



**REQUEST FOR PROPOSAL
9F030-20170873**

**Maintenance and repair services for the refrigeration and air-conditioning
equipment
at the Canadian Space Agency (CSA) in St-Hubert**

**Bid Submission Deadline:
November 9th, 2018 at 14:00 PM (EST)**

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping
From Monday to Friday between 8:00 and 16:30 (closed between 12h00 and 13h00)
6767 route de l'Aéroport
Saint-Hubert(Québec) J3Y 8Y9
Canada

Or By EPOST: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

*** Please note that proposals sent by email will not be accepted.**

Reference: CSA File No. **9F030 – 20170873**

Note: Please read this Request For Proposal carefully for further details on the requirements and bid submission instructions.



October 25th, 2018



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Submission of a bid
3. Security Requirement
4. Summary
5. Applicable Laws
6. Communications notification
7. Debriefings
8. Epost Connect Service

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Ombudsman clause
5. Direct deposit

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
 - Section I:** Technical bid
 - Section II:** Financial bid
 - Section III:** Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation procedures
2. Financial Evaluation
3. Basis of selection

PART 5 – CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

LIST OF APPENDICES

- Appendix A – Statement of Work (SOW)
- Appendix B – Pricing – Basis of payment
- Appendix C – Security Requirement
- Appendix D – Client Satisfaction Form
- Appendix E – ePost Instructions



PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus appendices as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

2. Submission of a bid

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

3. Security Requirement

There are security requirements associated with this requirement. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

4. Summary

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations to provide maintenance and repair services for the refrigeration and air-conditioning equipment at the Canadian Space Agency (CSA) in St-Hubert.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this document. A description of the work to be completed under this requirement is provided in **Appendix A**.

- **Period of the Contract**

The period of the contract for this RFP will be of a year from the contract award date.



- **Option year**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional four (4) years period under the same terms and conditions. Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

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 appendix B Pricing – Basis of payment.

- **Work location**

The work must be performed at the Canadian Space Agency (CSA) at 6767 route de l'aéroport, Saint-Hubert, Québec, J3Y 8Y9.

5. Applicable Laws

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

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

6. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

7. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

8. Epost Connect Service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

(see instruction at Appendix E)



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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

The 2003 (2018-05-22) General Instructions to Bidders – Services – Competitive requirement are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23>

2. Submission of Bids

THE BID SUBMISSION DEADLINE IS INDICATED AT THE FIRST PAGE OF THIS DOCUMENT. It is the CSA's policy to return, unopened, bids received after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid.

Bidders are required to provide their bid to the TENDERS RECEPTION OFFICE (see first page) Or via **epost** service:

TPSGC.DGAreceptiondessomissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

no later than the date and time indicated on the cover page of this bid solicitation.

IMPORTANT: DO NOT COPY THE CONTRACTING AUTHORITY WHEN YOU ARE SENDING YOUR PROPOSAL.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email **will not be accepted.**

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the [Contracting Authority alexandre.gentile@canada.ca](mailto:alexandre.gentile@canada.ca) **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable government of 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 government of Canada determines that the enquiry is not of a proprietary nature. Government of Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by government of Canada.



4. Ombudsman clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

5. Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial bid only.

No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper, preferably using a 12 point font;
- b) use a numbering system that corresponds to that of the Request for proposal

Section I: Technical Bid

Bidders must send **the original** of the proposal (a copy sent by Epost is acceptable), before the specified deadline (date and time), to the address shown on Page 1 of the RFP. Proposals may be submitted in English or French.

Section II: Financial Bid

The financial proposal must indicate a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as per indication in Appendix B**.

Provide the financial proposal in a separate document.

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination, Customs duties and Excise taxes included.



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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;
- (c) include the certifications as a separate section of the bid;
- (d) the bidder must present their financial proposal in conformity with the basis of payment;
- (e) the total amount with goods and services tax (GST) or harmonized sales tax (HST), if applicable, must be indicated separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

The propositions will be evaluated in regards to all the criteria of the present request for proposals, including technical evaluation criteria and financial.

An evaluation team made up representatives of Government of Canada will evaluate the proposal.

2. Financial Evaluation

Clause of the manual of SACC A0220T (2014-06-26) Evaluation of price

3. Basis of selection

Submissions will be evaluated according to the following two criteria, ranked in order of importance:

1. Certifications are provided AND;
2. Lowest price



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Government of Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to government of Canada is subject to verification by government of Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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

C. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one);
 - a. sole proprietorship,
 - b. partnership, or
 - c. corporate entity;

2. It was registered or formed under the laws of
-

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of



-
4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:

D. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tdm-toc-e.html>) and agrees to be bound by its terms.

2) The bidder certifies that:

(a) no corruption and no collusion took place in the preparation of its bid; and

(b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office"), 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

E. ATTESTATION – FORMER PUBLIC SERVANT

Contracts with 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 with FPS, bidders must provide the information required below.

1.1 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.

1.2 Former Public Servant in Receipt of a Pension

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

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

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

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

1.3 Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



-
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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.

F. ATTESTATION

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

ATTESTATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION;
- B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- C. LEGAL ENTITY AND CORPORATE NAME;
- D. CODE OF CONDUCT FOR PROCUREMENT;
- E. ATTESTATION – FORMER PUBLIC SERVANT.

SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

Business name and address of bidder

- 1) Name: _____
- 2) Address: _____
- 3) Telephone: _____ Fax: _____
- 4) Email: _____
- 5) Email for financial questions: _____
- 6) Procurement Business Number (PBN): _____
- 7) Tax number: _____
- 8) Boards of directors : _____
Name and title

Name and title



PART 6 – RESULTING CONTRACT CLAUSES

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.

1. the Articles of Agreement;
2. the general conditions [2010C \(2018-06-21\) Services \(medium complexity\)](#);
3. Appendix “B”, Basis of Payment;
4. Appendix “A”, Statement of Work;
5. Appendix “C”, Security Requirements Check List;
6. Appendix “D”, Performance Evaluation Form; and
7. the Contractor's proposition dated _____

Standard Clauses and Conditions

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

For the purposes of this contract, all references to "Canada", "Crown", "Her Majesty", "the Government" or "the Minister" in the clauses and conditions included herein, including those incorporated by reference, shall mean Her Majesty the Queen in right of Canada as represented by the Canadian Space Agency and its presiding Minister as appropriate.

Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **reliability** status, granted or approved by CISD/PSPC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Appendix C
 - b) Industrial Security Manual (Latest Edition)

Description of requirement

The Contractor shall perform and complete the Work as per indication in the Appendix A.

The work must be performed at the Canadian Space Agency (CSA) at 6767 route de l'aéroport, Saint-Hubert, Québec, J3Y 8Y9.

Contract Period

The period of the contract to be issued in response to this RFP will be for one (1) year from the date of the award of the contract.



Option to extend the contract

The Contractor grants to Canada the irrevocable option to extend the term of this contract by a period of four (4) year, one year at the time, under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the contract expiry date.

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

Performance evaluation report

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form in Appendix "D" is used to record the performance.

Authorities

1. Contracting Authority

The Contracting Authority for the Contract is:

Alexandre Gentile

Procurement and Contract Administration

Canadian Space Agency

6767 route de l'Aéroport

Saint-Hubert, QC

Canada J3Y 8Y9

Telephone:

(450) 926-4875

E-Mail:

alexandre.gentile@canada.ca

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

2. Project Authority

Name: *To be inserted at contract award.*

Title: , Project Manager

Department

Canadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

Telephone:

(450) 926-XXX

E-Mail:

xxx.xxx@canada.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the



technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

3. Contractor's Representative

Contact Name: *To be inserted at contract award*

Telephone:

E-mail address:

Basis of Payment – Cost reimbursable – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in Appendix B, to a limitation of expenditure of \$_____ - Applicable Taxes are extra.

1. Limitation of expenditure

1.1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Applicable Taxes are extra.

1.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

1.3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Québec.

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

Certifications Compliance

The continuous compliance with the certifications provided by the Contractor and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does



not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

Procurement Ombudsman – Dispute resolution services

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties with respect to the interpretation or application of terms and conditions in this Contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

Procurement Ombudsman – Contract administration

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor with respect to the administration of this Contract if the requirements of subsection 22.2(1) of the Department of Public Works and Government Services Act and sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the Scope of the Work of this Contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

Government site regulations

The Contractor must comply with all regulations, instructions and directives in effect on the site where the Work is performed.
Contractor Performance Evaluation Report Form is used to record the performance.

Direct deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

APPENDIX A

STATEMENT OF WORK

1. Project overview

The Canadian Space Agency (CSA) intends to retain the services of a refrigeration and air-conditioning equipment maintenance firm licensed to operate in the province of Quebec to provide maintenance services for the refrigeration units in the kitchen of the John H. Chapman Space Centre in Longueuil, Quebec.

The equipment covered by this contract is the following:

- 17 RefPlus water-cooled condensing units
- 3 walk-in coolers
- 1 walk-in freezer
- 1 ice machine
- 2 Carrier geothermal systems (5-ton capacity)
- 2 wall-mounted Fujitsu air-conditioning units (2-ton capacity)
- 2 Mitsubishi cassette air-conditioning units (1-ton capacity)
- 1 York split air conditioner with a low-temperature mode (5-ton capacity)

2. Purpose of the contract

The purpose of the contract is to provide the expertise, equipment, materials and labour needed for annual tune-ups and inspections and to ensure the uninterrupted operation of the equipment listed at item 1. To meet this objective, the Contractor must perform the services listed at item 3 (Requested services) of this module, ensure the equipment's performance and reliability and interior and exterior cleanliness, and ensure that emergency repair services are available for the duration of the contract.

This means that the Contractor will be responsible for the equipment's performance. Maintenance activities and work procedures are the minimum tasks to be performed.

The level of maintenance, that is, the frequency of the visits and extent of the work, is determined by the Contractor to meet all of its contractual obligations and responsibilities.

3. Requested services

The services requested under this contract must be provided on an ongoing basis throughout the term of the contract.

These services include:

- Making three (3) maintenance visits per year approximately four (4) months apart.
- Ensuring the continued operation of the equipment.
- Filling out the maintenance sheets provided by the CSA (section 4.3).
- Carrying out corrective work identified during inspections (section 4.4).
- Ensuring resources are available to carry out repairs and to ensure the uninterrupted operation of the equipment (section 4.6).
- Once a year, conduct leak tests in accordance with the *Canadian Environmental Protection Act – Federal Halocarbon Regulations*.



The services described in the following sections will be paid for as a lump sum, that is, one charge for one year's services. The services will be paid for on a yearly basis, that is, the total bid amount in one payment.

The contract cost includes all travel, insurance, salaries, benefits, training, tools, instruments and labour needed to meet the objectives of the contract. No additional amount will be paid during the term of the contract.

3.1. Uninterrupted equipment performance

Irrespective of the minimum maintenance activities prescribed by the CSA, the Contractor is responsible for ensuring uninterrupted operation of the equipment and meeting the following performance criteria at all times:

- Maintain a temperature of 2 degrees Celsius inside the refrigerators.
- Maintain a temperature of -20 degrees Celsius inside the freezers.

Take readings of these parameters during maintenance activities and record the data on the maintenance sheet provided by the CSA.

The refrigerators and freezers must be operational 12 months a year.

3.2. Maintenance activities

Carry out the mechanical and electrical work indicated on the appended sheets according to the following parameters:

- Identify refrigerant leaks using a certified device.
- Use nitrogen to brush and blast the condenser to resolve high-pressure.
- Inspect the piping—vibrations and friction are the main causes of refrigerant leaks.
- Ensure evaporator and condenser engines are working properly, and lubricate as needed.
- Verify the system's oil and refrigerant levels.
- Verify that the evaporators allow proper flow towards the drains.
- Replace air conditioning filters and belts, if included in the maintenance activity.
- Inspect and repair any wiring, electrical connections and any other electrical components, as required.
- Take readings of operating parameters.
- Analyze the readings.
- Provide reports with recommendations, including any necessary repairs.
- Provide a performance report.

3.3. Maintenance sheets

During each visit, the Contractor's technician must fill out the maintenance sheets prepared by the CSA. Before leaving, the technician must give a copy of the completed sheet to the CSA representative along with any additional information needed to operate the cooler.



Any anomaly discovered by the technician while carrying out maintenance work or an inspection must be reported to the CSA representative, including the impact of the anomaly on the equipment's operation, and make arrangements for corrective work to be done in the following four (4) hours.

3.4. Corrective work subsequent to inspections

Corrective work to solve problems identified during inspections or maintenance activities must be performed quickly (four [4] hours) and without delay so as to minimize disruption of CSA operations.

Once the corrective work is completed, the Contractor's technician must submit to the CSA representative a report identifying the work done, parts replaced, time spent and, as required, the results of tests carried out after the work was completed.

3.5. Corrective work subsequent to equipment breakdowns

Corrective work performed as a result of equipment breakdown must be performed quickly (four [4] hours) so as to minimize disruption of CSA operations.

Once the corrective work is completed, a report identifying the work done, parts replaced, time spent and, as required, the results of tests carried out after the work was completed must be submitted to the CSA representative.

3.6. Resource availability

Ensure that resources are available at all times (24 hours a day, 7 days a week) for the duration of the contract.

Available means that the CSA can at any time, as required, contact the contractor or one of its designated resources, or a central emergency call service, to report a malfunction or failure. Response time to a call from the CSA representative between 8:00 a.m. and 4:00 p.m. on weekdays must not be more than two (2) hours, and no more than four (4) hours at all other times.

Provide the CSA representative with the telephone numbers and the procedures for contacting the Contractor or its technicians at all times.

3.7. Leak tests

First at the start of the contract and once a year (at the time of annual maintenance activities), conduct a leak test of all components of the refrigeration systems covered by this contract.

Tests must be carried out in accordance with the provisions of the *Canadian Environmental Protection Act – Federal Halocarbon Regulations*, Canada Gazette, (SOR/2003-289; August 13, 2003) <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/page-1.html>, and the guidelines set out in the *Federal Halocarbon Regulations' Compliance Guide for Refrigeration and Air-conditioning Systems*, at the following link: <https://www.canada.ca/en/environment-climate-change/services/air-pollution/issues/ozone-layer/asures-protect/federal-halocarbon-regulations-information.html>.



If a leak is detected in a system, the CSA representative must be notified immediately, the leak must be repaired, the leaking part of the system must be isolated, and any halocarbons that escaped before the leak was fixed must be recovered.

Only certified persons are permitted to test refrigeration or air-conditioning systems for leaks that could result in halocarbons leaks. The person conducting leak tests on the system component must use the test methods listed in the *refrigerant code of practice*.

Environmental Code of Practice for elimination of fluorocarbon emissions – April 2015 – or latest version.

<https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/publications/code-practice-elimination-fluorocarbon-emissions.html>

The certified person who conducts the leak tests must affix to the system a notice containing the information listed in Schedule IV of the *Federal Halocarbon Regulations*. This notice or any other notice already on the system is not to be removed unless it is replaced with a new notice.

In addition to being signed by the technician who conducted the leak tests, the leak test notice affixed to the system must bear the signature and seal of a professional engineer (Eng. or P.Eng.) or technologist (P.Tech., CET or ASCT) who is a member in good standing of his or her professional association. By signing and sealing the document, the professional certifies that the tests were conducted by a qualified person and in accordance with the *Canadian Environmental Protection Act – Federal Halocarbon Regulations*, Canada Gazette (SOR/2003-289; August 13, 2003).

4. Contractor's responsibilities

4.1. Compliance with standards, acts and regulations

All work is to be performed in accordance with current standards, regulations and acts. Ensure that employees and supervisors are familiar with and enforce all the provisions of the *Canadian Environmental Protection Act – Federal Halocarbon Regulations*, <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/page-1.html> and implement all provisions of this legislation.

4.2. Maintenance staff qualifications

Assign only qualified technicians with the licences and skills needed to perform maintenance and repairs on the equipment listed at item 1.

In accordance with the *Canadian Environmental Protection Act – Federal Halocarbon Regulations*, assign only certified persons to perform maintenance work, conduct leak tests or load halocarbons. A certified person is a service technician who has successfully completed an environmental awareness course recognized by three or more provinces and holds a corresponding valid certificate.



4.3. Health and safety

Use recognized safe work methods.

Before work starts, the CSA representative will send the Contractor a health and safety action plan prepared specifically for the project. The Contractor must review the plan and send any comments to the CSA representative so that they can be incorporated into the plan. Once it has been approved and signed by both parties, the Contractor is responsible for distributing the action plan to its employees and subcontractors assigned to the work and for complying with the action plan throughout the contract.

4.4. Corporate security

Ensure that the technicians assigned to perform the work who will have to enter the space centre are willing to undergo a security check by the CSA's security office.

Ensure that the technicians are willing and able to pass such security checks. Should one of the proposed workers be rejected, another comparably qualified worker must be assigned.

To the extent possible, always assign the same technicians to perform the work in order to minimize the need for security checks and use technicians who are familiar with the building's equipment and operations

Comply with the CSA's corporate security rules.

4.5. Gas leaks

In the event of a gas leak, take all measures described in the *Federal Halocarbon Regulations* to repair the leak, that is, isolate the part of the system that is leaking and recover any halocarbons that have escaped from the system.

Promptly notify the CSA representative of the leak.

5. Reports

Visit and maintenance work reports. When required, include reports on the condition of the lines, vibration analysis compared with the manufacturer's recommendations, and equipment shutdowns and start-ups.



APPENDIX B

Pricing – Basis of payment

*** Rates quoted below are firm and before taxes.

The cost of the contract includes all travel expenses, insurance, wages, benefits, training costs, tools, instruments and manpower required to achieve the objectives of the contract. No additional cost will be paid during the contract period.

| | Year 1 | Option year 1 | Option year 2 | Option year 3 | Option year 4 |
|---|---------------|---------------|---------------|---------------|---------------|
| Annual firm rate for maintenance | _____ \$/firm | _____ \$/firm | _____ \$/firm | _____ \$/firm | _____ \$/firm |

Hourly rate for additional work if applicable

| | Year 1 | Option year 1 | Option year 2 | Option year 3 | Option year 4 |
|--|---------------|---------------|---------------|---------------|---------------|
| Normal hours (Monday to Friday from 7 am to 5 pm) | _____ \$/hour | _____ \$/hour | _____ \$/hour | _____ \$/hour | _____ \$/hour |
| Overtime (Monday to Friday from 5 pm to 7 am) | _____ \$/hour | _____ \$/hour | _____ \$/hour | _____ \$/hour | _____ \$/hour |
| Weekends and holidays | _____ \$/hour | _____ \$/hour | _____ \$/hour | _____ \$/hour | _____ \$/hour |
| Minimum hours billed for on-call services if applicable | _____ hours | _____ hours | _____ hours | _____ hours | _____ hours |
| Percentage of profit on parts if applicable | _____ % | _____ % | _____ % | _____ % | _____ % |



For evaluation purposes only (evaluation will be done for the total of the five (5) years)

- Annual firm price X five (5) years
 - 40 normal hours per year X five (5) years
 - 10 hours in overtime per year X five (5) years
 - 10 hours during weekends and holidays X five (5) years
 - 10 service calls per year X minimum hours invoiced per year of service X hourly rate during normal working hours X five (5) years
 - Material, equipment and supplies: estimated at \$ 10,000.00 per year X five (5) years
- * The hours shown above are estimated and are for evaluation purposes only.
The estimated value of the contract will be \$ 18,000.00 before taxes per year.**

Terms of Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

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 invoice has been completed.

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY
9F030 – FINANCIAL SERVICES
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9
CANADA

OR BY E-MAIL : asc.facturation-invoicing.csa@canada.ca

- (b) One (1) copy must be forwarded to the Project Authorities



APPENDIX C

| | |
|---|--|
| Contract Number / Numéro du contrat 20170873 | Security Classification / Classification de sécurité |
|---|--|

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | | |
|---|---|---|--|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | ASC | 2. Branch or Directorate / Direction générale ou Direction Sécurité et installations | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Appel d'offre | | |
| 4. Brief Description of Work / Brève description du travail Entretien des systèmes de climatisation et de réfrigération | | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | <input type="checkbox"/> No Non | <input checked="" type="checkbox"/> Yes Oui |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | | |
| Canada <input checked="" type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> | |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | |
| No release restrictions Aucune restriction relative à la diffusion <input 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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/> | Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/> | Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/> | |
| 7. c) Level of information / Niveau d'information | | | |
| PROTECTED A <input type="checkbox"/> | NATO UNCLASSIFIED <input type="checkbox"/> | PROTECTED A <input type="checkbox"/> | |
| PROTÉGÉ A <input type="checkbox"/> | NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTÉGÉ A <input type="checkbox"/> | |
| PROTECTED B <input type="checkbox"/> | NATO RESTRICTED <input type="checkbox"/> | PROTECTED B <input type="checkbox"/> | |
| PROTÉGÉ B <input type="checkbox"/> | NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTÉGÉ B <input type="checkbox"/> | |
| PROTECTED C <input type="checkbox"/> | NATO CONFIDENTIAL <input type="checkbox"/> | PROTECTED C <input type="checkbox"/> | |
| PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIEL <input type="checkbox"/> | PROTÉGÉ C <input type="checkbox"/> | |
| CONFIDENTIAL <input type="checkbox"/> | NATO SECRET <input type="checkbox"/> | CONFIDENTIAL <input type="checkbox"/> | |
| CONFIDENTIEL <input type="checkbox"/> | NATO SECRET <input type="checkbox"/> | CONFIDENTIEL <input type="checkbox"/> | |
| SECRET <input type="checkbox"/> | COSMIC TOP SECRET <input type="checkbox"/> | SECRET <input type="checkbox"/> | |
| SECRET <input type="checkbox"/> | COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET <input type="checkbox"/> | |
| TOP SECRET <input type="checkbox"/> | | TOP SECRET <input type="checkbox"/> | |
| TRÈS SECRET <input type="checkbox"/> | | TRÈS SECRET <input type="checkbox"/> | |
| TOP SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) <input type="checkbox"/> | |
| TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TRÈS SECRET (SIGINT) <input type="checkbox"/> | |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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| Contract Number / Numéro du contrat 20170873 |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

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

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

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

| | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS 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? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

TBS/SCT 350-103(2004/12)

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| Security Classification / Classification de sécurité |
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| Contract Number / Numéro du contrat 20170873 |
| Security Classification / Classification de sécurité |

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | |
|--|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---------------------------------|---|--|--------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET | NATO RESTRICTED NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET COSMIC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets Renseignements / Biens Production | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Media / Support TI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Link / Lien électronique | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

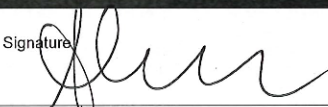

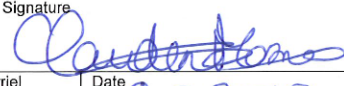
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité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

| |
|--|
| Security Classification / Classification de sécurité |
|--|



 Government of Canada / Gouvernement du Canada

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|--|
| Contract Number / Numéro du contrat 20170873 |
| Security Classification / Classification de sécurité |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---|---|---|--|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Alain Dion | | Title - Titre | Signature  |
| Telephone No. - N° de téléphone (450) 926-4872 | Facsimile No. - N° de télécopieur (450) 926-4894 | E-mail address - Adresse courriel alain.dion@canada.ca | Date 6 février 2018 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Julie Ouellette | | Title - Titre | Signature  |
| Telephone No. - N° de téléphone 450-926-4884 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 6-02-2018 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) Claudine Morin | | Title - Titre Agent des contrats | Signature  |
| Telephone No. - N° de téléphone 6-4427 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 9-3-2018 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) | | Title - Titre | Signature |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |

TBS/SCT 350-103(2004/12)

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| Security Classification / Classification de sécurité |
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Canada

APPENDIX D

| PERFORMANCE EVALUATION REPORT | |
|--|---------------------------|
| Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the contract agent responsible. | |
| Name of contractor: | Contract completion date: |
| Name of project authority/technical authority: | Branch: |
| Contract no.: | Project name: |

| Supplier | | | | | | | | | | | |
|---|-----------------------|---|---|-------------------------|---|---|---------------------------|---|---|---|-----------|
| Rating scale: | 10 à 9 = Excellent | | | 6 à 5 = Satisfactory | | | 2 à 1 = Unsatisfactory | | | | |
| | 8 à 7 = Very Good | | | 4 à 3 = Poor | | | | | | | |
| 1) Did the supplier provide consultants with the education, accreditation and experience indicated in the contract? | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | Comments: |
| 2) Please rate the overall quality of the services provided by this supplier. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | Comments: |
| 3) Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | Comments: |
| 4) Was the work performed in accordance with the requirements specified in the statement of work? | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | Comments: |
| 5) Please rate the quality of communication between the department and the supplier. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | Comments: |



| | | | | | | | | | | |
|--|-----------------------|---|---|---|---|----------------------------|---|---|---|---|
| 6) Were all administrative documents received in accordance with the requirements of the contract? Administrative documents can include but are not limited to: <ul style="list-style-type: none"> • Invoices • Progress reports • Reports on use or business volume • Meeting agendas and minutes • Documentation and quality of work | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| | Comments: | | | | | | | | | |
| Total /60 | Excellent: 54 et 60 | | | | | Poor: 18 à 29 | | | | |
| | Very Good: 42 à 53 | | | | | Unsatisfactory: 18 or less | | | | |
| | Satisfactory: 30 à 41 | | | | | | | | | |
| Signatures Bloc - Evaluation Excellent, Very good or Satisfactory | | | | | | | | | | |

Project Authority/Technical Authority: _____

Contract Agent: _____

Signatures Bloc - Evaluation Poor or Unsatisfactory

Technical Expert _____

Supply Manager: _____



APPENDIX E EPOST INSTRUCTIONS

Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service.

What is epost Connect?

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

Please note that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

How to participate

Please confirm your participation to PSPC's Bid Receiving Unit at:

TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

IMPORTANT: If you decide not to participate using an epost Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.