



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1<sup>ère</sup> étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

<b>Title - Sujet</b> Community Industries Program	
<b>Solicitation No. - N° de l'invitation</b> 21C11-185491/A	<b>Date</b> 2018-03-28
<b>Client Reference No. - N° de référence du client</b> 21C11-185491	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-032-5390	
<b>File No. - N° de dossier</b> MCT-7-40029 (032)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-04-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Savoie (MCT), Ginette	<b>Buyer Id - Id de l'acheteur</b> mct032
<b>Telephone No. - N° de téléphone</b> (506) 381-2680 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA COMMUNITY INDUSTRIES 310 BAIG BLVD MONCTON New Brunswick E1E1C8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Community Industries Program Community Industries Program	21C11	21120	1	Each	\$	XXXXXXXXXXXX	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work - Bid**

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

*(Derived from - Provenant de: B4007T, 2014/06/26 )*

### **1.3 Debriefings**

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

### **1.4 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)."

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017/04/27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, **bids transmitted by electronic mail (e-mail) to PWGSC will not be accepted.**

### 2.3 Former Public Servant

#### Former Public Servant - Competitive Bid

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, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with

Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;

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

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

*(Derived from - Provenant de: A3025T, 2014/06/26 )*

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

##### **3.1.3 SACC Manual Clauses**

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

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

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



#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

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

Mandatory Technical Criteria as specified in Annex D

##### **4.1.2 Financial Evaluation**

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

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

SACC Manual Clause [A0031T](#) (2010/08/16), Basis of Selection - Mandatory Technical Criteria

#### **Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

*(Derived from - Provenant de: A0069T, 2007/05/25 )*

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

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

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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.

## 5.1.2 Additional Certifications Required with the Bid

### 5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC Manual clause [A3050T](#) (2014/11/27) Canadian Content Definition

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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

#### 5.2.3.1 Status and Availability of Resources

SACC Reference	Section	Date
A3005T	Status and Availability of Resources	2010/08/16

#### 5.2.3.2 Rate or Price Certification

##### Price Certification - Foreign Suppliers

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

*(Derived from - Provenant de: C0001T, 2007/05/25 )*

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

The Bidder certifies that the price proposed

- (a) 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;
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- (c) does not include any provision for discounts to selling agents.

*(Derived from - Provenant de: C0002T, 2010/01/11 )*

##### Price Certification - Canadian Agency and Resale Outlets

The Bidder certifies that the price proposed

- (a) 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; and
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

*(Derived from - Provenant de: C0004T, 2007/05/25 )*

#### 5.2.3.4 Education and Experience

5.2.3.4.1 SACC Manual clause [A3010T](#) (2010/08/16) Education and Experience

#### 5.2.3.5 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 7 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

*(Derived from - Provenant de: A0285T, 2012/07/16)*

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

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 PROTECTED information, assets or 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. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/**PWGSC**.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

### **6.1 Security Requirements**

- 6.1.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

### **6.2 Statement of Work**

#### **Statement of Work - Contract**

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

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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.

### 6.3.1 General Conditions

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from June 1, 2018 to May 31, 2019 inclusive.

*(Derived from - Provenant de: A9022C, 2007/05/25 )*

### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

*(Derived from - Provenant de: A9009C, 2008/12/12 )*

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ginette Savoie  
Title: Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1  
  
Telephone: (506) 381-2680  
Facsimile: (506) 851-6759  
E-mail address: [ginette.savoie@pwgsc-tpsgc.gc.ca](mailto:ginette.savoie@pwgsc-tpsgc.gc.ca)

Solicitation No. - N° de l'invitation  
21C11-185491/A  
Client Ref. No. - N° de réf. du client  
21C11-185491

Amd. No. - N° de la modif.  
File No. - N° du dossier  
7-40029

Buyer ID - Id de l'acheteur  
mct032  
CCC No./N° CCC - FMS No./N° VME

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

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

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative (Offeror please complete)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

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

(Derived from - Provenant de: A3025C, 2013/03/21 )

## 6.7 Payment

### 6.7.1 Basis of Payment

#### Basis of Payment - Firm Price - Services

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 Annex B. Customs duties are included and Applicable Taxes are extra.

#### Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ 2,000.00

### 6.7.2 Limitation of price

SACC Manual clause C6000C (2017/08/17) Limitation of price

### 6.7.4 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H1001C	Multiple Payments	2008/05/12

### 6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

(Derived from - Provenant de: H3027C, 2016/01/28 )

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

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

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

### 6.9.3 SACC Manual Clauses

SACC Reference	Section	Date
A3060C	Canadian Content Certification	2008/05/12

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) [2010C](#) (2016/04/04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex C, Security Requirements Check List
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)



## 6.12 Insurance - Specific Requirements

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

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

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

*(Derived from - Provenant de: G1001C, 2013/11/06 )*

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.

- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- (p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

Solicitation No. - N° de l'invitation  
21C11-185491/A  
Client Ref. No. - N° de réf. du client  
21C11-185491

Amd. No. - N° de la modif.  
File No. - N° du dossier  
7-40029

Buyer ID - Id de l'acheteur  
mct032  
CCC No./N° CCC - FMS No./N° VME

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

*(Derived from - Provenant de: G2001C, 2014/06/26 )*

## **ANNEX A STATEMENT OF WORK**

**TITLE:** Community Industries Program

### **BACKGROUND**

The Community Industries Program was established as part of the Correctional Service of Canada in order to employ and train offenders to manufacture custom wood products such as tables, dressers, wardrobes, coat trees, etc. The program target group is parolees and work release offenders and is also used for offenders who require supervision.

### **OBJECTIVE**

This program is intended to provide a stepping stone for offenders to be reintegrated into society by providing aid in terms of employment, similar to the Community Correctional Center provision of social preparation for the offenders' return to society.

### **SCOPE OF WORK**

The contractor must be responsible for operating a manufacturing facility (wood products) with a training component. This must include employing an instructor and up to twelve (12) offenders who are to be trained and employed in the plant. The work is generally during the day, based on an eight (8) hour workday. However, during peak times, a second shift may be required with a second instructor and up to twelve (12) additional offenders.

#### **Location of work**

The Community Industries Program is currently housed within a Government of Canada Building at 310 Baig Blvd, Moncton, NB.

#### **Duration of contract**

The contract is to be for one (1) year with four (4) one (1) year option periods.

### **TRAVEL**

- The contractor must travel within the Atlantic Region to liaise with customers, identify possible sources of work and maintain high standards of quality.
- Travel claims will be paid as per the National Joint Council Travel Directives at the time of travel.
- Travel has to be pre-authorized by the Project Authority (PA).

### **ORGANIZATIONAL REQUIREMENTS**

- All employees of the facility (other than the offenders) must have security-clearance
- CORCAN follows Treasury Board (TB) and departmental policy with respect to manufacturing products and procurement of goods.
- Any changes to infrastructure are the responsibility of CORCAN and modifications follow departmental policy. Infrastructure is defined as the basic physical and organizational structure needed for the operation of the enterprise.

### **TASKS/TECHNICAL SPECIFICATIONS**

#### **Employment of Offenders**

- The contractor must be responsible for the employment of a maximum of twelve (12) offenders for one shift.
- The contractor must maintain a safe and secure production facility.
- The contractor is responsible for security on work release offenders. It is part of the duties of staff, contractors and volunteers to ensure the work place is safe, that offenders are not involved in contraband, etc. The contractor must ensure that they observe the offenders in the shop and report concerns as they arise to either the parole office or Institution.

- The contractor must provide offenders with a training program to include components addressing the following employment issues:
  - a) job safety
  - b) task orientation
  - c) on the job cooperative work behaviour patterns
  - d) following instructions
  - e) time management
- The contractor must impart to the offenders the aspect of good work habits such as timeliness, the ability to work with others, to take direction, and to work diligently until the assigned tasks are finished.
- The contractor must provide offenders with documented on-the job training and orientation on major equipment and hand tools within Community Industries. The contractor must further provide offenders a broad range of job experiences in the various components of CI with supporting records.
- The contractor must pay the offenders at a minimum of biweekly at minimum wage + 4% and pay overtime in accordance with federally/provincially regulated laws.
- The contractor must pay the Worker's Compensation on the offenders employed.
- Each shift requires an instructor that meets the mandatory requirements.
- The contractor must ensure that a replacement instructor is available when required to ensure that there is to be no interruption to the work.

#### **Replacement of Individuals or Instructors**

- If an individual needs to be replaced on a full-time basis, the replacement must have the same qualifications as per the mandatory requirements.
- If an individual needs to be replaced on a part-time basis, the replacement must have the same qualifications as per the mandatory requirements.
- If an instructor needs to be replaced on a temporary basis (under 6 months), they will need a minimum of 2 years experience in all aspects of the mandatory requirements and if the instructor is being temporarily replaced, his replacement does not need a journeyman license.

#### **Controlling inventories**

- The contractor must be responsible for ordering, receiving, shipping, controlling and the safe keeping of all inventories (raw materials, sub-assemblies, finished goods and capital assets) while following the procedures set by TB, CSC and CORCAN.
- The contractor must assist the Business Manager in performing monthly sample counts and the annual full count of inventory.

#### **Sales**

- The contractor must be responsible for generating sales on behalf of Community Industries. The contractor must work through other contractors, furniture manufacturers, other government departments and associations to bring work to Community Industries. The contractor must be required to use their network of companies and people to develop and plan sales.

#### **CLIENT**

Corcan must provide:

- The space required to operate the manufacturing facility
- Office space for the contractor's administrator, instructor and design work
- Tools and equipment required in manufacturing
- Raw materials and supplies required in manufacturing, as needed
- A laptop equipped with AutoCAD\*
- Safety equipment that is required for a furniture manufacturing site that is CSA approved.\*
- A Business Manager to oversee the financial operations of the facility

\*All equipment provided by CORCAN remains property of CORCAN and shall be returned to CORCAN upon completion of the contract.

## **MEETINGS**

- Meetings with the Operations Manager at least monthly to discuss operational issues.
- The contractor may be required to attend meetings with respect to monthly reporting and production matters as required by the Regional Manager of Operations.

## **DELIVERABLES**

- The contractor must maintain records for training and work experience and make monthly submissions of same to the designated CORCAN authority. These records to include but not limited to the following;
  - a) daily time sheets showing each employee's hours spent on specific jobs,
  - b) training on specific equipment
  - c) lunch box meetings
  - d) safety training
- The above forms must be filled, signed and dated by both the offender and the shop instructor.
- The contractor must provide a monthly invoice and timesheet showing supporting hours per employee.
- The contractor must maintain daily time sheets showing each employee's hours spent on specific jobs, training or shop cleanup, filled out and signed off by offenders and signed off by the instructor
- The contractor must provide a monthly reconciliation of total hours on jobs/training/shop cleanup to the hours invoiced.
- The contractor must complete performance appraisals on the offenders. The performance reviews are completed every 90 days or when the offender is no longer working in the shop and there is a form currently being used by CSC for all inmates and offenders who work in CSC CORCAN sites.

ANNEX B - BASIS OF PAYMENT				
Initial Contract year (Date of Contract award to May 31, 2019)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	125	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
Overtime/second shift/working on statutory Holidays **				\$120,000.00
<b>Total Estimated Labour</b>				
Other Direct Charges at cost without mark-up: (Including Employer's contribution to Workmen's Compensation, Employer's contribution to Canada Pension Plan, Employer's contribution to Unemployment Insurance, Bookkeeping, Auditing and, Miscellaneous Office Expenses)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	254	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
<b>Total Estimated Direct Charges</b>				
<b>Travel</b>				\$2,000.00
<b>Total Estimated Travel COSTS***</b>				\$2,000.00
<b>Total Estimated Cost Year 1</b>				
Option Year 1 (June 1, 2019 to May 31, 2020)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	125	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
Overtime/second shift/working on statutory Holidays **				\$120,000.00
<b>Total Estimated Labour</b>				
Other Direct Charges at cost without mark-up: (Including Employer's contribution to Workmen's Compensation, Employer's contribution to Canada Pension Plan, Employer's contribution to Unemployment Insurance, Bookkeeping, Auditing and, Miscellaneous Office Expenses)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	254	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
<b>Total Estimated Direct Charges</b>				
<b>Travel</b>				\$2,000.00
<b>Total Estimated Travel COSTS***</b>				\$2,000.00

	Total Estimated Cost Option Year 1				



Option Year 2 (June 1, 2020 to May 31, 2021)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	125	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
Overtime/second shift/working on statutory Holidays **				\$120,000.00
<b>Total Estimated Labour</b>				
<b>Other Direct Charges at cost without mark-up: (Including Employer's contribution to Workmen's Compensation, Employer's contribution to Canada Pension Plan, Employer's contribution to Unemployment Insurance, Bookkeeping, Auditing and, Miscellaneous Office Expenses)</b>	<b>Hourly rate</b>	<b># of Hours per day</b>	<b># of days</b>	<b>Total</b>
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	254	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
<b>Total Estimated Direct Charges</b>				
<b>Travel</b>				\$2,000.00
<b>Total Estimated Travel COSTS***</b>				\$2,000.00
<b>Total Estimated Cost Option Year 2</b>				
Option Year 3 (June 1, 2021 to May 31, 2022)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	125	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
Overtime/second shift/working on statutory Holidays **				\$120,000.00
<b>Total Estimated Labour</b>				
<b>Other Direct Charges at cost without mark-up: (Including Employer's contribution to Workmen's Compensation, Employer's contribution to Canada Pension Plan, Employer's contribution to Unemployment Insurance, Bookkeeping, Auditing and, Miscellaneous Office Expenses)</b>	<b>Hourly rate</b>	<b># of Hours per day</b>	<b># of days</b>	<b>Total</b>
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	254	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
<b>Total Estimated Direct Charges</b>				
<b>Travel</b>				\$2,000.00
<b>Total Estimated Travel COSTS***</b>				\$2,000.00
<b>Total Estimated Cost Option Year 3</b>				

Option Year 4 (June 1, 2022 to May 31, 2023)				
	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	125	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
Overtime/second shift/working on statutory Holidays **				\$120,000.00
<b>Total Estimated Labour</b>				
Other Direct Charges at cost without mark-up: (Including Employer's contribution to Workmen's Compensation, Employer's contribution to Canada Pension Plan, Employer's contribution to Unemployment Insurance, Bookkeeping, Auditing and, Miscellaneous Office Expenses)	Hourly rate	# of Hours per day	# of days	Total
Instructor for an estimated 8.5 hours/day @ 254 days X 1 instructor		8.5	254	
2nd Instructor as required		8.5	254	
Clerical Admin for an estimated 7.5 hours/day @ 254 days X 1 administrator		7.5	254	
Offender for an estimated 8 hours/day @ 254 days X max. 12 offenders*		8	254	
Warehouse person as required		8	125	
<b>Total Estimated Direct Charges</b>				
<b>Travel</b>				\$2,000.00
<b>Total Estimated Travel COSTS***</b>				\$2,000.00
<b>Total Estimated Cost Option Year 4</b>				
<b>Total for Year # 1</b>				
<b>Total for Option Years</b>				
<b>Grand Total</b>				
<b>Tax</b>				
<b>Total with Tax</b>				



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NHQ2593 - CORCAN

Contract Number / Numéro du contrat

21120-18-2695491

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



Government of Canada  
Gouvernement du Canada

NHQ2593 - CORCAN

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

☒ No ☐ Yes  
Non Oui

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, end/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





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

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

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

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

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

## SUMMARY CHART / TABLEAU RÉCAPITULATIF

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



Government of Canada  
Gouvernement du Canada

NHQ2593 - CORCAN

Contract Number / Numéro du contrat <b>2120-18-2695491</b>
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) <b>Kelly Hartle</b>	Title - Titre <b>ACEO</b>	Signature 
Telephone No. - N° de téléphone (613) 943-0051	Facsimile No. - N° de télécopieur (506) 851-6388	E-mail address - Adresse courriel <b>Kelly.Hartle@csc-ccc.gc.ca</b>
		Date <b>11 9 2017</b>

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) <b>Robert Wattie</b>	Title - Titre <b>Contract Security Analyst</b>	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date <b>September, 11, 2017</b>

Digitally signed by Wattie, Robert  
DN: c=CA, o=GC, ou=CSC-CCC,  
cn=Wattie, Robert  
Date: 2017.09.11 12:12:08 -04'00'  
Adobe Acrobat version: 11.0.21

**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?

☒ No  
Non ☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) <b>SOPHIE MORIN</b>	Title - Titre <b>PROCUREMENT OFFICER</b>	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) <b>Linda Daly</b>	Title - Titre <b>Contract Security Analyst</b>	Signature 
Telephone No. - N° de téléphone <b>613 943-0051</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>Linda.Daly@psc-pup.gc.ca</b>
		Date <b>25 9 17</b>

# **ANNEX « D »** **EVALUATION CRITERIA**

## **MANDATORY REQUIREMENT**

It is understood by the parties submitting offers that to be considered valid, an offer **MUST** meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

The contractor must:		PAGE #	FOR EVALUATION PURPOSES		
			MET	NOT MET	COMMENTS
1.	Demonstrate that they have a minimum of 2 years experience in working with offenders.				
2.	Demonstrate that they can provide bilingual services (English and French). The contractor will be deemed to have satisfied the language requirement by indicating their compliance in their proposal or by checking Yes below.  Yes _____ (please check √ )				
3.	Provide along with the proposal the résumés, for the <u>instructor</u> , the <u>administrator</u> , and the <u>painter</u> .				
4.	Demonstrate that the proposed <u>administrator</u> have a minimum of 5 years experience in the area of: <ul style="list-style-type: none"><li>• purchasing</li><li>• shipping</li><li>• receiving and</li><li>• inventory management</li></ul>				

**ANNEX « D »  
EVALUATION CRITERIA**

5.	Demonstrate that the proposed <u>administrator</u> and the proposed <u>instructor</u> have a combination of : <ul style="list-style-type: none"> <li>• 5 years experience in estimating costs and the projection of raw material requirements.</li> </ul>				
6	Demonstrate that the proposed <u>administrator</u> and the proposed <u>instructor</u> have a combination of: <ul style="list-style-type: none"> <li>• 5 years experience in scheduling production for a wood shop.</li> </ul>				
7.	Demonstrate that the proposed <u>instructor</u> have as a minimum: <ul style="list-style-type: none"> <li>• A journeyman furniture maker license or have a minimum of 5 years experience working in a wood manufacturing shop and in estimating job costs.</li> </ul>				
8.	Demonstrate that the proposed <u>painter</u> have a minimum of 2 years experience in applying lacquer/stain to various wood furniture components.				

**After award, compliance with this mandatory requirement only is required for the temporary replacement of the instructor (under 6 months).**

1.	The replacement instructor must have a minimum of 2 years experience in all aspects of the mandatory requirements and if the instructor is being temporarily replaced, his replacement does not need a journeyman license.				
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## **ANNEX E to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)



## ANNEX F

**COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER**

**NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.