_\_ Year \_\_\_\_\_ Month to \_\_\_\_\_ Year \_\_\_\_\_ Month

Description of project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**ANNEX "D"**  
**SECURITY REQUIREMENTS CHECKLIST**  
(attached to the end of this document for informational purposes only)



## ANNEX "E"

### INSURANCE REQUIREMENTS

#### C.1 COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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

## **C.2 Comprehensive Crime Insurance**

- 1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
  - a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$ 50, 000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
  - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$ 50, 000.00;
- 2. The Comprehensive Crime insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.



- b. Loss Payee: Canada as its interest may appear or as it may direct.

**C3. All Risk in Transit Insurance**

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$ 200,000.00 per shipment. Government Property must be insured on an agreed value basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
  - b. Loss Payee: Canada as its interest appears or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Royal Canadian Mounted Police and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



**Annex "F"**

**STANDING OFFER USAGE REPORT**

This is a sample of the information required; a spreadsheet will be provided for monthly submission upon standing offer issuance. One submission is required per month for each bill to location (maximum up to three (3) bill to locations.).

Business Name: \_\_\_\_\_ Business Contact Email Address: \_\_\_\_\_

Report Period: \_\_\_\_\_

Bill To: \_\_\_\_\_

Call Up Number	Invoice Number	Collection Date	Collection Location Description	Delivery Date	Delivery Location Description	Vehicle Make	Vehicle Model	Vehicle Colour	VIN	RCMP Vehicle Code	Cost (excluding GST)

**NIL REPORT: We have not done any business for the RCMP during this reporting period.**

**ANNEX D - SRCL**



Government of Canada / Gouvernement du Canada

NOV 08 2017

SRCL: 20171129404

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

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

FDIV

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP	2. Branch or Directorate / Direction générale ou Direction NWR Fleet Management
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 Transportation of RCMP Vehicles from the required collection location to delivery location within a requested timeline. See Final Draft, ANNEX "A" Statement of Work Attached. Procurement Contract: M9424-18-2641/A		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments: FAA  
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



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

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non       Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non       Yes / Oui

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