



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources naturelles Canada  
Bid Receiving Unit – Mailroom  
Unité de réception des soumissions, Salle du courrier  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

**Attention: Valerie Holmes**

**Request for Standing Offer**

**Demande d'offre à commandes**

Canada, as represented by the Minister of Natural Resources Canada, hereby requests a Standing Offer on behalf of the client identified herein.

Le Canada, représenté par le ministre des Ressources naturelles Canada, autorise par la présente, une offre à commandes au nom de client identifié ci-après

**Comments – Commentaires**

**If using a courier service to deliver your bid response, please ensure that the Bid Solicitation Number, closing date and time are identified on the front of the courier envelope**

**Issuing Office – Bureau de distribution**

Finance and Procurement Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

Title – Sujet <b>To provide Water Supply, Sewage Pick up &amp; Disposal, Snow Removal, Movement of Cargo and Hazardous Waste and dangerous goods, Heavy Equipment and Casual Labour for Resolute Bay, Nunavut</b>	
Solicitation No. – No de l'invitation <b>NRCan-5000034816</b>	Date February 14, 2018
Client Reference No. - N° de reference du client 5000034816	
Requisition Reference No. - N° de la demande 142900	
<b>Solicitation Closes – L'invitation prend fin at – à 02:00 PM EDT on – le March 26, 2018</b>	
Address Enquiries to: - Adresse toutes questions à:  <b>Valerie Holmes</b> <a href="mailto:Valerie.holmes@canada.ca">Valerie.holmes@canada.ca</a>	Buyer ID – Id de l'acheteur  <b>AB4</b>
Telephone No. – No de telephone (343) 292-8371	Fax No. – No. de Fax (613) 947-5477
Security – Sécurité This Standing Offer does not have a security requirement Cette d'offre à commandes n'est pas une exigence de sécurité <i>If marked "X" please see the box to the left</i> <input checked="" type="checkbox"/> Acknowledgement copy required <i>S'il ya un "X" ici, s.v.p. voir la boîte à la gauche</i> <b>Accusé de réception requis</b>	
Destination – of Goods, Services and Construction: Destination – des biens, services et construction:  Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur          <b>Telephone No.:- No. de téléphone:</b> _____ <b>Facsimile No.:- No. de télécopieur:</b> _____ <b>Email :- Courriel :</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)	
Signature _____	Date _____



**PART 1 – GENERAL INFORMATION ..... 4**

1. Introduction ..... 4

2. Summary ..... 4

    2.1 Comprehensive Land Claims Agreements ..... 4

    2.2 Applicable Trade Agreements ..... 5

    2.3 Federal Contractor’s Program (FCP) ..... 5

3. Security Requirement ..... 5

4. Debriefings ..... 5

5. Key Terms ..... 5

**PART 2 – OFFEROR INSTRUCTIONS ..... 6**

1. Standard Instructions, Clauses and Conditions ..... 6

2. Submission of Offers ..... 6

3. Enquiries – Request for Standing Offers ..... 7

4. Applicable Laws ..... 7

**PART 3 – OFFER PREPARATION INSTRUCTIONS ..... 8**

1. Offer Preparation Instructions ..... 8

    1.1 Exchange Rate Fluctuation ..... 9

**PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 10**

1. Evaluation Procedures ..... 10

    1.1 Technical Evaluation ..... 10

2. Basis of Selection ..... 12

**PART 5 – CERTIFICATIONS ..... 12**

1. Conditions Precedent to Award of Standing Offer ..... 13

    1.1 Certifications Precedent to Issuance of a Standing Offer ..... 13

        1.1.1 Integrity Provisions – Declaration of Convicted Offences ..... 13

2. Additional Certifications Precedent to Issuance of a Standing Offer ..... 13

    2.1 Status and Availability of Resource ..... 13

    2.2 Education and Experience Certification ..... 14

    2.3 Former Public Servants ..... 14

    2.4 Aboriginal Designation ..... 15

    2.5 Rate or Price Certification ..... 16

    2.6 Integrity Provisions - Certification ..... 16

**PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS ..... 18**

1. Security Requirement ..... 18

2. Financial Capacity ..... 18

3. Insurance Requirements ..... 18

**PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES ..... 19**

**A. STANDING OFFER ..... 19**

1. Offer ..... 19

2. Security Requirement ..... 19

3. Standard Clauses and Conditions ..... 19

    3.1 General Conditions ..... 19

    3.2 Standing Offers Reporting ..... 19

    3.3 Foreign Nationals ..... 20

4. Dispute Resolution ..... 20

5. Compliance with Mandatory Certifications ..... 20

6. Method of Payment ..... 21

7. Term of Standing Offer ..... 21

    7.1 Period of the Standing Offer ..... 21

    7.2 Option to Extend Standing Offer ..... 21

    7.3 Standing Offer Holder Performance Evaluation ..... 21

8. Authorities ..... 21

    8.1 Standing Offer Authority ..... 21

    8.2 Project Authority ..... 22

    8.3 Offeror’s Representative ..... 22



8.4	Proactive Disclosure of Contracts with Former Public Servants .....	22
9.	Identified Users.....	22
10.	Call-up Procedures.....	22
11.	Call-up Instrument .....	23
12.	Limitation of Call-ups.....	23
13.	Priority of Documents.....	23
14.	Certifications and Additional Information .....	23
14.1	Compliance.....	23
14.2	Federal Contractors Program for Employment Equity – Setting Aside .....	23
15.	Applicable Laws .....	23
<b>B.</b>	<b>RESULTING CONTRACT CLAUSES .....</b>	<b>24</b>
1.	Statement of Work .....	24
2.	Standard Clauses and Conditions .....	24
2.1	General Conditions.....	24
3.	Dispute Resolution.....	24
3.1	Withholding Tax of 15 Percent (%).....	24
3.2	Foreign Nationals .....	25
3.3	Compliance with Mandatory Certifications.....	25
3.4	Method of Payment .....	25
4.	Term of Contract.....	25
4.1	Period of the Contract .....	25
5.	Proactive Disclosure of Contracts with Former Public Servants .....	25
6.	Payment.....	25
6.1	Basis of Payment (Firm Price, Firm Unit Price(s) or Firm Lot Price(s)).....	25
6.2	SACC Manual Clauses .....	25
7.	Invoicing Instructions.....	26
8.	Insurance .....	26
9.	Contract Administration .....	26
<b>ANNEX “A”</b>	<b>– STATEMENT OF WORK .....</b>	<b>27</b>
SW1	Title .....	27
SW2	Background.....	27
SW3	Scope .....	27
SW4	Tasks and Deliverables.....	28
SW4.1	Stream 1 - Water Supply.....	28
SW4.2	Stream 2 – Sewage Pickup and Disposal.....	28
SW4.3	Stream 3 – Movement of Cargo, Hazardous Waste and Dangerous Goods .....	28
SW4.4	Stream 4 – Heavy Equipment, Yard and Site Maintenance .....	28
SW4.5	Stream 5 – Casual Labour/Services/Licensed Trade Person .....	29
SW4.6	Stream 6 – Incinerator Operator .....	29
SW4.7	Additional Requirements.....	29
SW5	Travel .....	29
SW6	Constraint .....	30
<b>ANNEX “B”</b>	<b>– BASIS OF PAYMENT .....</b>	<b>31</b>
1.	General Information .....	31
1.1	Taxes as Related to Bids Received.....	31
2.	Offeror Financial Offer – Pricing Details to be Completed by the Offeror.....	31
2.1	Firm Rates.....	31
<b>ANNEX “C”</b>	<b>– SECURITY REQUIREMENT CHECKLIST .....</b>	<b>34</b>
<b>ANNEX “D”</b>	<b>– VENDOR PERFORMANCE.....</b>	<b>38</b>
<b>ANNEX “E”</b>	<b>– QUARTERLY REPORTING SPREADSHEET – SAMPLE .....</b>	<b>39</b>



## **PART 1 – GENERAL INFORMATION**

### **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:** includes the certifications to be provided;
- Part 6 Security, Financial 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:

- Annex “A”** - Statement of Work
- Annex “B”** - Basis of Payment
- Annex “C”** – Security Requirements Checklist
- Annex “D”** – Vendor Performance
- Annex “E”** – Quarterly Reporting Spreadsheet - Sample

### **2. Summary**

By means of this RFSO, Natural Resources Canada (NRCan) is seeking proposals from Bidders, to provide multiple services as per the below streams for the Polar Continental Shelf Program located in Resolute Bay, Nunavut:

- Stream 1: Water Supply**
- Stream 2: Sewage Pick up and Disposal**
- Stream 3: Movement of Cargo (including Hazardous Waste and Dangerous Goods)**
- Stream 4: Heavy Equipment, Yard and Site Maintenance**
- Stream 5: Casual Labour/Services/Licensed Trade Person on an “as and when requested” basis**
- Stream 6: Incinerator Operator**

**Note to Bidders: You can bid on all streams or any of the streams**

#### **2.1 Comprehensive Land Claims Agreements**

The Request for Standing Offers (RFSO) is to establish Departmental Individual Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, **including** areas subject to Comprehensive Land Claims Agreements (CLCAs).



## **2.2 Applicable Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement, the Canada-Chile Free Trade Agreement, the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, The Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, and the Canada-Ukraine Free Trade Agreement.

## **2.3 Federal Contractor's Program (FCP)**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A – Standing Offer, and Part 7B – Resulting Contract Clauses and the annex title Federal Contractors Program for Employment Equity – Certification.

## **3. Security Requirement**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **4. Debriefings**

After issuance of a standing offer, 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.

## **5. Key Terms**

PCSP	Polar Continental Shelf Program
CAEL	Canadian Association of Environmental Laboratories
NRCan	Natural Resources Canada
AVOP	Airport Vehicle Operators Permit



## **PART 2 – OFFEROR INSTRUCTIONS**

### **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.

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 call-ups issued against the Standing Offer, otherwise known as 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.

**Sub-Section 5.2 - Submission of Offers of 2006 (2017-04-27) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements**, is amended as follows:

DELETE: PWGSC  
INSERT: NRCan

**Sub-Section 5.4 - Submission of Offers of 2006 (2017-04-27) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements**, is amended as follows:

DELETE: sixty (60) days  
INSERT: one hundred and twenty (120) days

**Subsection 8.1 – Transmission by Facsimile of 2006 (2017-04-27) Standard Instructions – Request for Standing Offers - Goods or Services – Competitive Requirements**, is amended as follows:

DELETE: (819) 997-9776  
INSERT: (613) 995-2920

### **2. Submission of Offers**

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit - Mailroom  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
**Attention: Valerie Holmes**

It is requested that the Bidder's name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder's proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

**NOTE: WHEN SUBMITTING A BID TO THIS REQUIREMENT, BIDDERS MUST ENSURE THAT THE RFSO NUMBER AND CLOSING DATE ARE CLEARLY DETAILED ON ALL ENVELOPES, INCLUDING COURIER ENVELOPES AND/OR BOXES, IN ORDER TO AVOID ANY CONFUSION AT THE BID RECEIPT UNIT WHEN PACKAGES ARE RECEIVED WITHOUT ANY INDICATION AS TO WHAT THEY ARE FOR.**



- 2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile to NRCan will not be accepted.
- 2.1.1 Electronic transmission (email) of proposals may be permitted if requested to the Contracting Authority.

### **3. Enquiries – Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **three (3)** business 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 questions or may request that Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

To comply with the [Code of Conduct for Procurement](#), bidders are obliged to alert the contracting authority to any factual errors that they discover in bid solicitations.

### **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 the province each course will be carried out in Nunavut.

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.



## **PART 3 – OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

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

In support of the Policy on Green Procurement, it is requested that bidders provide their bid in separately bound sections as follows:

#### **HARD COPY:**

**Section I:** Technical Bid – 4 copies (1 original, 3 copies)

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

**Section III:** Certifications – 1 copy

OR:

#### **ELECTRONIC STORAGE MEDIA (preferred method):**

Since NRCAN is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid

**NOTE:** 1 CD/DVD/USB will contain: Original Technical, sole Financial Bid, Certifications and signed first page

**Section II:** Financial Bid

1 copy (included with original Technical Bid, **saved separately** please – not as part of Technical Bid).

**Section III:** Certifications –

1 copy (included with original Technical Bid, **saved separately** – not part of Technical Bid)

**Note:** NRCAN will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCAN's preference that you submit via Electronic Storage Media in order to support our Green Initiative.

**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 are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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**

Bidders must submit their financial bid in accordance with Annex "B"- Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

#### **1.1 Exchange Rate Fluctuation**

SACC C3011T (2013-11-06)

### **Section III – Certifications**

Offerors must submit the certifications required under Part 5.



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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 comprised of representatives of Canada will evaluate the offers.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

The Bidder must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. The offer, which fails to meet the mandatory technical criteria, will be declared non-responsive. Each mandatory technical criteria must be addressed separately.

**Note to Bidders: When addressing the mandatory technical criteria identified in the table below, please identify which stream(s) you are applying for as detailed in Annex “A” – Statement of Work.**

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
<b>M1</b>	<p><b>Submission of Evidence:</b></p> <p>The Bidder <b>MUST</b> provide evidence of its experience and past performance by describing two (2) projects for at least six (6) consecutive months within the past five (5) years, wherein the range of services are comparable to all or part of those described in Annex “A” – Statement of Work.</p> <p>Please see Grid below for this criterion.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M2</b>	<p><b>References:</b></p> <p>The Bidder <b>MUST</b> provide two (2) verifiable references that can validate the Bidder’s experience in providing the range of services described in Annex “A” – Statement of work. The Bidder should provide the following information for each reference:</p> <ul style="list-style-type: none"> <li>• Name and contact email address</li> <li>• Organization</li> <li>• Duration of contract/project (mm/yr)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M3</b>	<p>The Bidder <b>MUST</b> ensure that operators carry a valid operating licence as appropriate to the type of equipment being operated to support the services required. If operators are operating equipment with air brakes they must have an air brake endorsement. Operators required to operate vehicles on the airport maneuvering area must have a valid AVOP (Airport Vehicle Operators Permit).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>M4</b>	<p><b>Nunavut Land Claims Agreement:</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
	The Bidders <b>MUST</b> be in compliance with the Nunavut Land Claims Agreement, Article 24.6.1, by providing the information found in Table 1 below		
<b>M5</b>	<p><b>Security Clearances:</b></p> <p>The proposed Bidder <b>MUST</b> have a valid facility security clearance at the level of Reliability;</p> <p>AND</p> <p>The Bidder <b>MUST</b> hold the security clearance of the proposed resource(s) at time of award of Standing Offer or they <b>MUST</b> make a request to CISD at PWGSC for a duplicate of their clearance prior to award of Standing Offer.</p> <p>NRCan reserves the right to request proof of this duplication, prior to bid closing.</p> <p>OR</p> <p>Should the Bidder not have the levels of Security indicated in Annex "C" – Security Requirement Checklist, NRCan will, as appropriate, initiate procedures for sponsorship of security clearances for the Bidder.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Mandatory Requirement M1:**

PROJECT / CONTRACT REFERENCE NO. 1	
Name of client organization or Company:	Name: _____
Name and Title of Client Contact:	Name: _____ Title: _____
Telephone and facsimile number of client contact:	Telephone: _____ Facsimile: _____
Location / Site of the project or contact:	Location: _____
Value of the Project or Contract:	\$ _____
Performance period of the project or contract (indicate month and year):	From: Month: _____ Year: _____ To: Month: _____ Year: _____
Description of Project or Contract: _____ _____ _____	

PROJECT / CONTRACT REFERENCE NO. 2	
Name of client organization or Company:	Name: _____
Name and Title of Client Contact:	Name: _____ Title: _____
Telephone and facsimile number of client contact:	Telephone: _____ Facsimile: _____
Location / Site of the project or contact:	Location: _____
Value of the Project or Contract:	\$ _____
Performance period of the project or contract (indicate month and year):	From: Month: _____ Year: _____ To: Month: _____ Year: _____



**PROJECT / CONTRACT REFERENCE NO. 2**

Description of Project or Contract: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Table 1 (Mandatory Requirement M4):**

Criteria	Evidence of Conformance
The existence of head office office, administrative offices or other facilities in the Nunavut Settlement Area.	STREE ADDRESS and telephone (ph) or facsimile number (fx) Head Office: _____ _____ Ph: _____ Fx: _____ Administrative Office: _____ _____ Ph: _____ Fx: _____ Other Facilities: _____ _____ Ph: _____ Fx: _____
The Employment of "Inuit" labour	Provide percentage of Inuit employees expected to be used on the project. (% or \$) _____ %      \$ _____
Engagement of "Inuit Firm" described as Inuit professional services, and/or Inuit suppliers that will be utilized in carrying out the work of the contract. "Inuit Firm" as defined in 2) below	Provide the names of the "Inuit Firm" such as the Inuit professional services, and/or Inuit suppliers expected to be used on the contract. _____ _____ _____ _____
The undertaking of commitment, under the contract, with respect to on-the-job training or skills development for Inuit.	Provide Anticipated Training Plans: Description of apprenticeship, or on-the-job program, first aid training plan, etc. Apprenticeship: _____ _____ On-the-Job Program: _____ _____ First Aid Training Plan, etc.: _____ _____

**2. Basis of Selection**

**Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer(s) with the lowest evaluated price, per stream, will each be recommended for issuance of a standing offer.

**Note to Bidders:** Should a Supplier be recommended for award of a Standing Offer Agreement but does not have their security clearances in place yet, NRCan reserves the right to go to the nearest next ranked Supplier with the appropriate security clearance until the first supplier obtains their clearance from CISD (i.e. this will apply successively if needed or if Bidders do not get cleared).



## **PART 5 – CERTIFICATIONS**

### **1. Conditions Precedent to Award of Standing Offer**

Offerors must provide the required certifications and associated information to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

The certifications provided by Offerors to Canada is subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a Contractor in default in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### **1.1 Certifications Precedent to Issuance of a Standing Offer**

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

##### **1.1.1 Integrity Provisions – Declaration of Convicted Offences**

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

##### **1.1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

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.

### **2. Additional Certifications Precedent to Issuance of a Standing Offer**

#### **2.1 Status and Availability of Resource**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



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

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.2 Education and Experience Certification**

The Offeror certifies that all information provided herein is accurate. Furthermore, the Offeror certifies that the personnel proposed for this requirement are capable of satisfactorily performing the requirement described herein.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.3 Former Public Servants**

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" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"pension" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension**



Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) Name of former public servant;
(b) Date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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:
Number of weeks:
(g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program:
(h) Other Contracts subject to Work Force Reduction Program Restrictions:

Contract Number:

Contract Amount (Professional Fees):

Three horizontal lines for Contract Number

Three horizontal lines for Contract Amount

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Signature of Authorized Company Official

Date

2.4 Aboriginal Designation

Who is eligible?

- a. An Aboriginal business, which can be:
i. a band as defined by the Indian Act
ii. a sole proprietorship
iii. a limited company
iv. a co-operative
v. a partnership
vi. a not-for-profit organization



in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The supplier must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

Our Company is NOT an Aboriginal Firm

Our Company is an Aboriginal Firm, as identified above. The bidder must complete the certificate from the appropriate clause below:

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3035T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.5 Rate or Price Certification**

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.

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date

**2.6 Integrity Provisions - Certification**

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

**List of Names:** All applicants, regardless of their status under the policy, must have the following information at the time to participate in a procurement process:

Suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;

Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;

Suppliers that are a partnership do not need to provide a list of names.

Name of Supplier: \_\_\_\_\_

OR

Name of each member of the joint venture:





Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the directors / owners:

NAME	FIRST NAME	TITLE

\_\_\_\_\_  
Signature of Authorized Company Official

\_\_\_\_\_  
Date



## **PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) 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 [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **2. Financial Capacity**

*SACC Manual* clause M9033T (2011-05-16) - Financial Capability

### **3. Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under this Request for Standing Offer and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



## PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.  
Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. 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).

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

##### 3.1 General Conditions

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

**Section 1 of 2005 (2017-06-21) – Interpretation**, should be amended as follows:

DELETE: Public Works and Government Services Canada

INSERT: Natural Resources Canada

##### 3.2 Standing Offers Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.



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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

### **3.3 Foreign Nationals**

SACC Manual clause [A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)

## **4. Dispute Resolution**

### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

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 or 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 and 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).

## **5. Compliance with Mandatory Certifications**

Compliance with the Certifications provided by the successful Bidder (Contractor) is a condition of the Contract and is subject to verification by Canada during the entire period of the Standing Offer. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its proposal is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Standing Offer, to terminate the Standing Offer and/or any resulting Call-up issued against the Standing Offer for default.



## 6. Method of Payment

Upon completion of any services provided, and the submission of an invoice in a form, and containing required information (as will be detailed in the contract), acceptable to the Project Authority; the Method of Payment is as follows:

- Payment upon completion for charges incurred in accordance with the Basis of Payment.

## 7. Term of Standing Offer

### 7.1 Period of the Standing Offer

The period for the Standing Offer is for a **twelve (12)** month period from Standing Offer Award with **four (4)** twelve month option periods. The period shall be from date of award of Agreement until **March 31, 2019**.

### 7.2 Option to Extend Standing Offer

NRCan reserves the right to extend the period of the Standing Offer for up to **four (4)** additional **twelve (12)** month periods, under the same terms and conditions. NRCan may exercise the option, or any extension thereof, at any time by written notice to the Offeror (Contractor) at least 30 calendar days prior to the Standing Offer expiry date.

The Contractor agrees that, during the extended period of the Standing Offer, the rates/prices will be in accordance with the provisions of the Standing Offer.

The option may only be exercised by the Project Authority and any extension to the period will be evidenced through a formal Standing Offer amendment issued by the Contracting Authority.

### 7.3 Standing Offer Holder Performance Evaluation

NRCan will be evaluating the performance of all Standing Offer Holders during the course of **each** awarded Call-up. The performance will be evaluated against Annex "D" – Vendor Performance Evaluation, upon completion of each call-up. The Vendor Performance Evaluation will be used to ensure the Standing Offer Holders are providing quality services under each call-up.

The purpose of the Vendor Performance Sheet is intended to promote ongoing communications with and acceptable performance from the Standing Offer Holders. The Vendor Performance Evaluation is to be used for **each** completed call-up by a selected SO Holder and the SO Holder will be provided a copy of the assessment of their performance. The SO Holder shall have the opportunity to provide comments on their scored performance. At the end of each call-up, the Vendor Performance Evaluation will be provided to the SO Holder for their response and the final score attributed by NRCan shall be deemed final, at NRCan's full discretion.

Failure to pass the Vendor Performance Evaluation with a score of 80% or higher could result in the SO Holder being penalized for their performance. Such penalties could result in one or more of the following:

- Meet with NRCan, at the Vendor's expense, to review the issues and to determine how to resolve the issue(s);
- Deny inviting the SO Holder on the next two (2) opportunities, after the first two (2) scores obtained below 80%;
- Deny inviting the SO Holder on any future requirements during the full duration of the Standing Offer, including option periods, after the fourth failed score obtaining below 80%.

## 8. Authorities

### 8.1 Standing Offer Authority

The Standing Offer Authority will be:



**Valerie Holmes**

Procurement Specialist  
Natural Resources Canada  
580 Booth Street, 5<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0E4  
Tel: 343-292-8371  
Fax: 613-947-5477  
Email: [Valerie.holmes@canada.ca](mailto:Valerie.holmes@canada.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/she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**8.2 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.

**8.3 Offeror's Representative**

Name:  
Title:  
Company:  
Telephone:  
Facsimile:  
Email:

**8.4 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.

**9. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: **Natural Resources Canada**

**10. Call-up Procedures**

**Right of first refusal basis:**

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.



## 11. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using a call-up against a Standing Offer (942).

## 12. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$100,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

## 13. 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 "C" – Security Requirement Checklist
- g) Annex "D" – Vendor Performance Evaluation
- h) The Offeror's offer dated \_\_\_\_\_.

## 14. Certifications and Additional Information

### 14.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). 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. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 14.2 Federal Contractors Program for Employment Equity – Setting Aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

## 15. 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 Nunavut.



## **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.

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

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

### **3. Dispute Resolution**

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

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 or 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 and 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).

#### **3.1 Withholding Tax of 15 Percent (%)**

The Contractor agrees that, pursuant to the provisions of the Income Tax Act, Canada is empowered to withhold an amount of 15% of the price to be paid to the Contractor, if the Contractor is a non-resident Contractor as defined in said Act. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.





### **3.2 Foreign Nationals**

SACC Manual clause [A2000C](#) (2006-06-16) - Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) - Foreign Nationals (Foreign Contractor)

### **3.3 Compliance with Mandatory Certifications**

Compliance with the Certifications provided by the successful Bidder (Contractor) is a condition of the Contract and is subject to verification by Canada during the entire period of the Standing Offer and any resulting Call-up issued against the Standing Offer. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its proposal is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Standing Offer, to terminate the Standing Offer and/or any resulting Call-up issued against the Standing Offer for default.

### **3.4 Method of Payment**

Not more frequently than once a month, upon submission of an invoice in a form, and containing required information (as will be detailed in the contract), acceptable to the Project Authority; the Method of Payment is as follows:

- Payment monthly for charges incurred in accordance with the Basis of Payment.

## **4. Term of Contract**

### **4.1 Period of the Contract**

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

## **5. 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

## **6. Payment**

### **6.1 Basis of Payment (Firm Price, Firm Unit Price(s) or Firm Lot Price(s))**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in each call-up. Customs duties are included, travel and living expenses included and Applicable Taxes are extra.

Canada will not pay extra for Travel and Living Expenses. All travel and living expenses are to be built into the firm all-inclusive rates.

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.

### **6.2 SACC Manual Clauses**

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



## 7. Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>	<p><b>OR</b></p>	<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b> Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>
--	------------------	--

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Call-up number: \_\_\_\_\_

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

## 8. Insurance

SACC Manual Clause G1005C (2008-05-12) – Insurance

## 9. 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).



## ANNEX “A” – STATEMENT OF WORK

### SW1 Title

To provide multiple services to the Polar Continental Shelf Program, Resolute Bay, Nunavut

### SW2 Background

Polar Continental Shelf Program (PCSP) coordinates logistical support for, and offers expert advice to Canadian government and university scientists and independent, private sector and non-Canadian researchers working in isolated areas throughout the Canadian Arctic.

PCSP support includes:

- Transportation;
- Communications;
- Accommodations;
- Field equipment; and
- Related services

PCSP maintains a facility at Resolute Bay on Cornwallis Island, bordering Barrow Strait and the Northwest Passage. The facility is located in the eastern Arctic and serves as a staging area for research conducted in virtually any location in the Arctic.

The facilities include seven (7) buildings:

- 1) Living Accommodation Building;
- 2) Working Accommodation Building;
- 3) ARIF Expansion;
- 4) ARIF Lab;
- 5) Old ATCO Building
- 6) CFATC Accommodation Building;
- 7) CFATC Warehouse Expansion

Various services which are identified below are required at the Resolute facility in order to ensure that PCSP delivers on its mandate.

### SW3 Scope

The services required are for the Resolute Bay area and the Hamlet of Resolute Bay including but not limited to the PCSP facilities and sealift dock. A distance of seven (7) kilometers separates the PCSP Facility and the Hamlet. The main duration of the work will take place from mid-January when the PCSP facility opens until it closes at the end of September, with ad-hoc requirements being met during the off-season (November to January).

The following are the streams for this Standing Offer:

**Stream 1: Water Supply**

**Stream 2: Sewage Pick up and Disposal**

**Stream 3: Movement of Cargo (including Hazardous Waste and Dangerous Goods)**

**Stream 4: Heavy Equipment, Yard and Site Maintenance**

**Stream 5: Casual Labour/Services/Licensed Trade Person on an “as and when requested” basis**

**Stream 6: Incinerator Operator**



## **SW4 Tasks and Deliverables**

### ***SW4.1 Stream 1 - Water Supply***

The Contractor is to provide drinking water supplied from the municipal water facility in the Hamlet of Resolute Bay to the PCSP Facility using a tanker truck, on an “as and when requested” basis. The Contractor shall provide the tanker truck as well as a 1 ¼ inch cam lock hose connection, required to fill the tanker truck. (Minimum water usage per year of 800,000 litres).

The cost of the water to be included (i.e. Contractor to negotiate and pay for water being supplied).

The Contractor shall provide to the Facility Manager an electronic meter ticket indicating the volume of water delivered daily. The meter tickets will be authorized and signed by the Facility Manager before invoicing/payment.

Water tests are to be done initially at the opening of the facility and subsequently on a monthly basis. Water testing at the facility is to be done on water in the tanker truck prior to filling the facility tanks, on water in the tanks and on water at output sources located at the facility. Tests are to be administered with the presence of the Facility Manager or Facility Maintenance Mechanic. Water sampling must follow standard sampling protocol and be sent off for analysis to a laboratory that has been accredited by the Canadian Association of Environmental Laboratories (CAEL). A report containing the test results will be sent to the Facility Manager after every test.

### ***SW4.2 Stream 2 – Sewage Pickup and Disposal***

The pick up of sewage including grey water and human waste on an “as and when requested” basis at the PCSP Facility.

The Contractor shall pick up sewage at the PCSP Facility and it shall be taken to the municipal sewage lagoon in the Hamlet of Resolute Bay following proper rules and regulations. The Contractor shall provide the appropriate transport truck for the transportation of sewage. The Contractor must be registered and carry the proper licensing to transport and dispose of waste.

Estimated sewage disposal per year is a minimum of 800,000 litres.

### ***SW4.3 Stream 3 – Movement of Cargo, Hazardous Waste and Dangerous Goods***

The Contractor shall move the cargo, hazardous waste and dangerous goods each year to and from the Resolute Bay sealift dock and the PCSP Facility on an “as and when requested” basis. A distance of four (4) kilometers separate the two (2) locations.

#### **a) Cargo**

The movement of cargo includes but is not limited to boxed food supplies, crated camp equipment and furniture.

#### **b) Hazardous Waste and Dangerous Goods**

Hazardous waste and dangerous goods includes but is not limited to: drummed fuel, packaged lubrication oil, batteries, empty fuel drums, waste fuel, oil and propane cylinders.

The estimated tonnage of cargo per year is between 120 – 220 metric tones. The Contractor shall provide the appropriate vehicle and/or machinery for the transportation of cargo. The Contractor must have a valid Transportation of Dangerous Goods certificate and provide staff certified for handling this cargo.

### ***SW4.4 Stream 4 – Heavy Equipment, Yard and Site Maintenance***

The Contractor shall provide heavy equipment on an “as and when requested” basis for snow removal, cargo aircraft loading/unloading and for yard and site maintenance. Example of equipment types required is as follows, but are not limited to:



- D6 Cat Bulldozer
- 950/966 Front-end loaders with forks and snow blowing attachments
- Cat Grader

Operators must have heavy equipment operators licence and must be accredited on appropriate equipment.

Snow removal is to take place in late January prior to the opening of the Resolute Facility and following major blizzards “as and when requested”. Mechanical snow removal equipment is to be used to remove the snow around facilities. All entrances, fire exits, doors and garage doors are to be manually cleared to avoid damaging facilities using heavy equipment.

#### **SW4.5 Stream 5 – Casual Labour/Services/Licensed Trade Person**

The Contractor shall provide on an hourly rate basis, on an “as and when requested’ basis, the following services:

- Labourer
- Heavy equipment operator
- Licensed electrician
- Journeyman plumber
- Licensed heating and ventilation service
- Licensed refrigeration service meeting Federal ODS requirements
- Licensed mechanical service
- Facilities maintenance services
- Licensed range hood and fire extinguisher service
- Cook

Note: Cooks must be Red Seal Certified or have the equivalent of five (5) years of experience in the past 8 years working in a commercial industrial kitchen for a minimum of 50 people

#### **SW4.6 Stream 6 – Incinerator Operator**

The Contractor shall provide on an hourly rate basis, on an “as and when requested’ basis, the services of an Incinerator Operator. All required training will be provided by PCSP.

Work includes:

- Removal of waste from a storage sea container with both organic and non-organic burnables
- Weighing of the waste
- Record keeping of waste to be loaded and burned (per batch)
- Operation of the waste incinerator (typically 1x per week, with peak periods of 1x per day)
- Removal of ash post burn cycle
- Disposal of ash and residue material in the local landfill.

#### **SW4.7 Additional Requirements**

The Contractor must ensure that operators carry a valid operating licence as appropriate to the type of equipment being operated to support the services required. If operators are operating equipment with air brakes they must have an air brake endorsement. Operators required to operate vehicles on the airport maneuvering area must have a valid AVOP (Airport Vehicle Operators Permit).

### **SW5 Travel**

All travel costs associated with the services to be provided are the responsibility of the Contractor.



## **SW6 Constraint**

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial, municipal or territorial legislation. The Contractor shall be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor shall provide a copy of any such permit, license or certificate to Canada.



## ANNEX “B” – BASIS OF PAYMENT

### 1. General Information

#### 1.1 Taxes as Related to Bids Received

For Canadian-based Offerors, prices/rates, as applicable, **MUST** be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based Offerors, prices/rates, as applicable, **MUST** be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based Offerors;

### 2. Offeror Financial Offer – Pricing Details to be Completed by the Offeror

The Offeror hereby offers to Natural Resources Canada, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to perform the work as described in the Statement of Work of the Request for Standing Offer and in accordance with the terms and conditions of the Request for Standing Offer, to the satisfaction of the Minister, or his authorized representative, for the following price(s):

The Offeror is required to provide firm, **all-inclusive rates**, in CANADIAN FUNDS, GST/HST extra, Travel and Living Expenses included. Bidders will not be reimbursed for any Travel and Living Expenses. The format for submitting rates should conform to the following grid.

#### 2.1 Firm Rates

Firm all inclusive rates (GST/HST extra) for all items listed below for years 1, 2, 3, 4 & 5.

- a) Water Supply and Delivery: cost per litre is based on 800,000 to 1,200,000 litres per year
- b) Sewage Disposal: cost per litre is based on 800,000 to 1,200,000 litres per year
- c) Movement of Cargo: cost per ton is based on 120 to 200 metric tons per year.

**Note: Pricing for all future years cannot be less than any of the previous year(s). NRCan reserves the right to adjust prices to match previous year(s) if lower than any previous year(s).**

Stream 1: Water Supply					
Period	Year 1: Apr 1, 2018 to Mar 31, 2019	Year 2: Apr 1, 2019 to Mar 31, 2020	Year 3: Apr 1, 2020 to Mar 31, 2021	Year 4: Apr 1, 2021 to Mar 31, 2022	Year 5: Apr 1, 2022 to Mar 31, 2023
Water Supply and Delivery Rate per Litre	\$_____/litre	\$_____/litre	\$_____/litre	\$_____/litre	\$_____/litre

Stream 2: Sewage Pick up and Disposal					
Period	Year 1: Apr 1, 2018 to Mar 31, 2019	Year 2: Apr 1, 2019 to Mar 31, 2020	Year 3: Apr 1, 2020 to Mar 31, 2021	Year 4: Apr 1, 2021 to Mar 31, 2022	Year 5: Apr 1, 2022 to Mar 31, 2023
Sewage Disposal Rate per Litre	\$_____/litre	\$_____/litre	\$_____/litre	\$_____/litre	\$_____/litre



**Stream 3: Movement of Cargo (including Hazardous Waste and Dangerous Goods)**

Period	Year 1: Apr 1, 2018 to Mar 31, 2019	Year 2: Apr 1, 2019 to Mar 31, 2020	Year 3: Apr 1, 2020 to Mar 31, 2021	Year 4: Apr 1, 2021 to Mar 31, 2022	Year 5: Apr 1, 2022 to Mar 31, 2023
Movement of Cargo Rates per ton	\$_____/ton	\$_____/ton	\$_____/ton	\$_____/ton	\$_____/ton

**Stream 4: Heavy Equipment, Yard and Site Maintenance**

Service Category	Year 1: Apr 1, 2018 to Mar 31, 2019	Year 2: Apr 1, 2019 to Mar 31, 2020	Year 3: Apr 1, 2020 to Mar 31, 2021	Year 4: Apr 1, 2021 to Mar 31, 2022	Year 5: Apr 1, 2022 to Mar 31, 2023
1) D6 Cat Bulldozer	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
2) 950/966 Front-end Loaders	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
3) Cat Grader	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour

**Stream 5: Casual Labour/Services/Licensed Trade Person on an "as and when requested" basis**

Service Category	Year 1: Apr 1, 2018 To Mar 31, 2019	Year 2: Apr 1, 2019 to Mar 31, 2020	Year 3: Apr 1, 2020 to Mar 31, 2021	Year 4: Apr 1, 2021 to Mar 31, 2022	Year 5: Apr 1, 2022 to Mar 31, 2023
1) Casual Labour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
2) Licensed Heavy Equipment Operator	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
3) Licensed Electrician	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
4) Journeyman Plumber	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
5) Licensed Heating and Ventilation Services	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
6) Licensed Refrigeration Services	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
7) Licensed Mechanical Services	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
8) Facilities Maintenance Services	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour
9) Cook	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour

**Stream 6: Incinerator Operator**

Service Category	Year 1: Apr 1, 2018 To Mar 31, 2019	Year 2: Apr 1, 2019 to Mar 31, 2020	Year 3: Apr 1, 2020 to Mar 31, 2021	Year 4: Apr 1, 2021 to Mar 31, 2022	Year 5: Apr 1, 2022 to Mar 31, 2023
1) Incinerator Operator	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour	\$_____/hour

The financial evaluation of each Stream will be determined based on the following:

**Stream 1: - Water Supply**

Sum of Cost per Litre averaged over 5 years: \$ \_\_\_\_\_  
 Times weighted litres per year: x 1,000,000 litres  
 Total Cost for Stream 1: = \$ \_\_\_\_\_

**Stream 2: Sewage Pickup and Disposal**

Sum of Cost per Litre averaged over 5 years: \$ \_\_\_\_\_  
 Times weighted litres per year: x 1,000,000 litres  
 Total Cost for Stream 1: = \$ \_\_\_\_\_





**Stream 3: Movement of Cargo**

Sum of Cost per ton per year (Year 1 – 5): \$ \_\_\_\_\_  
Times weighted tons per year: 160 tons  
Total Cost for Stream 1: \$ \_\_\_\_\_

**Stream 4: Heavy Equipment, Yard and Site Maintenance**

Average of hourly rate averaged over 5 years per category \$ \_\_\_\_\_

**Stream 5: Casual Labour**

Average of hourly rate averaged over 5 years per category \$ \_\_\_\_\_

**Stream 6: Incinerator Operator**

Average of hourly rate averaged over 5 years \$ \_\_\_\_\_



**ANNEX "C" – SECURITY REQUIREMENT CHECKLIST**

RECEIVED  
DEC 05 2017

17-186  
for ticket 142900

**Government of Canada / Gouvernement du Canada**

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)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Natural Resources Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>Polar Continental Shelf Program</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To supply services to the Polar Continental Shelf Program in Resolute Bay, Nunavut. Services include water delivery, sewage removal, movement of cargo, casual labour and professional services; all as and when requested.		
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 type="checkbox"/> No / Non <input checked="" 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"/>	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"/>	
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:	
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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

M/S

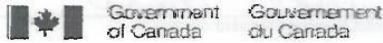
TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





17-186



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  Yes  
Non  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  Yes  
Non  Oui

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

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

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

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

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

TBS/SCT 350-103(2004/12)

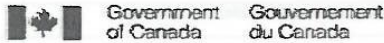
Security Classification / Classification de sécurité





291-51

17-186



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**

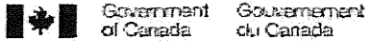
Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
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).

Security Classification / Classification de sécurité
--



17-186



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Michael Jordan		Director, PCSP	<i>Michael Jordan</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-998-8114	613-998-8103	Michael.Jordan@Canada.ca	November 9, 2017
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
MONIQUE FAUCHER		Manager, PuSec	<i>Monique Faucher</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-292-8084	613-947-2360	Monique.Faucher@canada.ca	Dec 5, 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Valerie Holmes		Procurement Specialist	<i>Valerie Holmes</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-292-8371	613-947-5477	valerie.holmes@canada.ca	November 10, 2017
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Denis Leamy		Contract Security Officer	<i>Denis Leamy</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613 992 7907	613 948 1712		Dec 6 2017

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--

Canada



## ANNEX "D" – VENDOR PERFORMANCE

Call-up Number: \_\_\_\_\_

Details of Requirement: \_\_\_\_\_

Date: \_\_\_\_\_

	Strongly Disagree (40%)	Disagree (60%)	Agree (80%)	Strongly Agree (100%)
The SO Holder delivered to our satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SO Holder delivered on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SO Holder provided experienced personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The SO Holder hired Inuit personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other comments?

---



---



---



---



---



---



---



---

**ANNEX "E" – QUARTERLY REPORTING SPREADSHEET – SAMPLE**

Note to Bidders: NRCan reserves the right to adjust this reporting spreadsheet in order to adhere to the obligatory reporting requirements yet to be put in place under the NLCA.

**ANNEX "E" - SAMPLE QUARTERLY REPORTING SPREADSHEET**



**Water Supply, Sewage Pickup & Disposal, Snow Removal, Movement of Cargo & Dangerous Goods, Heavy Equipment and Casual Labour Standing Offer**

This Report is to be provided to the Standing Offer Contracting Authority: Valerie Holmes

Tel: 343-292-8371

Email: valerie.holmes@canada.ca

Please select your name from the drop down list provided below.

PBN:

Details of Primary Contact regarding this Report

Name:   
Title:

Phone:   
Email:

If applicable, alternate contract regarding this report

Name:   
Title:

Phone:   
Email:

REPORTING PERIOD  
SA NUMBER  
# OF HIRED INUIT PERSONS  
TRAINING - No. OF HOURS  
TRAINING TYPE

TOTAL SALARY PAID TO INUIT PERSONS  
TOTAL COST OF TRAINING INUIT PERSONS  
TOTAL UTILIZATION VALUE FOR THE PERIOD  
TOTAL COST INUIT FIRMS SUBCONTRACTED  
NUMBER OF INUIT FIRMS SUBCONTRACTED

\$  (A)  
\$  (B)  
\$  (A+B)  
\$

	Contract or Amendment	Contract Number	Amendment Number	Contract/ Amendment Issuance Date (DD-MM-YYYY)	Contract Start Date (DD-MM-YYYY)	Contract End Date (DD-MM-YYYY)	Delivery Location	Project Authority	Total Contract / Amendment Value	Comments
1										
2										
3										