

**11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include:

- | | |
|-----------|--|
| Annex A - | Statement of Work |
| Annex B - | Basis of Payment |
| Annex C - | Typical Workstation Installation - Example |
| Annex D - | CORCAN Product Guide for Installers |
| Annex E - | Security Requirement Check List |
| Annex F - | Insurance Requirements |
| Annex G - | Standing Offer Usage Report |
| Annex H - | Installation Service Call Form – Example |
| Annex I - | Southwestern Ontario Map |

1.2 Summary

1.2.1 Requirement

Public Works Government Services Canada (PWGSC), on behalf of its client, Correctional Service Canada (CSC) - CORCAN has a requirement to establish up to one (1) Regional Individual Standing Offer (RISO) per area of work on an "as and when requested" basis in accordance with the Statement of Work at Annex A. It includes the

installation, dismantling and reconfiguring of all models of CORCAN workstation systems (see Annex C), including the installation of other CORCAN furniture lines (see Annex D). It also includes the provision of a full range of repairs associated with warranty claim services on CORCAN installed furniture.

Public Works and Government Services Canada (PWGSC) is administering this procurement on behalf of Correctional Service Canada (CSC) - CORCAN. It is PWGSC's intention to issue up to one (1) Standing Offer for each area of work identified in Part 3 – Offer Preparation Instructions, Section 3.1.4 Area(s) of Work.

Offerors may be issued a Standing Offer for more than one area of work.

1.2.2 Period of the Standing Offer

The period of the resulting Standing Offer(s) will be from date of issue to October 31, 2019 with Canada retaining an irrevocable option to extend the Standing Offer(s) by up to four (4) additional consecutive one (1) year periods under the same conditions. The services must be provided in accordance with Annex A – Statement of Work.

1.2.3 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), and the Canadian Free Trade Agreement (CFTA).

1.2.4 Comprehensive Land Claims Agreements

The Request for Standing Offer (RFSO) is to establish Regional Individual Standing Offers for the delivery of the requirement detailed in the RFSO, for Correctional Service Canada (CSC) – CORCAN that includes areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.2.5 Epost Connect Service

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation for offer submission. Offerors must refer to Part 2 of the RFSO entitled Instructions to offerors for further information.

1.3 Security Requirements

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

1.4 Debriefings

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

1.5 Phase bid Compliance Process

The Phased Bid Compliance Process (PBCP) applies to this requirement.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

The 2006 standard instructions is amended as follows:

Section 5, entitled Submission of offers, is amended as follows:

- a. subsection 1 is deleted entirely and replaced with the following: "Canada requires that each offer, at RFSO closing date and time or upon request from the Standing Offer Authority, for example in the case of epost Connect service, be signed by the Offeror or by an authorized representative of the Offeror. If an offer is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
- b. subsection 2.d is deleted entirely and replaced with the following: "send its offer only to the specified Bid Receiving Unit of Public Works and Government Service Canada (PWGSC) in the RFSO or to the specified address in the RFSO."
- c. subsection 2.e is deleted entirely and replaced with the following: "ensure that the Offeror's name, return address and procurement business number, RFSO number, and RFSO closing date and time are clearly visible on the offer; and"

Section 6, entitled Late offers, is deleted entirely and replaced with the following:

"PWGSC will return offers delivered after the stipulated RFSO closing date and time, unless they qualify as a delayed offer as described in the section entitled Delayed offers. For offers submitted using means other than Canada Post Corporation's epost Connect service, the physical offer will be returned. For offers submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late offer will be deleted."

Section 07, entitled Delayed offers, is amended as follows:

- a. Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity;"

Section 8, entitled Transmission by facsimile, is deleted entirely and replaced with the following section:

"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the RFSO, offers may be submitted by facsimile. The only acceptable facsimile number for responses to RFSOs issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSO. The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSOs.
- b. For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
 - i. receipt of garbled or incomplete offer;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of an offer; or
 - vii. security of offer data.
- c. An Offer transmitted by facsimile constitutes the formal offer of the Offeror and must be submitted in accordance with the section entitled Submission of offers.

2. ePost Connect

- a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service provided by Canada Post Corporation](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).
- b. To submit an offer using epost Connect service, the Offeror must either:
 - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Offeror is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Offeror to transmit its offer afterward at any time prior to the RFSO closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access the message within the conversation, and the Offeror can reply to the email notification by transmitting its offer.
- d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after RFSO closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The RFSO number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the RFSO in order to register for the epost Connect service.
- g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:

- i. receipt of a garbled or incomplete offer;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of the offer;
 - vii. security of offer data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with the section entitled Submission of offers."

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

2.3 Former Public Servant

See Part 5 section 5.2.3 Former Public Servant – Competitive – Offer, and sections 7.6 of Part 7A – Standing Offer and 7.4 of Part 7B – Resulting Contract Clauses.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 8 of the 2006 standard instructions and as amended in Part 2 - Offeror Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

For the Financial Offer, the Offeror should submit their pricing in Excel format.

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer: (1 hard copy and 1 soft copy on CD or DVD)

Section II: Financial Offer: (1 hard copy and 1 soft copy on CD or DVD)

Section III: Certifications: (1 hard copy and 1 soft copy on CD or DVD)

Section IV: Additional Information: (1 hard copy and 1 soft copy on CD or DVD)

For the Financial Offer, the Offeror's soft copy should be submitted in Excel format.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper. For Annex B - Basis of Payment, larger size format/paper may be used;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

Section I: Technical Offer

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

Should the Offeror submit an offer for more than one area of work, the Offeror should demonstrate how they will fulfill the requirement(s) for installation services at the same time in multiple areas of work.

Section II: Financial Offer

Offerors must submit their financial offer in Canadian funds in accordance with the Annex B, Basis of Payment. Applicable Taxes excluded, Canadian customs duties and excise taxes included, as applicable.

Offerors may submit an offer for more than one area of work. Each area of work will be evaluated individually. Therefore, there is the potential for one Offeror to be offered more than one area of work.

For each area of work offered, Offerors must submit all firm pricing (firm unit rates and firm unit prices) for all years (firm and option) for the followings:

- Annex B – Basis of Payment, Pricing Schedule 1 (Table 1, Table 2, Table 3 and Table 4)
- Annex B – Basis of Payment, Pricing Schedule 2

If Offerors wish to provide desirable requirement(s), for each area of work offered, Offerors must submit all firm unit rates for all years (firm and option) in Pricing Schedule 3 of Annex B - Basis of Payment for the applicable desirable requirement(s).

When preparing their financial offer, Offerors should review clause 4.1.3 Financial Evaluation of Part 4.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 - 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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the offer non-responsive.

3.1.3 Firm Price and /or Rates (M0019T – 2007-05-25)

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

Section III: Certifications

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

Section IV: Additional Information

3.1.4 Area(s) of Work

Offerors should indicate the area(s) of work below for which they are submitting an offer by checking the appropriate box. One or more area(s) of work may be selected.

Area of Work	Offeror Selection
Province of Alberta	<input type="checkbox"/>
Province of British Columbia	<input type="checkbox"/>
Province of Manitoba	<input type="checkbox"/>
The National Capital Region and the Nunavut Territory Note: The National Capital Region is defined in the National Capital Act , Revised Statutes of Canada (R.S.C.) 1985, Chapter N-4, Segment 2. The National Capital Act is available on the Justice Website. <u>(Offeror must submit an offer to include both the National Capital Region and the Nunavut Territory collectively – Offers cannot be submitted separately or individually per region/territory)</u>	<input type="checkbox"/>
Southwestern Ontario (Refer to Annex I – Southwestern Ontario Map). The Southwestern Ontario area is defined in yellow and red within the Annex I – Southwestern Ontario Map.	<input type="checkbox"/>
Province of Ontario (with the exception of the National Capital Region and Southwestern Ontario).	<input type="checkbox"/>
Province of New Brunswick	<input type="checkbox"/>
Province of Newfoundland and Labrador	<input type="checkbox"/>
The Northwest Territories	<input type="checkbox"/>

Province of Nova Scotia	<input type="checkbox"/>
Province of Prince Edward Island	<input type="checkbox"/>
Province of Quebec (with the exception of the National Capital Region).	<input type="checkbox"/>
Province of Saskatchewan	<input type="checkbox"/>
The Yukon Territory	<input type="checkbox"/>

3.1.5 Estimated number of installations per region per year

The estimates provided are by region and for information purposes only and are the best estimates available at this time.

Region	Estimated number of installations per year
Atlantic Region which include the followings: - Province of Nova Scotia - Province of New Brunswick - Province of Prince Edward Island - Province of Newfoundland and Labrador	120 installations
Quebec Region which include the followings: - Province of Quebec (with the exception of the National Capital Region)	80 installations
National Capital Region and Nunavut Territory which include the followings: - The National Capital Region - The Nunavut Territory	230 installations
Ontario Region which include the followings: - Province of Ontario (including Southwestern Ontario but excluding the National Capital Region)	280 installations

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Prairie Region which include the followings: - Province of Alberta - Province of Manitoba - Province of Saskatchewan - The Northwest Territories	80 installations
Pacific Region which include the followings: - Province of British Columbia - The Yukon Territory	150 installations

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File No. - N° du dossier

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

Attachment 1 to Part 3 – Electronic Payment Instruments

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by 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)

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Canada will use the Phased Bid Compliance Process described below:

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Offerors are and will remain solely responsible for the accuracy, consistency and completeness of their Offers and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Offers or in responses by an Offeror to any communication from Canada.

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE.

IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE OFFEROR ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS OFFER RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS OFFER NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from an Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the solicitation closing in circumstances where the solicitation expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2017-04-27) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements or Canada's right to request or accept any information during the solicitation period or after solicitation closing in circumstances where the solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Offeror must submit its response by the method stipulated in the Notice or CAR.

Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Offeror at any address provided by the Offeror in or pursuant to the Offer is deemed received by the Offeror on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Offer

- (a) After the closing date and time of this solicitation, Canada will examine the Offer to determine whether it includes a Financial Offer and whether any Financial Offer includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the solicitation to be included in the Financial Offer is missing from the Financial Offer. This review will not assess whether the Financial Offer meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Offer or that the Financial Offer is missing all of the information required by the solicitation to be included in the Financial Offer, then the Offer will be considered non-responsive and will be given no further consideration.
- (d) For Offers other than those described in c), Canada will send a written notice to the Offeror ("Notice") identifying where the Financial Offer is missing information. An Offeror, whose Financial Offer has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Offerors shall not be entitled to submit any additional information in respect of their Financial Offer.
- (e) The Offerors who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Offeror will be entitled to remedy only that part of its Financial Offer which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Offer, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Offer, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Offeror and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Offer submitted by the Offeror will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Offeror's Offer. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Offer as is permitted above, and will be used for the remainder of the offer evaluation process.

- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Offer

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. An Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) A Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.

- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer
- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Offer

- (a) In Phase III, Canada will complete the evaluation of all Offers found responsive to the requirements reviewed at Phase II. Offers will be assessed in accordance with the entire requirement of the solicitation including the technical and financial evaluation criteria.
- (b) An Offer is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

The Phased bid Compliance Process will apply to all mandatory technical criteria

No.	Mandatory Technical Criteria (MTC)	Offeror Response Description (include location in offer)
MTC 1	<p>The Offeror must have been in business performing the installation of workstation systems and freestanding furniture for a minimum of five (5) years as of the bid closing date.</p> <p>To demonstrate that it meets this requirement, the Offeror must:</p> <ul style="list-style-type: none"> • Submit with its offer the documented proof of its status (such as certificates of incorporation, business registrations or tax returns confirming the number of years it has been in business). 	
MTC 2	<p>The Offeror must demonstrate that they have completed, four (4) <u>Installation projects</u> within the last five (5) years that included a minimum of 25 workstations per project.</p> <p>To demonstrate this, the Offeror must provide the following details, as a minimum, for each project submitted:</p> <ol style="list-style-type: none"> a) Name of the client organization or company and contact information; b) Details about the work performed by the Offeror on the project; c) The start and end dates of the project; d) The number of workstations that were installed; e) The brand of workstation systems that were installed; and f) A reference with contact information that can validate the information provided. The reference must be an individual from the client organization or company who was involved in the project. <p>Overlapped periods are acceptable when referencing more than one project.</p> <p>The reference provided may be contacted to validate the information provided.</p>	

No.	Mandatory Technical Criteria (MTC)	Offeror Response Description (include location in offer)
MTC 3	<p>Experience of the <u>Furniture Installation Supervisor</u></p> <p>The Offeror must demonstrate that the proposed Furniture Installation Supervisor has a minimum of two (2) years of experience within the last five (5) years in installing, dismantling, and reconfiguring office furniture.</p> <p>A detailed Resume must be provided.</p> <p>Only listing job title(s) without details will not be accepted as experience. The Offeror must demonstrate the experience of the Furniture Installation Supervisor by describing the specific work he/she performed.</p> <p>To demonstrate the experience of the Furniture Installation Supervisor, the Offeror must provide the following information:</p> <ul style="list-style-type: none"> a) Job title(s); b) Description of specific work/activities; c) Start and End dates; and d) A minimum of two (2) references with their contact information that can validate the proposed resource's experience as a Furniture Installation Supervisor. <p>The references may be contacted to validate the information provided.</p>	

4.1.3 Financial Evaluation

- a) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.
 - b) Offers for each area of work will be evaluated on a per area basis.
 - c) The price used in the evaluation for each area of work will be the Total Evaluated Price (Pricing Schedule 1 Total + Pricing Schedule 2 Total) in Annex B – Basis of Payment, Summary of Pricing Schedules 1 and 2.
- Pricing Schedule 3 will not be evaluated as they are desirable requirements.
- d) For evaluation purposes weighting factor is applied by a percentage estimation of the projected work.

4.2 Basis of Selection

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price for the area of work offered will be recommended for issuance of a standing offer for the area.

It is PWGSC's intention to issue up to one (1) Standing Offer for each area of work.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

a) Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

b) By submitting an offer, the Offeror certifies the following:

5.1.2 Status of Availability of Resources - Offer (M3020T – 2016-01-28)

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

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

5.1.3 Education and Experience (M3021T - 2012-07-16)

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

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

5.2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

5.2.3 Former Public Servant – Competitive - Offer (M3025T – 2016-01-28)

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A for *(area of work to be inserted at the time of Standing Offer issuance)*.

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of the Standing Offer to October 31, 2019 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to four (4) additional consecutive one (1) year periods, from November 1, 2019 to October 31, 2020, November 1, 2020 to October 31, 2021, November 1, 2021 to October 31, 2022 and November 1, 2022 to October 31, 2023 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO, for Correctional Service Canada (CSC) - CORCAN, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

If the delivery of the requirement is subject to a CLCA, at the time of the call-up, where practicable, the Project Authority (PA) will discuss CLCA Indigenous capacity with the Contractor to determine if an Indigenous person(s) of the CLCA area or an Indigenous parolee(s) could participate as a sub-contractor of the requirement. The Project Authority may be required to submit an Indigenous Benefits Plan (IBP) to the Contracting Authority at the time of the call-up describing how the Contractor intends to address Indigenous employment, sub-contracting or on-the-job training/skills development. In addition, there will be a requirement to report on the IBP for each call-up subject to CLCAs.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nathalie Arbour
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Furniture
Address: Portage III, 11 Laurier Street, Gatineau, Quebec K1A 0S5

Telephone: 873-353-5903

E-mail address: nathalie.arbour@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: (To be provided at the issuance of the Standing Offer)

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Offeror's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Title: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are Correctional Service Canada, its Special Operating Agency CORCAN and Public Works and Government Services Canada.

7.8 Call-up Procedures

The Identified Users authorized to make call-ups against the Standing Offer will place call-ups with the Standing Offer holder for the area of work stated in Section 7.1.1 of Part 7A – Standing Offer.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services included in the Standing Offer at the prices/rates and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 CAD (Applicable Taxes included).

All requisitions exceeding \$100,000.00 CAD (Applicable Taxes included) will be forwarded to PWGSC for authorization.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Typical Workstation Installation – Example;
- h) Annex D, CORCAN Product Guide for Installers;
- i) Annex E, Security Requirements Check List;
- j) Annex F, Insurance Requirements; and
- k) the Offeror's offer dated _____ (*insert date of offer*).

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 SACC Manual Clauses

Status of Availability of Resources – Standing Offer (M3020C – 2016-01-28)

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from contract award to October 31, 2019 inclusive.

7.3.2 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 consecutive one (1) year periods 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 thirty (30) 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.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

7.5.1.1 Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit rates and firm unit prices in accordance with Annex B – Basis of payment. Custom duties are included and Applicable Taxes are extra. Transportation costs are extra, if applicable, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.1.2 Travel Expenses

Travel may be necessary in the performance of the Work.

a) Travel within the local zone:

Travel expenses within the local zone will be at the expense of the Contractor. There will be no travel time or travel and living expenses payable for services rendered within the local zone.

Definition of local zone:

Local zone is defined by a radius of 100 kms from the designated base(s) of each area of work.

The designated base(s) will be agreed upon between CORCAN and the Offeror based on urban center(s) located in the applicable area of work.

The designated base(s) for the area of work of the National Capital Region and the Nunavut Territory will be agreed upon between CORCAN and the Offeror based on urban center(s) located in the National Capital Region.

b) Travel outside the local zone:

Travel outside the local zone when authorized by the Project Authority will be reimbursed in accordance with Treasury Board Guidelines in effect at the services delivery.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

7.5.2 Method of Payment – Single Payment

SACC Manual clause H1000C (2008-05-12) – Single Payment

7.5.3 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

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

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 SACC Manual Clauses

7.7.1 Time Verification (C0711C – 2008-05-12)

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7.2 Access to Facilities and Equipment (B9028C - 2007-05-25)

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

7.7.3 Government Site Regulations (A9068C – 2010-01-11)

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.8 Insurance Specific Requirements

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

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

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

7.9 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

- 7.9.1 The Contractor must notify the Project Authority when the installation is completed;
- 7.9.2 The Project Authority must arrange for the initial walk-through inspection with the Contractor;
- 7.9.3 The walk-through inspection must take place no later than three (3) business days after installation is completed, unless an alternate time frame has been confirmed by the Project Authority;
- 7.9.4 The project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every area;
- 7.9.5 The project Authority must forward the deficiency list to the Contractor;
- 7.9.6 Within three (3) business days of receipt of the deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts, unless an alternate time frame has been confirmed by the Project Authority;
- 7.9.7 For all deficiencies other than those identified in 7.9.6, the Contractor must submit the plan of action with delivery dates or completion dates within five (5) business days from receipt of the deficiency list from the Project Authority; and
- 7.9.8 The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off indicating that the deficiencies have been rectified.

ANNEX A

STATEMENT OF WORK

Title: Installation of CORCAN Furniture and Related Services for Correctional Service Canada on an "as and when requested basis"

1.0 Background

Correctional Service Canada (CSC) has a requirement for the installation of CORCAN Furniture and related support services in various area of work on an "as and when requested basis".

CORCAN is a program of the Correctional Service Canada (CSC). The objective of CORCAN is to promote offender rehabilitation by developing or improving employability.

CORCAN engages offenders in productive employment in a variety of manufacturing, agricultural, and construction enterprises. A principal goal of CORCAN is to provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills.

CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, conditionally released offenders.

Further information can be found within the CSC website at: www.corcan.gc.ca

2.0 Scope of Work

To provide, on an "as and when requested basis", installation services of existing and new CORCAN furniture which include dismantling, reconfiguring, moving and receiving of existing or new CORCAN workstations, and repairs associated with warranty claims on CORCAN installed furniture, into the following area of work:

- The province of Alberta
- The province of British Columbia
- The province of Manitoba
- The National Capital Region and the Nunavut Territory
- Southwestern Ontario
- The province of Ontario (with the exception of the National Capital Region and Southwestern Ontario)
- The province of New Brunswick
- The province of Newfoundland and Labrador
- The Northwest Territories
- The province of Nova Scotia
- The province of Prince Edward Island
- The province of Quebec (with the exception of the National Capital Region)
- The province of Saskatchewan
- The Yukon Territory

3.0 Contractor's tasks to be performed/Services to be provided

The Contractor will provide the following services to support the following functions on an "as and when requested" basis, as required by the Technical Authority or his authorized representative:

- the installation of all models of CORCAN workstation systems
- the dismantling and reconfiguring of all models of CORCAN workstation systems
- the installation of other CORCAN furniture lines
- Provision of a full range of repairs associated with warranty claim services on CORCAN installed furniture

3.1 Contractor's tasks required to install workstations and other CORCAN furniture:

- 3.1.1 The Contractor must be prepared to be on site to perform the work within 48 hours of notice being given an issuance of a Call-up.
- 3.1.2 Develop contingency plans to react to changes on short notice (within 48 hours) in construction or moving schedules. The Contractor will notify the Project Authority accordingly.
- 3.1.3 Co-ordinate CORCAN delivery of products at the installation sites with the Project Authority or his authorized representative. Usually a trailer load contains around 10 workstations in total.
- 3.1.4 The Contractor will be responsible for the internal movement and handling of CORCAN goods at the installation site.
- 3.1.5 Goods are drop-shipped to the client's receiving site. Project Authority will provide a list of contacts.
- 3.1.6 Ensure efficient and timely unloading and movement of parts from various loads to install locations; involves co-ordination with other suppliers working on site.
- 3.1.7 Inventory and sign off on goods delivered at the installation site. It may also be necessary to count and maintain inventory and utilization records for components already at the installation site.
- 3.1.8 Communicate with CORCAN designated inside sales office, and transportation companies of any shipping problems (i.e. damage, missing parts, incorrect parts) and provide the Information required for subsequent shipment to the Project Authority.
- 3.1.9 Revise installation plans and propose alternatives to minimize delays in installation schedule and inform the Project Authority accordingly.
- 3.1.10 React as necessary to unanticipated configuration and/or schedule changes during the install.
- 3.1.11 The Contractor may be required to provide additional dollies for short period of time to be used outside installation site.

3.1.12 Complete all adjustments for staff occupancy which include but not limited to:

- Touch-ups and cleanup necessary prior so install is completely clean
- The Contractor will also be required to maintain small inventory of touch up medium and other critical items such as bolts, screws, etc.

3.1.13 Remove all recyclable packaging materials from the install site; clean up and remove all garbage.

3.2 Contractor's tasks associated with warranty claim services on CORCAN installed furniture:

- 3.2.1 In order to ensure CORCAN customers receive continuity and consistency of service, the Contractor will need to assign a resource who will be available within 24 hours of request to perform the repairs associated with warranty claims during the period of the Standing Offer.
- 3.2.2 Provide warranty claim service to CORCAN customers for the repair and for replacement of defective or damaged parts per call-up Instructions.
- 3.2.3 Dismantle, relocate and reassemble CORCAN workstation systems furniture or other furniture fixtures according to the Call-up. The Contractor must provide written cost estimates for this work on request by email in the language required, as per article 13.0 Language Requirements.

4.0 Contacting CORCAN

The Contractor must communicate with CORCAN Project Authority or his/her designate on progress including any on-site issues encountered (this information is required in a written report format).

The Contractor will be provided with a list of personnel to be contacted upon entering the facility.

5.0 Contractor's resources

The Contractor must provide sufficient number of resources per installation who will fulfill the following roles in both the low period and the peak periods.

- Furniture Installation Supervisor
- Furniture Installer
- Warranty Claim Representative

The Furniture Installation Supervisor must have a minimum of two (2) years of experience within the last five (5) years in installing, dismantling, and reconfiguring office furniture.

The Contractor's resources must have good interpersonal skills, be reliable, able to work well with others and be civil and respectful while performing the work.

6.0 Specifications and Standards

- 6.1 The Contractor and its resources must provide their own tools and all other equipment they deem necessary to complete the installation.
- 6.2 CORCAN will not be responsible for providing office or work space for the Contractor's resources.

7.0 Uniform, Badge and Safety Equipment

All members of installation crews must wear identification badges, company uniforms and appropriate construction site safety equipment at all times

8.0 Desirable Requirements:

- 8.1 Provide climate controlled storage space for up to 5,000 Square foot on an as-needed basis.
- 8.2 Provide transportation for local deliveries, on an as-needed basis (smaller delivery type vehicles including driver, fuel, kilometers, insurance, normal wear, truck rental if required). Increments of one hour, minimum one-hour charge. Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP), Incoterms 2010 for shipments from a commercial contractor, unless otherwise specified in the call-up.
- 8.3 Provide forklift equipment (includes driver, fuel, insurance, normal wear, truck rental for transport if required). Increments of one hour, minimum one-hour charge.

The desirable requirements stated above may be used when there is an operational need. There is no guarantee that these requirements will be used.

9.0 Service Call Form

The Contractor must complete an Installation Service Call form for each installation and submit signed final customer acceptance of install with invoice to CORCAN. See at Annex H – Service Call Form – Example.

10.0 Schedule and Hours of Work

All work must be provided in accordance with the schedule and hours of work as specified below, or the time frames specified on each individual Call-up. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the Project Authority.

- 10.1 The Contractor will provide installation services during normal working hours. The normal working hours are from 6:00am to 6:00pm, Monday to Friday, excluding statutory holidays.
- 10.2 The Contractor will calculate the charges for hours of work performed outside of the normal working hours specified above based on the "Pricing Schedule 1" of Annex B - Basis of Payment and will submit a quote to the Project Authority or his authorized representative for approval.
- 10.3 All work performed outside of the normal working hours must not be performed unless specifically authorized in writing by the Project Authority or his authorized representative prior to the work being done.
- 10.4 Non-installation time, (i.e. travel, stand around, etc.) are subject to the same terms and conditions as stated at articles 10.1, 10.2 and 10.3 above.

Historically, installation busiest period is from January 1st to March 31st.

11.0 Training & Certification

- 11.1 Once the Standing Offer is issued, installers as approved by CORCAN must obtain CORCAN installation certification in all CORCAN workstation systems. Up to two days of training will be organized and offered by CORCAN representatives and the Contractor will assume all costs associated with the attendance of their resources at the training session. The training will be conducted at One of CORCAN sites or at CORCAN National Warehouse, 1484 Centennial Drive, HWY 401, Exit 611, Kingston, ON K7L 4V2.
- 11.2 All resources must have valid Workplace Hazardous Materials Information System WHMIS and Fall Protection certification at the Contractor's expense prior to working on site.

12.0 Travel

Travel may be necessary in the performance of the Work (refer to section 7.5.1.2 Travel Expenses of Part 7B Resulting Contract Clauses).

13.0 Language Requirements

The Contractor's resources must have the ability to understand and to communicate in English for the following provinces and territories:

- The province of Nova Scotia
- The province of Prince Edward Island
- The province of Newfoundland and Labrador
- The province of Ontario (including the Southwestern Ontario area but excluding the National Capital Region)
- The province of Alberta
- The province of Manitoba
- The province of Saskatchewan
- The Northwest Territories
- The province of British Columbia
- The Yukon Territory
- The Nunavut Territory

The Contractor's resources must have the ability to understand and to communicate in both official languages of Canada for the following province and region:

- The province of New Brunswick
- The National Capital Region

The Contractor's resources must have the ability to understand and to communicate in French for the following province:

- The province of Quebec (with the exception of the National Capital Region)

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ANNEX B

BASIS OF PAYMENT

(See attached Excel document)

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ANNEX C

TYPICAL WORKSTATION INSTALLATION - EXAMPLE

(See attached document)

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ANNEX D

CORCAN PRODUCT GUIDE FOR INSTALLERS

(See attached document)

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ANNEX E

SECURITY REQUIREMENTS CHECK LIST

RECEIVED
OCT 21 2016

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: **21120-17-2451343**
Security Classification / Classification de sécurité: **CORCAN**

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: **CSC-SCC**

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: **CORCAN INSTALLATION Sicos**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No / Non ☐ 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? ☒ No / Non ☐ 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) ☐ No / Non ☒ 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. ☒ No / Non ☐ 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? ☒ No / Non ☐ 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	NATO / OTAN	Foreign / Étranger
<input checked="" type="checkbox"/> No release restrictions / Aucune restriction relative à la diffusion	<input type="checkbox"/> All NATO countries / Tous les pays de l'OTAN	<input type="checkbox"/> No release restrictions / Aucune restriction relative à la diffusion
<input type="checkbox"/> Not releasable / À ne pas diffuser	<input type="checkbox"/> Restricted to: / Limité à:	<input type="checkbox"/> Restricted to: / Limité à:
<input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	<input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	<input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROTECTED B / PROTÉGÉ B	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET	CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOP SECRET		TOP SECRET
<input type="checkbox"/>		<input type="checkbox"/>
TOP SECRET (SIGINT)		TOP SECRET (SIGINT)
<input type="checkbox"/>		<input type="checkbox"/>
TRÈS SECRET (SIGINT)		TRÈS SECRET (SIGINT)
<input type="checkbox"/>		<input type="checkbox"/>

TBS/SCT 350-103(2004/12)


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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: ☒ 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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: ☒ No ☐ Yes
Non Oui

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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS 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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☒ No ☐ Yes
Non Oui

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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 RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
										A	B	C				
Information / Assets Références / Informations / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

☒ No / Non ☐ Yes / Oui

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

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

☒ No / Non ☐ Yes / Oui

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



ANNEX F

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance - G2001C (2014-06-26)

- 1.1 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.
- 1.2 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. 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*

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.

2. Automobile Liability Insurance - G2020C (2014-03-01)

- 2.1 The Contractor must obtain Automobile 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.
- 2.2 The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence;
 - b. Accident Benefits - all jurisdictional statutes;
 - c. Uninsured Motorist Protection;
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

DESIRABLE INSURANCE REQUIREMENTS

These clauses and conditions apply when Desirable Requirements form part of the resulting contract:

3. All Risk in Transit Insurance - G3010C (2008-05-12)

- 3.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$20,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
- 3.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- 3.3 The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Correctional Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

4. Warehouseman's Legal Liability Insurance - G2052C (2008-05-12)

- 4.1 The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$1,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
- 4.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
- 4.3 The following endorsements must be included:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Loss Payee: Canada as its interest may appear or it may direct.
 - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Correctional Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Solicitation No. - N° de l'invitation
21120-171343/A
Client Ref. No. - N° de réf. du client
21120-171343

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

ANNEX G

STANDING OFFER USAGE REPORT

Return to:
Standing Offer Authority

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

REPORT ON THE VOLUME OF BUSINESS WITH CORCAN

OFFERORS' NAME:
AREA OF WORK:
STANDING OFFER NO:

Reporting Period:

Item No.	Call-Up Number/ Description	Value of the Call-Up	GST/HST
(A) Total Dollar Value of Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____


SIGNATURE: _____ DATE: _____

Solicitation No. - N° de l'invitation
21120-171343/A
Client Ref. No. - N° de réf. du client
21120-171343

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

Buyer ID - Id de l'acheteur
PQ990
CCC No./N° CCC - FMS No./N° VME

ANNEX H
INSTALLATION SERVICE CALL FORM – EXAMPLE

<i>Installation Service Call</i>			
		Offeror: _____	
Job# - This will be the sales order # for the first visit. For each and every subsequent visit for said order, an alpha digit will be added to the end, starting with "A" eg. 126543A, 126543B, etc.		Standing Offer # <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
Installation Start Date:		Time:	
Installation End Date:		Visit #	
Sales Order :		OSC#	N/A
PO Number:		RMA#	N/A
Client Name:			
Installation Address:			
Address Line 2			
Address Notes			
Contact Name			
Contact Number			
Installation Amount			
# Drawings Included		Total Pages Attached:	
# Pages Components			
# Floor Plans			
Description of work:			
Important Notes:			
<i>If job is not "Completed as Planned", please specify:</i>			
Post Installation Report:			
Customer Signature: _____		Installer Signature: _____	
Corcan Contract Authority: _____			

ANNEX I
SOUTHWESTERN ONTARIO MAP

This Annex will be included in the resulting Standing Offer for the area of work of the Southwestern Ontario only.

