

# APPENDIX A - STATEMENT OF WORK

## 1.0 Background & Objective

The Canadian Construction Materials Centre (CCMC) is seeking to add a factory audit and field inspection component to the services provided by the Centre. These audit and inspection services are intended to further ensure the consistency and quality of products which bear the CCMC mark.

CCMC will contract the services of competent industry contractors to perform the requisite services at the discretion of CCMC. The following RFP details the mandatory requirements and selection requirements which will be used to select the most qualified and competent contractors. A high focus on technical competence and experience is paramount in this process. The primary focus of these services is the continued protection of the Canadian public, realised by independent and impartial technical audits and inspections.

## 1.1 Work Plan

The services of up to five (5) contractors will be selected to provide factory audit and field inspection services within the following scope of work, for approximately 1,000 audits and/or field inspections per year.

The successful contractor(s) will:

- Be assigned audits and/or inspections by CCMC on an as needed basis, based on their technical competence, geographical proximity and their ability to perform the inspection in conjunction with a pre-existing inspection (if applicable);
- Be supplied with all of the necessary technical requirements of the audit or inspection (checklist, specifications, etc.), the company information (address, contact information) and the required completion deadline for each audit or inspection;
- Make the necessary arrangements with the subject organization to complete the audit or inspection prior to the deadline and inform CCMC of any missed deadlines;
- Inform CCMC of any delays or unforeseen circumstances which may prevent or delay any audit or inspection activities
- Make the necessary arrangements with a CCMC-approved testing laboratory to have any testing completed, at the cost of the manufacturer, as specified by the technical requirements of the audit or inspection;
- Review, approve and submit all audit and inspection data to CCMC prior to the deadline using the designated software solution.
- Be responsible for all costs (administration, accreditation, materials, travel, insurance, liability, etc.) related to the performance of audit or inspection services;
- Be responsible for the operation of their business, including all applicable health, safety and regulatory requirement which may be related to the provision of the services associated with this contract;

- Submit monthly invoices to CCMC for compensation according to the agreed upon Fee Table, including a summary of completed services which correspond to the amounts invoiced;
- Inform CCMC of any material changes to the status of their accreditation and/or liability insurance, or any significant changes to their audit or inspection resources.