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**Gatineau**

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**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Relocation Services Division/Division des services de  
réinstallation

Terrasses de la Chaudière 5th Floor

10 Wellington Street

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> IHGRS	
<b>Solicitation No. - N° de l'invitation</b> EN578-181495/A	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> 20181495	<b>Date</b> 2018-05-03
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZU-001-32316	
<b>File No. - N° de dossier</b> 001zu.EN578-181495	<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 2018-05-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sanford(zudiv), Gordon	<b>Buyer Id - Id de l'acheteur</b> 001zu
<b>Telephone No. - N° de téléphone</b> (613) 618-2727 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Solicitation Amendment 005**

This solicitation amendment is raised to:

1. Respond to questions relating to this bid solicitation as stated in Section A; and
2. Modify the bid solicitation as stated in Sections B.

**SECTION A: QUESTIONS AND ANSWERS**

Number	Question	Answer
Q91	<p>APPENDIX 10 – MOVE ORDER TRANSMISSION</p> <p>Mentioned in the RFI, but not specifically mentioned in the RFP document:</p> <p>a) Is the Federal Government intending to use the FEAMS system to communicate unclassified and Protected A information, between its contractor and the Federal Government, with Protected B information transmitted through secured EPost email? An answer to this question will help clarify our IT plan response.</p> <p>b) Item 4 Messages and Information Fields to exchange – File record structures of LTS/SIT/NTF/ERR are not defined like Move Order/Reply/Estimate/Agent structures. Is there other information to follow on the undefined file structures?</p> <p>Item 9 Direction of Travel - Where is this being transferred to Contractor? It is not defined.</p>	<p>a) Canada will use a system to send and receive move information in accordance with Appendix 10. It may involve current government systems or other replacement systems. Only Protected A and below will be transmitted from the System. Protected B documents will be provided by the shipper to the Contractor.</p> <p>b) The file records have been defined and added in Appendix 10.</p>
Q92	<p>Transit insurance requirement</p> <p>a) During the bidders' conference, it was mentioned that transit insurance would be at released value, is this the case or are we providing full transit protection coverage?</p> <p>b) If so, are we to include enhancements such as mold/mildew coverage, pairs and sets coverage &amp; electronic derangement?</p> <p>c) How is insurance coverage assessed?</p> <p>d) Will the transferee complete a replacement valuation spreadsheet or will the insurance be assessed as a lump sum?</p>	<p>a), c) RCP, when selected, is subject to the ceiling limits in Table 7 – Miscellaneous. Additional coverage may be purchased from the Contractor by the Shipper in accordance with Annex A, section 2.8 g).</p> <p>Presently, GAC self-insures HG&amp;E but this may change in the future. Other departments purchase RCP, but this could potentially change to self-insurance at some point during the life of the Contract.</p> <p>When RCP is not selected, the released value will be used in accordance with the Ontario Regulations in accordance with Annex A, Appendix 8, section 2 a), as amended.</p> <p>b) When RCP is selected, it must be provided in accordance with Appendix 8, section 3 and not be limited by any provision in the bill of lading. It must cover</p>

		<p>mold/mildew and electronic derangement, when the cause is determined to be move related. Pair and set coverage is not requested.</p> <p>d) It is based on the lump sum values identified in Table 7 – Miscellaneous for RCP. Additional coverage may be purchased by the shipper in accordance with Annex A, section 2.8 g).</p>
Q93	<p>Scope of Work 2.1 Requirements h) It states that the Contractor must refer to the Book of Shipping Instructions but it was mentioned that the Contractor would be responsible for determining the mode and method of transport (i.e. liftvan casing inside a container) Please clarify if we are using the Book of Shipping Instructions when assessing our tariff rates for casing requirements.</p>	<p>The use of lift vans to protect HG&amp;E from theft or the elements is at the discretion of the Contractor, see Annex A, Appendix 3, section 1.</p> <p>No, Bidders are not to use the BSI when assessing tariff rates for casing requirements.</p> <p>The Contractor is expected to draw upon their experience to determine whether additional protection is needed for the shipment of goods within a container. Any crating that is requested by the Shipper is at the expense of the Shipper as it is above that which would be needed to ensure safe transport of the HG&amp;E.</p> <p>Please also see the amendment to section 2.1 h) in Modification 25.</p>
Q94	<p>Mandatory Technical Criteria – MT8 Do bidders have to only show their warehouse Capacity for storing 65% of the LTS requirement in the NCR, or does the bidder need to include warehouse capacity globally for this technical Requirement?</p>	<p>Bidders must demonstrate how they will meet the warehouse capacity of MT8 within the NCR.</p> <p>Please also see Answer to Q64.</p>
Q95	<p>We have looked through the list of missions and TTG for most routing and have found several guarantee transit times to be fall below the realistic time required for transit. Most are acceptable but there are several that have guaranteed transit times that are either very close or transit times will exceed the TTG. Will Public Works reassess the TTG for those routes if we are able to provide the information that we have from our freight forwarders?</p>	<p>Please see Answers to Q12 and Q116.</p>
Q96	<p>Can you please advise if Canada would agree that the following Transshipment delay reasons are out of the control of the contractor?</p> <ul style="list-style-type: none"> <li>i. Port Congestion</li> <li>ii. Connecting vessel delays in arriving and departing</li> <li>iii. Planned connecting vessels omitting the transshipment port</li> <li>iv. Vessels being over capacity</li> <li>v. Containers being bumped from Vessels due to stability issues</li> </ul>	<p>No, the Contractor is expected to select routing that poses the least risk of disruption of service and complies with the GTT. Without knowing the specific circumstances, it cannot be determined whether the reasons listed in this question are outside the control of the Contractor.</p> <p>In accordance with Annex A, Appendix 2, section 1.0 e) i., a GTT extension shall be assessed on a “case by case” basis based on the circumstances. It is not possible to</p>

		<p>know the circumstances for the listed reasons in this question.</p> <p>Please also see Answers to Q12 &amp; Q14.</p>
Q97	<p>Why the USA have only 1 rate for the entire country and not specific cities listed, as with all other international locations, which would result in a large cost savings for Canada?</p> <ul style="list-style-type: none"> <li>• Origin services and Destination service rates vary greatly across the USA and having only 1 rate for all USA will result in contractors having to use the highest cost rates in the country for the entire country. For example, services in New York, NY will be far more expensive than the same services in Tampa Bay.</li> </ul>	<p>Origin and Destination services for the USA are to service cross postings to/from anywhere in the USA, including Hawaii and Alaska. As the incidence and location of these cross-postings are unknown, one rate is required for servicing all of the USA.</p> <p>Please also see Answer to Q17.</p>
Q98	<p>It does not appear that my below question was answered in the recent Q&amp;A attachment. Please advise if GAC will consider amending some of the TTG if our freight service provider has indicated transit times are longer than what is on the GAC TTG schedule.</p>	<p>Please see answer to Q12.</p>
Q99	<p>Will Canada publish a new spreadsheet EN - IHGRS Financial Proposal Attachment 2 to Part 3 to reflect the various amendments?</p>	<p>A revised spreadsheet, EN – Version 2 IHGRS Fin Proposal Attachment 2 to Part 3, was published as part of Solicitation Amendment 003. Further revisions were incorporated into Version 3 of the spreadsheet, which is published as part of this Solicitation Amendment 005.</p>
Q100	<p>In the context of the instructions found in the BSI for each destination, where it is requested that cargo is protected from rain, wind and vandalism, etc., does Canada consider that cargo inside a container (FCL &amp; LCL) is protected from these hazard and therefore not in need of crating?</p>	<p>The reference to the BSI in Annex A, section 2.1 h) has been amended, and the reference to the BSI in Annex A, section 2.11 c) has been deleted. For further information, please refer to Appendix 3 – General Packing Requirements.</p> <p>Please also see Answer to Q93.</p>
Q101	<p>Because questions with important impacts on the prices we must submit are still being answered or have just recently been answered, would Canada consider extending the deadline of 04/30?</p>	<p>Please see Answer to Q53.</p>
Q102	<p>In the amendment released this morning, it states there will be a Version 2 of the IHGRS Financial Proposal Attachment 2 to Part 3, attached on Buy &amp; Sell. I cannot see that it has been added.</p> <p>Can you please advise if it has been uploaded yet, and if so where it is?</p>	<p>Please see Answer to Q99.</p>
Q103	<p>Table 8 of the pricing schedule contains a line that asks for a 'Re-pack' per 100kgs. Can you please explain this line item and what a repack entails from GAC perspective?</p>	<p>The re-pack fee found in Table 7 – Miscellaneous, is used for inspections. Re-pack fee is identified in Annex B – section 1. l) and 2.19 b) ii.</p> <p>Please also see Answer to Q66.</p>

	We identify this as a shipment received from another carrier and checks/repacks as necessary to ensure that insurance coverage flows through from the delivery carrier to the new holder of the goods.	
Q104	<p>Please note that the below highlighted questions remain unanswered:</p> <p>a) MT9 of the Mandatory Technical Criteria: Please clarify that the warehouse capacity is 65% of the average 2,400,00 kg, i.e. 1,560,000 kg.</p> <p>b) Transit insurance requirement: During the briefing, it was mentioned that transit insurance would be at released value, is this the case or are we providing full transit protection coverage? If so, are we to include enhancements such as mold/mildew coverage, pairs and sets coverage &amp; electronic derangement? How is insurance coverage assessed? Will the transferee complete a replacement valuation spreadsheet or will the insurance be assessed as a lump sum?</p>	<p>a) Please see Answer to Q64.</p> <p>b) Please see Answer to Q92.</p>
Q105	In regards to import freight from Cuba, can you confirm that contractors will not be needed to provide these rates in the bid solicitation submission since the freight from Cuba must be booked by the Canadian Embassy in Cuba, the same as the Origin and Destination services are?	Yes, that is correct. Note that Table 6 – Move Services of the EN-IHGRS Financial Proposal Attachment 2 to Part 3 excludes Cuba.
Q106	In regards to the response to Q48, it is understood that policy requires weight be used for reporting, and for Origin and Destination services this is understandable. However, freight for LCL shipments is booked in, and charged by, CBM by LCL Shipping carriers. Canada will receive a significant cost saving by amending the pricing tables for incoming and outgoing freight for LCL shipments to be based on a per CBM rate. This would also bring the LCL freight structure to be based on volume, and therefore keeping with the FCL and Air Freight rates that are based volume (Rate per 20' and 40' containers for FCL and by volumetric, ACW, weight for Air, both of which are volume based).	<p>LCL remains based on actual gross weight for ocean freight (inclusive of the crate).</p> <p>Please also see the Answers to Q48 and Q110.</p>
Q107	a) In regards to the response to Q31 and the single factor rate for origin and destination services, regardless of the mode of transport, the effort required for packing a Lift van LCL or an Air Shipment is far greater than that of Loose Load FCL shipments. In many cases, Loose load shipments are able to be loaded directly	a) The packing of goods is described in Annex A, Appendix 3. The warehousing and handling of shipments is included in Origin and Destination services as described in Annex A, sections 2.1 o) and 2.1 p), as it includes 10 days of SIT in the requirement at either origin or destination. Air shipments are strapped to a cookie

	<p>at residence, whereas Liftvan an Air Shipment require additional costs to transport the goods back to warehouse, purchasing of the Liftvans or Air Cases, construction of the Liftvans or Air Cases, loading the effects into the Liftvans or air cases, and strapping and securing the Liftvans or cases. The costs of Liftvans themselves are much higher than the \$200 now included in the RFP, and there is no additional fee allowed for costs of air cases, and for the extra labor required detailed above.</p> <p>b) Will Canada be revisiting the single factor rates for Origin and Destination services to allow for separate origin and destination rates for Loose Load, Liftvan, and Air Shipments? By doing so Canada will receive far more cost effective rates on each mode, as opposed to the single factor rate, which would result in saving of millions of dollars over the life of this contract.</p>	<p>sheet or placed into airline-provided containers (e.g. LD3 container). This is done by the airline and very dependent upon the type of plane. If the Contractor feels that additional crating is needed to protect the HG&amp;E, then Annex A, Appendix 3, section 1 provides instructions related to this.</p> <p>b) No, single factor rates will not be changed. Please also see Answer to Q31</p>
<p>Q108</p>	<p>Box 1: You are requesting lump sum charge for full LTS storage insurance based on \$120k replacement valuation? If so, what is the basis of the calculation? Would this calculation not be better suited to a per 100kgs valuation as every shipment has a different weight and volume?</p>	<p>The National Joint Council Foreign Service Directives require the following insurance coverage:</p> <p>15.25 Limitations of Compensation for Damage and/or Loss</p> <p>15.25.1 The maximum amount which may be paid against a claim for damage and/or loss of household effects while in transit is the amount noted below:</p> <p>(a) \$120,000 for employees occupying Crown-furnished accommodation; or</p> <p>(b) \$140,000 for employees occupying unfurnished accommodation and shipping furniture; and</p> <p>(c) \$120,000 for effects in storage at public expense which includes coverage for damage and loss of a PMV limited to the Canadian Red Book value on entry into storage and does not include compensation for corrosion or natural deterioration.</p> <p>Please also see Answer to Q92.</p>
<p>Q109</p>	<p>Box 2 &amp; 3: Does this relate to transit protection for shipments (Air &amp; Sea)? Again, each shipment will be different in terms of weight and volume if this is the case. Providing a transit protection charge based on \$120,000 will not clearly define the cost of</p>	<p>No, it is based on a lump sum for the shipper's HG&amp;E delivery to final destination, in accordance with Annex B, section 3.3, and in compliance with the Foreign Service Directives.</p> <p>Please also see Answer to Q108.</p>

	<p>the coverage if we base on a lump sum amount.</p> <table border="1" data-bbox="344 336 860 619"> <thead> <tr> <th>HG&amp;E and PMV Insurance</th> <th>Weight Factor- Total Avg LTS Lots &amp; No. of Furnished / Unfurnished</th> <th>Price (\$)</th> <th>Evaluated Price (\$) LTS = (G x I x 12 mos) Furn/Unfurn = (G x I)</th> <th>Total Evaluated Price (\$)</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>HG&amp;E Insurance - Annex A, Appendix B</b></td> </tr> <tr> <td>RCP - \$120,000 of Coverage for LTS (\$/Lot/Month)</td> <td>125</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>RCP - \$120,000 of Coverage - Furnished /Accommodations (\$/Move)</td> <td>225</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>RCP - \$140,000 of Coverage - UnFurnished Accommodations (\$/Move)</td> <td>375</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td></td> <td>Weight Factor- Avg PMV Shipments/Year</td> <td>Price (\$)</td> <td>Evaluated Price (\$) (G x I x \$15k/\$1M)</td> <td></td> </tr> </tbody> </table>	HG&E and PMV Insurance	Weight Factor- Total Avg LTS Lots & No. of Furnished / Unfurnished	Price (\$)	Evaluated Price (\$) LTS = (G x I x 12 mos) Furn/Unfurn = (G x I)	Total Evaluated Price (\$)	<b>HG&amp;E Insurance - Annex A, Appendix B</b>					RCP - \$120,000 of Coverage for LTS (\$/Lot/Month)	125	\$	\$	\$	RCP - \$120,000 of Coverage - Furnished /Accommodations (\$/Move)	225	\$	\$	\$	RCP - \$140,000 of Coverage - UnFurnished Accommodations (\$/Move)	375	\$	\$	\$		Weight Factor- Avg PMV Shipments/Year	Price (\$)	Evaluated Price (\$) (G x I x \$15k/\$1M)		
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<p>Q110</p>	<p>I believe that this question has been partially responded to and LCL will be paid on net. However, can you please confirm that freight is paid on gross as this is what we are charged by the freight company on.</p>	<p>In accordance with amended Annex A, new section 2.15 b) i. 4, LCL sea freight is based on actual weight shipped, including the weight of the crate/lift van (gross weight). The origin and destination billable weights are based on the contents of the crate (net weight).</p>																														
<p>Q111</p>	<p>The way the pricing is structured for the bid, failure to deliver service is built in. This necessitates bidders having to add contingencies rather than dealing with normal industry practices. This decision by Canada makes no sense and we need an explanation of why the bid is being structured in a way that will inflate pricing in order to protect the bidders from factors totally beyond their control.</p>	<p>The solicitation is structured based on previous contracts, market research, industry engagement, etcetera, to meet Canada's relocation needs, and to obtain best value.</p>																														
<p>Q112</p>	<p><b>As it is not possible to know how long a transshipment delay may be, can you advise how Canada has built Transshipment delays into the GTT?</b></p> <p>a. What routings and from which shipping lines did Canada obtain the information, for both Full Containers and for LCL Liftvan Shipments?</p> <p>b. How many transshipment points were included in each countries / routings GTT and how many days was included per transshipment port in each GTT listed, for both Full Containers and for LCL Liftvan Shipments?</p> <p>c. Will Canada be providing all contractors with this information to substantiate how these GTTs were calculated?</p> <p>Without being provided this information, Contractors will be unable to justify if the GTTs are sufficient or if they accurately include appropriate times for transshipments. In turn, contractors will have to build in contingencies into the freight rates to cover</p>	<p>All aspects of an international move were considered in developing the GTT. The GTT table is based on many factors, including: internal experience, market research with comparative governments, and industry feedback during multiple RFIs.</p>																														



	<p>service failures that will be received, which are further detailed in the following question.</p>	
<p>Q113</p>	<p><b>Can you please advise if Canada would agree that the following Transshipment delay reasons are out of the control of the contractor?</b></p> <ul style="list-style-type: none"> <li>i. Port Congestion</li> <li>ii. Connecting vessel delays in arriving and departing</li> <li>iii. Planned connecting vessels omitting the transshipment port</li> <li>iv. Vessels being over capacity</li> <li>v. Containers being bumped from Vessels due to stability issues</li> </ul> <p>b. Would Canada agree to grant GTT extensions for the reasons listed above as these are completely out of the control of any contractor, despite the fact that Canada may deem ports to be a subcontractor?</p> <p>If Canada does not agree to include the above reasons as valid reasons for GTT extensions, Contractors will have to build in contingencies in the freight rates to protect themselves against unjust service failures that they would receive for above reasons out of their control. There are many ports that face severe port congestion, which cannot be avoided due to the routing of the shipments, and some of these ports being the destination ports. For example, the port of Tunis (Rades) is Tunisia, is the destination port for shipments to Tunisia, and over the past few years there are always been port congestion in this port and vessels have been known to sit in the ocean awaiting a dock space for up to 3 weeks. There is absolutely no way that this would be in the control of a contractor, and If a GTT extension would not be granted, then contractors would have to build into the freight rates a contingency to cover the service failure that they know they would be received. Based on 3 weeks of potential port congestion, contractors would have to build in <b>\$16,800</b> per export sea shipment and <b>\$2,100</b> per export PMV shipment to Tunisia. So just based on the yearly average of 5.42 sea exports and 3.03 PMV exports to Tunisia that would result in Canada paying additional <b>\$97,419</b> per year on sea freight to Tunisia from Canada alone.</p> <p>The majority of shipping lanes detailed in the pricing tables (Sea outgoing and sea incoming) will have at least one transshipment port on route to final</p>	<p>If a notice were to be provided to the TA from the port authority regarding delays in docking a ship, then the TA would take that into consideration on a case-by-case basis for GTT extension. This is in accordance with Annex A, Appendix 2, section 1.0 e) i., extensions may be granted on a “case by case” basis based on the circumstances.</p> <p>Proper supporting information needs to be provided from other than the subcontractor, i.e. independent third party, ideally the harbour master or airport authority. The Contractor also needs to identify what mitigation strategies they took to deliver within the GTT such as using alternate ports, avoiding certain modes of inland transport when there are known delays/congestion and making confirmed bookings rather than opportunity space available bookings.</p> <p>Please also see the Answers to Q96 and Q112.</p>



	<p>destination. Without any of the above-mentioned issues, transshipment delays can range from 4 to 10 days per transshipment port. Based on the Sea Outgoing and Sea Incoming Pricing tables, the total number of shipments by sea will be 1123 HG&amp;E Shipments and 582 PMV Shipments. Based on an average of 1 transshipment port per routing lane and average of 7 days delay per transshipment port, at a service failure rate of \$800 (for HG&amp;E) and \$100 (for PMV) per day should Canada not deem transshipment port delays a reasonable reason for a GTT extension, this would result in contractors having to build in an additional <b>\$5,600</b> per HG&amp;E Sea Shipment and <b>\$700</b> per PMV Sea Shipment. This would result in a total of <b>\$6,288,800</b> on HG&amp;E Sea Freight and an additional <b>\$407,400</b> on PMV Sea Shipments per year that Canada would be paying for should they not grant GTT extensions for transshipment port delays. <b>Over a 3 to 7 year contract, that would result in costs to Canada of between \$20,088,600 and \$46,873,400.</b></p>	
<p>Q114</p>	<p><b>Can you please confirm that once a GTT is built, the contractor has that entire time to get the shipment from Canadian Residence to Destination Overseas city (for exports) and from Origin Overseas city residence to the Contractors Canadian bonded warehouse at destination?</b></p> <p>a. For example, a shipment from Germany to Ottawa will have a GTT of 37 days</p> <ul style="list-style-type: none"> <li>i) 36 days from Germany to Montreal Port</li> <li>ii) 1 Day to get from Montreal to Ottawa Bonded Warehouse</li> </ul> <p>b. If contractor gets the Shipment to Port of Montreal in 25 days, opposed to 36, does the contract then have the remaining 12 days to get the shipment to the Bonded warehouse in Ottawa? Or will Canada issue a service failure for the length of time it takes to get from Montreal Port to Ottawa Bonded warehouse?</p> <p>Once a container has been discharged and released by the steamship line and port (not customs cleared), regardless of if the shipment is moving by rail or truck, it will take 3 to 5 days for a container to be moved from the port/inland terminal to the bonded destination warehouse in Canada. If</p>	<p>Yes, please see Answer to Q70.</p>

	<p>contractors do not have the full built GTT, and if Canada will issue service failures based on each portion of how the GTT is built, then contractors will have to build in contingencies to the freight rates to cover themselves for the service failure they know they will receive. Based on the Sea Incoming Pricing tables, the total number of import shipments by sea will be 520 HG&amp;E Shipments and 306 PMV Shipments. Based on an average of 4 days for a container to arrive at destination bonded warehouse in Canada, at a service failure rate of \$800 (for HG&amp;E) and \$100 (for PMV) per day, should Canada not grant contractors the full built GTT, this would result in contractors having to build in an additional <b>\$3200</b> per HG&amp;E Sea Shipment and <b>\$400</b> per PMV Sea Shipment. This would result in a total of <b>\$1,664,000</b> on HG&amp;E Sea Freight and an additional <b>\$30,600</b> on PMV Sea Shipments per year that Canada would be paying for should they not allow contractors the full built GTT. <b>Over a 3 to 7 year contract, that would result in costs to Canada of between \$5,083,800 and \$11,862,200.</b></p>	
<p>Q115</p>	<p><b>Will Canada revisit the use of the Inland Shipping terminals for Sea Incoming and Outing Tables?</b> It is understood from the Bidders conference, and also from answers to questions released in amendments, that currently Canada wants the fastest transport used to move sea shipments from/to inland locations to / from the Canadian Sea Ports, either truck or Rail. It should be made aware that by not recognizing the fact that Sea Shipments are booked with shipping lines to / from the Canadian Inland Ports/Terminals and wanting contractors to use the fastest inland transport method, it will force contractors to have to use container trucking rates, rather than the shipping lines discounted rail rates. This will result in the per KM Canadian Rates contractors provide being exponentially higher than if Canada recognized Canadian Inland ports, and included GTTs for these inland ports / Terminals. Example #1: Export shipment from Vancouver that sails from Montreal Shipping line rail cost from Vancouver Terminal (where Empty container would be picked up and returned loaded) to Montreal Port is C\$1151.00 for a 20' Container and C\$2272.00 for a 40' container. The container trucking cost for that same shipment is</p>	<p>No, Canada is not revisiting the use of inland shipping terminals.</p> <p>Canada is not restricting the mode of transport between the residence/city and the port. Unless otherwise specified in the Move Order, the Contractor decides the method of shipment in consideration of the type of shipment and the GTT. Requests for extensions for using a mode that may have a difficulty such as congested rail will not be granted.</p> <p>For distances from the port farther than the 100 km included in the Origin or Destination region, the GTT will be given an additional day per 500 km or portion thereof in accordance with Annex A, Appendix 2, sections 1.1 a) and 1.1 b).</p> <p>Please also see the Answers to Q28 and Q29.</p>

	<p>C\$23,500.00 regardless of If a 20' for 40' container. Since freight is only booked from Montreal that includes pickup up of Empty container in Montreal, trucking to Vancouver for loading, and trucking back to Montreal to return the loaded container. Rail time from Vancouver to Montreal is 7 days. Trucking transit time from Vancouver to Montreal is 5 days. <b>This is a difference of \$21,228.00 to save the government 2 days in transit.</b> Contractors would have to then ensure that the per KM Canadian Inland rate is sufficient to cover the cost of trucking the container, as opposed to booking with the shipping line straight from Vancouver to utilize the discounted rail costs</p> <p>Example #2: Import shipment to Edmonton from that Enters Canada via Montreal Port Shipping line rail cost from Montreal Port to Edmonton inland Port/Terminal (where the loaded container would be picked up and returned Empty) is C\$1445.00 for a 20' Container and C\$2360.00 for a 40' container. The container trucking cost for that same shipment is C\$19,000.00 regardless of If a 20' for 40' container. Since freight is only booked to Montreal that includes pickup up of Loaded container in Montreal, trucking to Edmonton for unloading, and trucking back to Montreal to return the Empty container. Rail time from Montreal to Edmonton is 6 days. Trucking transit time from Montreal to Edmonton is 4 days. <b>This is a difference of \$16,640 to save the government 2 days in transit.</b> Contractors would have to then ensure that the per KM Canadian Inland rate is sufficient to cover the cost of trucking the container, as opposed to booking with the shipping line straight to Edmonton Inland Port/Terminal to utilize the discounted rail costs.</p>	
<p>Q116</p>	<p><b>Will Canada be allowing longer GTT's for Liftvans shipments shipped via LCL?</b> Liftvan LCL Shipments require much more time at origin, transshipment ports, and destination to account for consolidation and deconsolidation. Up to 10 days would be required at both origin and destination, as well as 10 days per transshipment point. If Canada does not provide longer GTTs for LCL Shipments, then contractors will have to build in extremely large contingencies into the LCL rates to cover service failure that they will receive.</p>	<p>Yes, we will amend Annex A, Appendix 2 to add 10 days to the GTT when LCL shipments are not the only contents of the sea container (i.e. not a dedicated sea container), in consideration of port clearances.</p>

<p>Q117</p>	<p>At the bidders conference, Major Woods stated that a GTT extension can be requested and granted on a sea shipment for the number of days between when a shipment is ready to ship and when the first available vessel is sailing, as long as supported with backup (i.e. sailing schedules with cutoffs listed, Booking confirmations etc.). Can you please confirm that this is true.</p> <p>Example: a shipment from Montreal, that is sailing from Montreal, which has zero days at origin allowed in building the GTT, has the following dates:</p> <ul style="list-style-type: none"> <li>• DSR Date: May 8, 2018</li> <li>• First actual Vessel after DSR has sailing date of May 11, 2018             <ul style="list-style-type: none"> <li>○ Shipping Line Paperwork Cutoff: May 7, 2018 (therefor not possible to meet as not loading until the 8<sup>th</sup>)</li> <li>○ Port cutoff to return the container: May 8<sup>th</sup> at 3pm (therefor not possible to meet as only loading from residence this date)</li> </ul> </li> <li>• First Vessel with cutoffs that allow shipment to sail has sailing date of May 18<sup>th</sup>, 2018</li> <li>• This is a difference of 10 days from DSR to Sailing</li> <li>• Please confirm that contractors would be allowed to request, and be granted, a GTT extension of 10 days for this.</li> </ul> <p>Another Example: a shipment from Edmonton, sailing from Halifax, has 10 days included in building the GTT to get the shipment from Edmonton to Halifax to sail. It has the following dates:</p> <ul style="list-style-type: none"> <li>• DSR Date: May 2, 2018</li> <li>• With the 10 days allowed for inland transport from Edmonton to Halifax, that means shipment will arrive in Halifax on May 12.</li> <li>• First actual Vessel after DSR has sailing date of May 7, 2018             <ul style="list-style-type: none"> <li>○ Shipping Line Paperwork Cutoff: May 3, 2018 (not possible to meet)</li> <li>○ Port cutoff to return the container in Halifax: May 4 at 5pm (not possible)</li> </ul> </li> <li>• Second actual Vessel after DSR has sailing date of May 14, 2018             <ul style="list-style-type: none"> <li>○ Shipping Line Paperwork Cutoff: May 10, 2018 at Noon</li> <li>○ Port cutoff to return the container in Halifax: May 11 at 5pm (Not</li> </ul> </li> </ul>	<p>No, these examples do not constitute an extension to the GTT. The scheduling of sailing times and booking of vessels are the responsibility of the Contractor and are part of the GTT.</p>
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	<p>possible to meet as still in transit from Edmonton)</p> <ul style="list-style-type: none"> <li>• First Vessel with cutoffs that allow shipment to sail has sailing date of May 21, 2018 <ul style="list-style-type: none"> <li>○ Shipping Line Paperwork Cutoff: May 17, 2018 at Noon</li> <li>○ Port cutoff to return the container in Halifax: May 18 at 5pm</li> </ul> </li> <li>• This is a difference of 9 days from Arrival at Halifax to Sailing</li> </ul> <p>Please confirm that contractors would be allowed to request, and be granted, a GTT extension of 9 days for this.</p>	
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## SECTION B: MODIFICATIONS TO BID SOLICITATION

### Modification 23

The previous Answer to Q26, published in Solicitation Amendment 002, is replaced in its entirety by: Yes, the Pre-move Information Booklet will outline this.

### Modification 24

The previous Answer to Q46, published in Solicitation Amendment 003, is replaced in its entirety by: Please see Answer to Q93.

### Modification 25

At Annex A, section 2.11 c):

Delete: Ensure that shipments (i.e. air, sea, ground transport) are performed in accordance with instructions in the BSI, with the exception of the BSI transit times and any contractors that the BSI specifies to use.

Insert: This section c) is intentionally blank

At Annex A, section 2.1 h), as amended:

Delete: Use of any suppliers identified in the BSI are at the Contractor's discretion. The transit times identified in the BSI do not apply to this Contract.

Insert: The Contractor may refer to the provisions of the Book of Shipping Instructions (BSI). GAC maintains the BSI, which may be used as an add-on tool to the SOW. It provides contact information and helpful information on the logistical intricacies for shipping diplomatic effects for most Missions globally. The BSI for each Mission may be found in Appendix 11.

The TA will provide the Contractor with updates to the BSI as they become available and/or provide a link to a website where the BSI can be found. For administrative purposes, Canada may update the BSI via a contract amendment.

### Modification 26

The previous Answer to Q33, published in Solicitation Amendment 002, is replaced in its entirety by: Please see Answer to Q97.

### **Modification 27**

The previous Answer to Q49, published in Solicitation Amendment 003, is replaced in its entirety by:

The Move Order is subject to change after receiving the estimate from the Contractor. If, after the estimate, the quantity to be shipped is small, we may consider changing a 20 foot sea container to a LCL or an Air shipment. There are no guarantees from one year to the next or one Shipper to another that they will have a small quantity requiring a LCL.

1. The Move Order will specify when consolidation of loads is required, therefore a lift van would be required, e.g. more than 1 Shipper going to the same destination.
2. Historical LCL data is included as an attachment. For further information, please see Answer to Q46.

### **Modification 28**

The complete Appendix 10 is replaced with the revised version attached at the end of this Solicitation Amendment No. 005. Please delete the previous Appendix 10 in its entirety and insert the revised one in its place.

### **Modification 29**

At Annex A, Appendix 8, section 2:

Delete: Common carrier liability of Ontario applies to all Move Orders that Canada chooses to not acquire RCP; and

Insert: When RCP is not selected, the release rate will be in accordance with the Ontario Regulations found at: [www.mover.net/movers1/news/carriage/ON\\_Regulations.pdf](http://www.mover.net/movers1/news/carriage/ON_Regulations.pdf)

At Annex A, Appendix 8, section 3, opening paragraph:

Delete: When RCP is selected on the Move Order, the Contractor must:

Insert: When RCP is selected, valuation will be in accordance with the Ontario Regulations. [www.mover.net/movers1/news/carriage/ON\\_Regulations.pdf](http://www.mover.net/movers1/news/carriage/ON_Regulations.pdf). The Contractor must:

At Annex A, Appendix 9, section 2 a) and 2 b):

Replace the 2 instances of "RCP" with "PC".

At Annex A, Appendix 9, section 5:

Delete: The following are excluded from PMV insurance:

Insert: The following are excluded from PMV PC:

### **Modification 30**

At Annex A, Appendix 1 – General Rules and Regulations, Rule 8.2:

Insert: m) Crating when requested by the Shipper but not specifically required for the safe transport of the HG&E in accordance with Appendix 3 – General Packing Requirements, section 1.

### **Modification 31**

At Annex H – Glossary of Terms and Acronyms

Insert: National Capital Region: a geographical area defined as being within 100 km of the Ottawa City Centre using Google Maps.

### **Modification 32**

At Attachment 1 to Part 4, section 1 - Mandatory Technical Criteria, MT8:

Delete: Warehouse Capacity: the Bidder must demonstrate how they will meet the capacity to store 65% of the LTS requirement, which on an ongoing basis averages 2 400 000 kg. These LTS lots may include both Bonded and Un-bonded LTS.

Insert: Warehouse Capacity: the Bidder must demonstrate how they will meet the capacity to store 2,400,000 kg in the NCR on an ongoing basis.

**Modification 33**

At Annex A – Statement of Work, section 2.15 b) i. 4:

Delete: Less than Container Load (LCL) = 115 kg per LCL container

Insert : For LCL, use the actual gross weight for Sea Freight billing. For calculating the origin and destination billable weight, deduct the weight of the lift van(s) at 115 kg per LCL container, or provide supporting scale tickets for full and empty container weight to support the net weight.

**Modification 34**

At Annex A – Statement of Work, Appendix 2

Insert new section 1.0 i):

- i) 10 days are added to the GTT when LCL shipments are not the only contents of the sea container (e.g. not a dedicated sea container), in consideration of port clearances.

**Modification 35**

Version 3 of the IHGRS Financial Proposal Attachment 2 to Part 3 is attached, and replaces Version 2. All references to IHGRS Financial Proposal Attachment 2 to Part 3 relate to Version 3 of this document.

The following changes have been made:

<b>Table</b>	<b>Description of changes</b>
Table 2:	Row 10 – Letters corrected starting with Cell E10
	Row 11 – Column headings with formula corrected starting with Cell F11
	Cells AT163 to AT186 – Formulas have been corrected
Table 3:	Row 10 – Column Letters corrected starting with Cell E10.
	Row 11 – Column headings with formula corrected starting with Cell F11
	Cells AT163 to AT186 – Formulas have been corrected
Table 4:	Row 10 – Column letters corrected starting with Cell Q10
	Row 11 – Column headings with formula corrected starting with Cell S11
	Column K & M – Formulas corrected starting with Cell K82 & Cell M82
	Column W & Y – Formulas corrected starting with Cell W13 & Cell Y13
	Column AI & AJ – Formulas corrected starting with Cell AI48 & Cell AJ48
	Cells AN65, 98, 99, 102, 103, 106, 110 and AN 124 to 158 – Formulas have been corrected
	Cells T82 to T119 – Formulas have been corrected
	Cells V124, V126 to V159 - No formula present. Formula has been added
Table 5:	Row 10 – Column letters corrected starting with Cell Q10
	Row 11 – Column headings with formula corrected starting with Cell S11
	Column K & M – Formulas corrected starting with Cell K13 & Cell M13
	Column W & Y – Formulas corrected starting with Cell W13 & Cell Y13
	Column AI & AJ – Formulas corrected starting with Cell AI48 & Cell AJ48
	Cells AN65, 98, 99, 102, 103, 106, 110 and AN 124 to 158 – Formulas have been corrected
	Cells T82 to T119 – Formulas have been corrected
	Cells V124, V126 to V159 - No formula present. Formula has been added
Table 6:	Cell C195 & D195 – Total Average Shipments have been modified
Table 7:	Cell G14 - Formula has been corrected

**ALL OTHER TERMS AND CONDITIONS OF THE BID SOLICITATION REMAIN UNCHANGED**



## APPENDIX 10 – MOVE ORDER TRANSMISSION

### 1. General

- a) The System, as described herein, will be used by Canada to transmit Move Orders to the Contractor. The Contractor must have a system capable of receiving and sending all Move Order related information (Protected 'A') as described in this Appendix 10 and comply with section 2.6 Move Orders. The Contractor system must be able to communicate with more than one government system using the first three characters in a Move Order as an identifier.
- b) The System will be available for testing with the Contractor's system no later than 30 calendar days after award of the Contract.
- c) The Contractor's system must be available for testing by Canada no later than 30 calendar days after award of the Contract.

### 2. Communication Configuration - Security

- a) The issues of security, classification and aggregation of data are recognized by Canada. All sensitive data must be protected by the Contractor in accordance with Annex D.
- b) There is a requirement to restrict the data availability only to those who are party to this Contract and only as much information as needed to perform the work. There is a security requirement to not allow the environment to be abused (e.g. hacked) and to restrict use to only authorized use (i.e. only for the use intended).
- c) Canada will use a Managed Secure File Transfer (MSFT) service to implement secure file transfers (SFT) between secure points. The service will provide bi-directional and SFT between Canada and the Contractor's systems, applications, and users. MSFT uses the Public Key Infrastructure (PKI) technology to handle up to Protected B information.

#### 2.1 MSFT Service

- a) A Secure File Transfer (SFT) software will be available to the Contractor for Windows desktop installation. Canada will provide the Contractor with the necessary private key and software to enable connectivity with the MSFT service.
- b) The MSFT service is functional 24/7 although little or no activity will be taking place outside of the standard working hours. The Contractor is responsible for the retrieval and processing of the files being sent to them, and for sending files to the Departmental Authority via the System. Canada will manage the business rules on the MSFT server to regulate the flow of traffic.
- c) MSFT does not notify to signal the presence of files to be uploaded or downloaded. The file exchange is expected to be continuous during the standard working hours.
- d) The Contractor must provide and is expected to maintain current the following in order to run the MSFT:

On a server machine, or a Windows Service, or a standalone station operating in a Trusted Zone or higher with;

- i. Java 8 installation or higher;
- ii. Java client accessed only through a browser, a Java application installed;
- iii. Capability to provide a TLS/SSL connection between client and server;
- iv. Controlled access;
- v. Activity logging and reporting; and
- vi. Internet connection.

**3. Supplemental Documentation Transmission**

- a) The Contractor must open an account with Canada Post's epost Connect service ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)) and keep it active for the duration of the Contract.
- b) The Contractor must use Canada Post's epost Connect service when supplemental information (e.g. customs documentation, passports, visa) are required from the employee. Canada Post's epost Connect is secure for up to PROTECTED B transmissions to send and receive.
- c) The Contractor must use epost Connect to send supplemental information received from the employee to any third-party (e.g. freight (air/sea) carriers, customs).

**4. Messages and Information Fields to be Exchanged**

- a) The communication format will be confirmed and tested upon award of this Contract. The following lists simply denote the required fields that are to be exchanged electronically between Canada's System and the Contractor's system(s) in an XML format. Provisions must be made for a record format version, record revision number, record version number, release date, and release time to be part of a record.
- b) Confirmation receipt messages and replies should occur within 24 hours of their initial transmission.
- c) Transmitted dates and times will have ISO Standard 8601:2007.
- d) Transmitted country codes and state/province codes will have ISO Standard 3166:2013
- e) Transmitted telephone numbers will follow ITU Standard E123 and E164.
- f) Validation checks are to be performed on inbound records and the Contractor is to be notified of error-free transmissions.
- g) The message types below are currently being communicated or planned for future communications as noted:

Message Name	Description
MOV	This is the booking message. (The billable mileage will be sent with this record.)
LTS	Long Term Storage date record. Used for quarterly billing.
REP	Reply record - the way in which the Contractor acknowledges receipt of any electronic communication, and the TA acknowledges the receipts of Estimate messages. Note: every record format will have a REP.
AGT	Origin/Destination Agent Identification
DEL	Order deleted Message
EST	Message containing estimate details and GTT dates
QCI	Quality Control Inspection format to report on service failures
NTF	Note to File: Contractor and TAs send additional comments on a particular move. Move Order number must be referenced.

A message name will identify the record type and precede the record details.

A Move Order record will include the following Field Names and structure:

- i. Move Order Number;
- ii. Origin Pick Up Location;
- iii. Destination Delivery Location;
- iv. Services;
- v. Moves with PMV;
- vi. Move Order Previous Reference; and
- vii. Move Orders Requiring Storage.

**5. Move Order Numbers**

The Move Order Number will have the following format:

- a) The first 3 characters will be the origin department and region code;
- b) The next 2 characters will be the year identifier;
- c) The next 1 character will be the contract identifier;
  - 1 – Domestic (i.e. not international contract)
  - 2 – Domestic USA/Mexico (i.e. not international contract)
  - 3 – International
- d) The next 4 characters will be a sequential number.

An example of the Move Order number follows:

```
B06 03 3 1024
|   | | | ----- Sequential number
|   | | ----- Contract identifier (see list above)
|   | ----- Year identifier and department
| ----- TA is region B06
```

**6. Origin Pick Up Location**

The Origin Pick Up Location of furniture and effects (F&E) is the location from where the F&E is to be picked up. The following is a list of possible locations:

Billable Location from BOP (list of Missions) or entered location (Canada, USA, Mexico); and  
Exiting LTS (XLTS) F&E is currently in Long Term Storage.

**7. Destination Delivery Location**

The Destination Delivery Location is a code to define where the HG&E is destined. The current codes are:

Billable Location from BOP (list of Missions) or entered location (Canada, USA, Mexico); and  
STRG the shipment is to be delivered into storage.

**8. Move Type**

The following codes will be used to identify the Move Type (primary mode of shipment) for billing and will be appended to the Move Order Number:

**S** = International Sea shipment of HG&E (may include PMV)

**A** = International Air shipment of HG&E (may include PMV)

**L** = International LTS (i.e. not LTS stored under domestic contract rates)

**P** = International PMV only (i.e. not moving in same container with HG&E)

**G** = Ground Transportation (e.g. XLTS deliveries beyond 100 km from city center and cross-posting when ground is approved)

Other codes may be added to identify which part of the BOP is being applied.

**9. Direction of Travel**

This will define which tables from the BOP are used and in the case of cross postings, identify the need for a quote for freight services. The codes are:

OUT - Outbound (origin port in Canada to be identified)

IN - Inbound (destination port in Canada to be identified)

CROSS - Cross-posting (origin and destination are other than Canada so mission list to be used to identify two ends including any USA, and any Mexico)

**10. Move Order (MOV) Record Layout**

This is the format used to notify a Contractor of a move requirement. A Shipper may have multiple Move Orders if the total weight is travelling via different modes. Consolidation numbers may reference up to 10 different Move Orders.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Contractor	Num	2	3	The destination of the message to a pre- defined Contractor code
Record Number	Num	1	3	1 to 999
Record Format	Num	1	2	1 to 99
Record Revision	Num	1	2	1 to 99
Release Date and Time	Date	16	16	The date/time the record was placed in the interface table
Move Order Number	Char	10	10	See para 5 for Move Order Number format.
Move Type	Char	1	5	See para 8. Move Type
Direction of Travel	Char	2	5	See para 9. Direction of Travel
Consolidation Number	Char	0	6	Letter of system ("C" = CRS or "F" = FEAMS) followed by Sequential number will continue from year to year
Prime Loading Date - Sea	Date	8	8	"yyyymmdd"
Prime Loading Date – Air	Date	8	8	"yyyymmdd"
Prime Loading Date - LTS	Date	8	8	"yyyymmdd"
Prime Loading Date - PMV	Date	8	8	"yyyymmdd"
Authorized Sea Weight (kg)	Num	0	5	99999
Authorized Air Weight (kg)	Num	0	5	99999

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Authorized LTS Weight (kg)	Num	0	5	99999
Requested Packing Date	Date	0	8	"yyyymmdd"
Estimate Due Date	Date	0	8	"yyyymmdd"
Rush Move	Num	0	1	
*Member's Honorific	Char	10	10	e.g. Mr, Ms, rank
*Member's Name Used	Char	0	30	Usual name used/called by
*Member's Initials	Char	0	4	All initials including those of first name
*Member's Last Name	Char	0	30	
Member's Preferred Language	Char	1	1	"E"= English, "F"= French
Member's Personal Email	Char	5	30	
Origin Pick Up Location	Char	0	30	mission list drop down, any Canada, any USA, any Mexico
*Origin Address Line 1	Char	0	50	If XLTS provide the storage location
Origin City	Char	0	50	drop down or fill if not on list
Origin Province/State Code	Char	0	3	Standard Postal Province / State Codes ISO 3166
Origin Country Code	Char	0	2	ISO 3166 country code (2 char) note if used for proper state/province/region code then must be 3 digit to generate the sub selection
*Origin Postal Code Zip	Char	0	10	"A9A9A9" or "9999999999"
*Origin Business Phone	Char	0	15	
*Origin Residence Phone #1	Char	0	15	
*Origin Residence Phone #2	Char	0	15	
Destination Delivery Location	Char	2	4	mission list drop down, any Canada, any USA, any Mexico
Origin TA Code	Char	3	15	
Destination TA Code	Char	3	15	
*Destination Address Line 1	Char	0	50	If into storage, van line to provide location in estimate
Destination City	Char	0	30	drop down or fill if not on list
Destination Province / State Code	Char	0	3	Standard Postal Province / State Codes ISO 3166-2
Destination Country Code	Char	0	2	ISO 3166-1 country code
*Destination Postal Code/Zip	Char	0	10	"A9A9A9" or "9999999999"
*Destination Business Phone	Char	0	15	
*Destination Residence Phone #1	Char	0	15	
*Destination Residence Phone #2	Char	0	15	
Maximum Charge (\$)	Num	0	8	99999.99 (blank is default when N/A)
PMV #1 VIN	Char	0	17	
PMV #2 VIN	Char	0	17	

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
*PMV #1 plate	Char	0	10	
*PMV #2 plate	Char	0	10	
Services Authorized	Char	0	100	See List of Services
*Destination Contact Name	Char	0	50	
*Destination Contact Relationship	Char	0	30	
*Destination Contact Phone #1	Char	0	15	
*Destination Contact Phone #2	Char	0	15	
TA Contact Name	Char	0	30	
TA Phone Number	Char	0	15	
TA E-mail Address	Char	0	100	
Remarks	Char	0	500	
* Retention period applies to these fields. See Annex D - Information Security and Privacy Management				

#### 11. Agent (AGT) Record Layout

This record format contains the information for the origin and destination agents. As soon as the origin agent is known, the Contractor can send this AGT record to the System to process. If the information changes or the destination agent is unknown, then another AGT can be sent to the System to update.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Contractor	Num	2	3	The destination of the message to a pre- defined Contractor code
Record Number	Num	1	3	1 to 999
Record Type	Char	3	3	"AGT"
Record Format	Num	1	2	1 to 99
Record Revision	Num	1	2	1 to 99
Record Version	Num	1	2	1 to 99
Release Date/Time	Num	16	16	ISO standard 8601
Move Order Number	Char	10	10	See para 5. Move Order Numbers
Move Type	Char	1	5	See para 8. Move Type
Consolidation Number	Char	0	6	Letter of system ("C" = CRS or "F" = FEAMS) followed by Sequential number will continue from year to year
Origin Agent Company Name	Char	0	40	
Origin Agent City	Char	0	30	
Origin Agent Number	Char	0	20	
Origin Agent Phone Number	Char	0	15	

<b>Field Name</b>	<b>Field Type</b>	<b>Field Size Min</b>	<b>Field Size Max</b>	<b>Field Format</b>
Destination Agent Company Name	Char	0	40	
Destination Agent City	Char	0	30	
Destination Agent Number	Char	0	20	
Destination Agent Phone Number	Char	0	15	



**12. Estimate (EST) Record Layout**

The Contractor must send back to the System the EST Record providing the details from the pre-move survey regarding weight, PMV valuation and confirming the GTT. The weight and move type selected plus the designation of origin and destination ports as required will allow the government system to calculate the costs using the BOP and update the Business Registry. Full removal of LTS do not require an estimate, the weight on file will be used. Partial shipment of LTS require an estimate for the removed weight. Changes to estimates must be re-sent following the same format.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Contractor	Num	2	3	The destination of the message to a pre-defined Contractor code
Record Number	Num	1	3	1 to 999
Record Type	Char	3	3	"EST"
Record Format	Num	1	2	1 to 99 Previous record format numbers will still be accepted, i.e. 5
Record Revision	Num	1	2	1 to 99
Record Version	Num	1	2	1 to 99
Release Date/Time	Date	8	8	ISO standard 8601
Move Order Number	Char	10	10	See par 5. Move Order Numbers
Move Type	Char	1	5	See par 8. Move Types
Consolidation Number	Char	0	6	Letter of system (C or F) followed by Sequential number will continue from year to year
Weight Furniture	Num	0	8	1 to 99999
Weight Units	Char	2	2	"lb" or "kg"
PMV #1 Valuation	Num	0	5	99,999 (from Canada Red Book based on VIN #)
PMV #2 Valuation	Num	0	5	99,999 (from Canada Red Book based on VIN#)
Estimated Cost	Num	0	8	99,999.99 USA moves only
GTT Start Date	Date	8	8	DSR or Authorization Date. See Appendix 2
GTT End Date	Date	8	8	DSR or Authorization Date. See Appendix 2
Origin Distance	Num	0	4	Blank unless greater than 100km from Origin Pickup Location
Destination Distance	Num	0	4	Blank unless greater than 100km from Origin Pickup Location
Direction of travel	Char	0	5	Out, In or STRG
Remarks	Char	0	100	
Origin Agent Company Name	Char	0	40	
Destination Agent Company	Char	0	40	

**13. Receipt (REP) Record Layout**

The REP record is the way in which the Contractor and the government System acknowledges receipt of an electronic communication. The REP record must be received within 60 minutes. All communications must be replied to.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Contractor	Char	2	3	
Record Number	Num	1	3	1 to 999
Record Type	Char	3	3	"REP"
Record Format	Num	1	2	1 to 99
Record Revision	Num	1	2	1 to 99
Record Version	Num	1	2	1 to 99
Release Date	Date	8	8	"yyyymmdd"
Release Time	Char	8	8	"99:99:99"
Move Order Number	Char	10	10	See para 5. Move Order Numbers
Move Type	Char	1	5	See para 8. Move Type
Record Format Replied To	Char	2	4	e.g. MOV, EST, DEL, AGT
Record Received OK	Log	1	1	Y - Yes record received OK N - No record NOT received OK
Error Fields	Char	0	100	A delimited string of the fields that caused errors
Error String	Char	0	100	A string containing the errors that were found when validating the originating message. This may or may not contain a 1 to 1 mapping of fields to errors.
Comments	Char	0	500	

**14. Deletion (DEL) Record Layout**

The Deletion record will be used as a common record for the cancellation of a Move Order.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Record Number	Num	1	3	1 to 999
Record Type	Char	3	3	"DEL"
Record Format	Num	1	2	1 to 99
Record Revision	Num	1	2	1 to 99
Record Version	Num	1	2	1 to 99
Release Date	Date	8	8	"yyyymmdd"
Release Time	Time	8	8	"99:99:99"
Move Order Number	Char	10	10	See para 5. Move Order Numbers
Move Type	Char	1	5	See para 8. Move Type
Consolidation Number	Char	0	6	Letter of system (C or F) followed by Sequential number will continue from year to year
Remarks	Char	0	500	

**15. QCI Message: System to Contractor**

General: The QCI record contains the Quality Control Inspection Report for all quality control inspections. These records contain the contract number and, if applicable, service shortfall(s) reported on a move.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Contractor	Char	2	3	
Record Format	Num	1	2	1 to 99
Record Revision Number	Num	1	2	1 to 99
Release Date	Date	8	8	"yyyymmdd"
Release Time	Char	8	8	"99:99:99"
Move Order Number	Char	10	10	See para 5. Move Order Numbers
QCI Number	Num	38	38	System generated number
Inspection Date	Date	8	8	"yyyymmdd"
QCI TA Originator	Char	3	3	Issuer of QCI report
Service Shortfall Code(s)	Char	80	80	
Liquidated Damage Code(s)	Char	80	80	
Liquidated Damage Amount	Num	8	8	"999,999.99"
Adverse Report	Char	1	1	Y/N
QCI Inspector's Name	Char	0	45	
F&E Supervisor Name	Char	0	45	
Comments	Char	10	1000	Standard msg « You have 45 business days to appeal » and if applicable; « You are requested to forward a cheque made payable to Receiver General for \$ (sum of SF+LD) to « DA address »

**16. NTF Message: Contractor to System or System to Contractor**

General: The NTF record contains remarks directed to a specific member's contract. These records contain the contract number and Note to File (comments). The NTF record is used to record diary notes that do not require action, but that should be placed on a move file.

\*\*This must not be used in any way to replace existing type of message record.

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Contractor	Char	2	3	message
Record Format	Num	1	2	1 to 99
Record Revision Number	Num	1	2	1 to 99
Release Date	Date	8	8	"yyymmdd"
Release Time	Time	8	8	"99:99:99"
Move Order Number	Char	13	13	See para 5.
Intended Recipient(s)	Char	3	3	OTA, DTA
Comments	Char	0	1000	

**17. LTS (Long-term Storage Move) Record Layout**

Field Name	Field Type	Field Size Min	Field Size Max	Field Format
Record Number	Num	1	3	1 to 999
Record Type	Char	1	1	L
Record Format	Num	1	2	1 to 99
Record Revision	Num	1	2	1 to 99
Record Version	Num	1	2	1 to 99
Release Date	Date	8	8	"yyyymmdd"
Release Time	Time	8	8	"99:99:99"
Move Order Number	Char	13	13	See Para 5.
Cross Reference Move Order	Char	0	13	See Para 5.
Member's Last Name	Char	0	28	
Member's Preferred Language	Char	1	1	"E"- English or "F"- French
TA responsible	Char	3	25	"A99"
Storage Location Address Line 1	Char	0	50	Only 30 chars maximum will be passed from the System
Storage City	Char	0	30	
Storage Province	Char	2	2	Standard Postal Province
Storage Weight (kg)	Num	1	5	99999
Member's First Name	Char	0	28	
Member's Address Line 2	Char	0	50	Only 30 chars maximum will be passed
Member's Cell Phone #1	Char	0	10	
Member's Cell Phone #2	Char	1	10	
Authorized Services Description	Char	0	100	
DA Contact Name	Char	0	30	
DA Phone Number	Char	0	10	
DA Phone Extension	Char	0	4	
DA Fax Number	Char	0	10	
DA E-mail Address	Char	0	100	

**18. List of Authorized Services**

<b>Code</b>	<b>Description</b>
RCPL	Replacement Coverage Protection LTS
RCPF	Replacement Coverage Protection Furnished
RCPU	Replacement Coverage Protection Unfurnished
FSCS	Fuel Surcharge Sea
FSCG	Fuel Surcharge Ground
FSCA	Fuel Surcharge Air
STRG	Storage
TRDP	Third Party
RVPC	Recreational Vehicle Prep Charge
VPC	Vehicle Protection Coverage
OLVC	Overseas Lift Van Charge
CVTN/#VEH	Canadian Vehicle Transportation, where # represents the number of vehicles
OVTN/#VEH	Overseas Vehicle Transportation, where # represents the number of vehicles
OSHC	Origin Services HG&E Charge(not valid on XLTS)
DSHC	Destination Services HG&E Charge(not valid on into LTS)
OPMV	Origin Services PMV (applicable for all PMV)
DPMV	Destination Services PMV (applicable for all PMV)
SITO/### or SITD/###	Storage in Transit, where ### represents the number of days beyond 10 days (initial 10 days included in Origin and Destination)
AIRC	Air Freight Charge
SC40	Sea Freight 40 foot container
SC20	Sea Freight 20 foot container
SLCL/##	Sea Freight lift van container, where # is the number of LCL containers
PMVC	PMV Sea Freight, only used when PMV alone is shipped (not with HG&E)
OALT	Overseas Air/Liftvan transportation (Basis of Payment Table 6)
CALT	Canadian Air/Liftvan transportation (Basis of Payment Table 1 Canadian Ground)
OSCT	Overseas Sea Container transportation (Basis of Payment Table 6)
CSCT	Canadian Sea Container transportation (Basis of Payment Table 1)