

RETURN BIDS TO :

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Please return bids via email at :

chantal.laferriere@canada.ca

Request for Proposals (RFP)

for

The Performance of the Work described in
Appendix 1, Annex A – Statement of Work

A2. RFP AUTHORITY

The Authority for this RFP is:

Chantal Laferrière
Contracting and Procurement Officer
Materiel and Asset Management
Division
Chief Financial Officer Branch
Ottawa, Ontario

Telephone: 613-410-5333

E-mail: chantal.laferriere@canada.ca

**THIS CONTRACT CONTAINS A
SECURITY REQUIREMENT**

A3. TITLE Biomedical waste collection and disposal services for Indigenous Services Canada in the province of Québec.	
A4. BID CLOSING DATE December 6, 2018	
A5. SOLICITATION NUMBER 1000203635	A6. ISSUE DATE November 21, 2018
A7. ENQUIRIES All enquiries must be submitted in writing to the designated RFP Authority identified in A2 by no later than five (5) calendar days prior to the Closing Date in order to allow sufficient time to provide a response.	
A8. APPLICABLE LAWS In accordance with G15, 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, Canada .	
A9. BID SOLICITATION DOCUMENTS The RFP is divided into six (6) parts as follows: <ol style="list-style-type: none">1. Section I – Bid Submission Requirements2. Section II – Bid Evaluation Procedures and Evaluation Criteria3. Section III – Financial Bid4. Section IV – General Instructions5. Section V – Certifications6. Appendix 1 – Resulting Contract Clauses<ol style="list-style-type: none">Annex A – Statement of WorkAnnex B – Basis of PaymentAnnex C – Security Requirements	
A10. BID DELIVERY Bids must be received by no later than 14:00 (2 p.m) on December 6, 2018 (Eastern Standard Time) at the bid receiving address indicated in A1. Bids received after the closing date and time (referred to as the "Closing Date") will be considered non-responsive, and will be returned to the Bidder unopened .	
A11. BID VALIDITY Bids will remain valid for a period of one hundred and twenty (120) calendar days following the Closing Date.	
A12. BID CONTENT Bids must be structured in the following manner: <ul style="list-style-type: none">• One (1) electronic copy of a Covering Letter, signed by an authorized representative of the Bidder;• One (1) electronic copy of the Technical Bid;• One (1) electronic copy of the Certifications – Section V and,• One (1) electronic copy of Financial Bid – Section III contained in separate attachment Please refer to Section 1 – Bid Submission Requirement, point 1.2 for further instructions.	
A13. INTELLECTUAL PROPERTY The Contractor Will Own Intellectual Property Rights as per Appendix 1.	

June 2018 Medium Complexity Bid Solicitation and Resulting Contract Template

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the present document.

1.4 Procurements set aside under Procurement Strategy for Aboriginal Business (PSAB), an initiative of the federal government

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#) of the *Supply Manual*.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.5 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.”

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Technical proposals and cost proposals may be submitted in either official language (French or English).

Bids must be submitted electronically to chantal.laferriere@canada.ca by the date and time indicated on the cover page of the bid solicitation.

If the email including attachments is larger than 20 Mb, please submit your bid in separate emails to not exceed Indigenous Services Canada's server limitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants 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 former public servants, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required, have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definition

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 to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a former public servant in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all former public servants 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 the departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a former public servant who received a lump sum payment is \$5,000, including applicable taxes.

2.4 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The proposal must meet each of the mandatory criteria indicated below. The Bidder must provide the necessary documentation when required to demonstrate compliance. Bids that do not meet all of the mandatory criteria will be excluded from the tender process. During the evaluation, the mandatory criteria will simply be identified as “met” or “unmet.”

NOTE TO BIDDERS:			
For each of the criteria, write the number(s) of the relevant page(s) of your bid that pertains to and supports the condition described in the mandatory criterion.			
#	Mandatory Criteria	Met (Yes/No)	Reference in the Proposal (indicate the page #(s))
MT1	The Bidder must demonstrate that it has all the documents (accreditation, certificates, licence, departmental authorisation, etc.) required by the applicable provincial and federal regulations to perform the management of the biomedical waste (packaging, handling, collection, transportation, storage and disposal of different types of biomedical waste) listed in the Statement of Work. A copy of each of the documents must be included in the proposal		
MT2	The Bidder must have professional liability insurance that is appropriate for its activities. A copy of the insurance certificate must be included in the proposition		
MT3	The Bidder must demonstrate an ability to travel on its own to each of the sites listed in the Statement of Work. The details of the travel costs for each of the collection sites must be included in the proposal		
MT4	The Bidder must be able to perform the collection of different types of biomedical waste at the frequency indicated in the Statement of Work for each of the sites listed in the Statement of Work. A schedule of annual collections for each site, as an example, must be included in the proposal. The dates must be confirmed when an agreement has been reached.		
MT5	The Bidder must demonstrate that it has all the equipment and software necessary to perform each of the tasks indicated in the Statement of Work.		

MT6	The Bidder must be able to provide each item specified in the list of items for the collection of biomedical waste in Annex B. These will be necessary for the appropriate management of biomedical waste.		
MT7	<p>The Bidder must identify at least one of its employees as project manager who will be the main contact person in the context of biomedical waste collections in First Nations communities in Quebec. The designated project manager will have to be available for requests and questions from Monday to Friday, from 8:30 a.m. to 4:30 p.m. (Quebec time).</p> <p>The Bidder must demonstrate that the designated person in charge has the experience necessary for this position in the context of the project.</p> <p>The name of the person designated as the project manager by the Bidder, the person's contact information, regular schedule, job title and number of years of experience in the job must be included in the proposal.</p>		
MT8	<p>The Bidder must demonstrate the ability to provide a detailed invoice for each of the sites where a biomedical waste collection has been carried out within 30 days of said collection.</p> <p>Receipts must be provided as examples only. The details of the disposal fees for each type of biomedical waste, based on its weight, must be included in the billing examples.</p>		

4.2 Basis of Selection

4.2.1 SACC Manual clause A0031T (2010-08-16) Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.2 Set-aside for Aboriginal Business

SACC Manual Clause A3000T (2014-11-27) Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4, Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:
 - i. The Aboriginal business has fewer than six full-time employees.
 - OR**
 - ii. The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity– Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.4 Education and Experience

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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

6.3 Standard Clauses and conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period from December 1, 2018, to March 31, 2020.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods and one (1) additional eight (8) month period (until November 30, 2023), under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chantal Laferrière
Title: Procurement and Contracting Officer
Department: Health Canada
Directorate: Material and Assets Management Division
Telephone: 613-410-5333
Email address: chantal.laferriere@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: Oumar Ba
Title: Manager, Environmental Public Health Services
Department: Department of Indigenous Services – Quebec Region
Directorate: First Nations and Inuit Health Branch
Telephone: 514-283-3169
Email address: oumar.ba@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.

6.5.3 Contractor's Representative

To be determined at contract award.

6.6 Proactive Disclosure of Contacts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (insert the amount at the time of Contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

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

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:

when it is 75% committed, or

four months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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.

6.7.3 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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;

all such documents have been verified by Canada;

the Work performed has been accepted by Canada.

ISC has adopted electronic direct deposit as their method for paying invoices. Suppliers are asked to register for electronic direct deposit and to provide their account information upon request. For help with online registration, send an email to: DD@hc-sc.gc.ca.

6.8 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 is completed.

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- a copy of the monthly progress report.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

Oumar Ba
Manager, Environmental Public Health Services
First Nations and Inuit Health Branch
Department of Indigenous Services – Quebec Region
514-283-3169
oumar.ba@canada.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) 2010C (2010-08-16), General Conditions - Services, Medium Complexity;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) the Contractor's bid dated _____ (*insert date of bid*).

ANNEX "A"
STATEMENT OF WORK

1. Scope

1.1. Title

Biomedical waste collection and disposal services.

1.2. Introduction

The First Nations and Inuit Health Branch (FNIHB), Quebec Region, wishes to equip itself with a biomedical and pharmaceutical waste collection and disposal service in accordance with applicable regulations for the nursing stations and health centres of the Department of Indigenous Services, Quebec Region.

1.3. Objectives of the Requirements

Ensure the regular collection and safe disposal of biomedical and pharmaceutical waste for the nursing stations and health centres in the First Nations communities under the jurisdiction of the Department of Indigenous Services.

1.4. Background and Specific Scope of the Requirements

The regulatory requirements and geographical situation of the First Nations communities necessitate appropriate equipment for the collection and disposal of the biomedical and pharmaceutical waste generated in the nursing stations and health centres.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

With regard to the payment specified in Annex "B" and to the satisfaction of the Minister, the Contractor will perform the biomedical and pharmaceutical waste collection at the frequency specified below.

To perform the work mentioned in Section 2.1, the Contractor must:

- A) Perform two (2) on-site collections or more per year, upon request and if necessary: one in the spring and the second one in the fall, based on need and road conditions, in the following health establishments:

Rapid Lake N.S.	Maliotenam H/C	Pikogan H/C
Winneway N.S.	Kitigan Zibi H/C	Listuguj H/C
Pessamit N.S.	Timiskaming H/C	Gesgapegiag H/C
Kebaowek H/C	Kanesatake H/C	Odanak H/C
Wendake H/C	Wôlinak H/C	Lac-Simon H/C
Mashteuiatsh H/C	Essipit H/C	Uashat H/C
Manawan N.S.	Opitciwan N.S.	Wemotaci N.S.
Ekuanitshit N.S.	Natashquan N.S.	

*N.S. = Nursing station

H/C = Health centre

- B) At the request of the establishment, perform one (1) on-site collection or more per year, upon request and if necessary. The waste will be transported by charter plane or commercial aircraft and will be transhipped

directly from the aircraft or airline company's hangar to the Contractor's refrigerated truck at the Quebec City or Sept-Îles airport. The establishments affected by this measure are:

Matimekush N.S.
Pakua Shipi N.S.
Unamen Shipu N.S.

- C) After each visit, with the exception of visits to the Matimekush, Pakua Shipi et Unamen Shipu N.S., the Contractor must leave behind a number of biomedical waste boxes and "Biohazard" bags equivalent to the number of boxes, buckets and bags collected.

2.2. Specifications and Standards

The Contractor must comply with the applicable provincial regulation on the management of biomedical waste. A copy of this regulation is available from the Ministère du Développement durable, de l'Environnement, de la Faune et des Parcs du Québec (<http://www.mddep.gouv.qc.ca/matieres/biomedicaux/>). The Contractor will have to provide a copy of each document (accreditation, certificate, licence, departmental authorization, etc.) required by the applicable provincial regulation on the management of biomedical waste.

2.3. Reporting Requirements

The Contractor must present the project manager with one (1) electronic copy of a report outlining the achievements for a given period, outstanding issues and milestones to be reached, on a monthly basis.

2.4. Contractor Project Management Control Procedures

The Contractor's authorized representative designated in the proposal as being the project manager or technical lead must:

- Contact the person in charge in each of the communities (clients) one to two weeks before the biomedical waste collection date specified in the schedule in order to confirm the collection and the exact date of the collection
- Refer any community that requests an additional collection and/or additional supplies or has other requests to the Environmental Public Health Services at FNIHB
- Notify the Environmental Public Health Services at FNIHB as soon as possible of any collection that was unable to be completed on the date specified on the schedule

3. Additional Information

3.1. Authorities

For any questions about administrative, billing, or more, the Contractor is asked to communicate with departmental representative:

Oumar Ba
Manager, Environmental Public Health Services
First Nations and Inuit Health Branch
Department of Indigenous Services – Quebec Region
514-283-3169
oumar.ba@canada.ca

3.2. Contractor's Obligations

- Unless otherwise stated, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- The Contractor must allow the departmental representative or its authorized representative access to the biomedical waste disposal sites at all times for the purposes of inspection.

3.3. Location of Work, Work Site and Delivery Point

Refer to Section 2.

3.4. Insurance Requirements

The Contractor must have and keep appropriate professional liability insurance.

4. Project Schedule

4.1. Expected Start and Completion Dates

The Contractor's services are required from December 1, 2018, until March 31, 2020. There will then be three (3) additional one (1) year option periods and a fourth eight (8) month period that could prolong the contract until November 30, 2023.

4.2. Schedule and Estimate Level of Effort (Work Breakdown Structure)

Every year, the Contractor will have to provide a schedule of the scheduled visits to each region in which the health establishments receiving the biomedical waste collection are located within 45 days prior to the start of the calendar year. The schedule will have to be sent by email and by fax to the attention of Pierre Falardeau and Blanche Du Sault using the following contact information:

Fax: 514-283-6567
Email: pierre.falardeau@canada.ca
blanche.dusault@canada.ca

ANNEX "B"
BASIS OF PAYMENT

For the professional services, the Contractor will be paid the following firm rates, all inclusive. These rates include indirect costs and profits, but not GST and HST.

<u>Community</u>	<u>Cost: Travel to communities</u>	<u>Cost: Non-anatomical waste collection</u>	<u>Cost: Pharmaceutical waste collection</u>
Odanak	\$	\$ per kg	\$ per kg
Wôlinak	\$	\$ per kg	\$ per kg
Kanesatake	\$	\$ per kg	\$ per kg
Wendake	\$	\$ per kg	\$ per kg
Mashteuiatsh	\$	\$ per kg	\$ per kg
Unamen Shipu	\$	\$ per kg	\$ per kg
St-Augustin	\$	\$ per kg	\$ per kg
Schefferville	\$	\$ per kg	\$ per kg
Gesqapeqiaq	\$	\$ per kg	\$ per kg
Restigouche	\$	\$ per kg	\$ per kg
Uashat	\$	\$ per kg	\$ per kg
Mani-Uténam	\$	\$ per kg	\$ per kg
Betsiamites	\$	\$ per kg	\$ per kg
Les Escoumins	\$	\$ per kg	\$ per kg
Notre-Dame-du-Nord	\$	\$ per kg	\$ per kg
Eagle Village	\$	\$ per kg	\$ per kg
Lac-Simon	\$	\$ per kg	\$ per kg
Rapid Lake	\$	\$ per kg	\$ per kg
Pikogan	\$	\$ per kg	\$ per kg
Kitigan Zibi	\$	\$ per kg	\$ per kg
Winneway La Force	\$	\$ per kg	\$ per kg
Manawa	\$	\$ per kg	\$ per kg
Obedjiwan	\$	\$ per kg	\$ per kg
Weymontachie	\$	\$ per kg	\$ per kg
Natashquan	\$	\$ per kg	\$ per kg
Mingan	\$	\$ per kg	\$ per kg
Total:	\$	\$ per kg	\$ per kg

<u>List of items for biomedical waste collection</u>	<u>Price of items</u>
Cardboard boxes for non-anatomical sharps 14" x 14" x 22"	\$ (cost per unit)
Biohazard bags for non-anatomical sharps 33" x 37"	\$ (cost per unit)
Airtight buckets with screw-top lid 25 litres for pharmaceutical waste	\$ (cost per unit)
Self-adhesive labels: "Biohazard"	\$ (cost per roll)
Self-adhesive labels: "Cytotoxic"	\$ (cost per roll)
Self-adhesive labels: "Pharmaceutical waste"	\$ (cost per roll)
Total cost of items:	\$

Total cost of collections and items: \$ _____

Amount of tax: \$ _____

Grand total: \$ _____

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 1000203635
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	Ministère Services aux Autochtones	2. Branch or Directorate / Direction générale ou Direction Direction Générale de la Santé des Premières Nations
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 Collecter et éliminer les boîtes de déchets biomédicaux des Postes de soins infirmiers et Centres de santé des communautés autochtones de la région du Québec.		
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? (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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès.		
Canada <input 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: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

6. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS 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 Yes
Non Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
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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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			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 / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Possibilités / Sites / Produits																
IT Media / Storage / TI / LIAI																
Use / Utilisation																

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).



Contract Number / Numéro du contrat
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)		Title - Titre	Signature
Pierre Falardeau		Technicien en hygiène du milieu	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-498-4303	514-283-8567	pierre.falardeau@canada.ca	6 septembre 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
M. JULY		Manager Security	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-948-7752			Sept 7/18
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 type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Chantal Lafarriere		Contracting Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-410-5333		@Canada.ca	1-11-2018
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