



**Return Bids to :**

**Retourner Les Soumissions à :**

Natural Resources Canada – Ressources naturelles Canada  
Bid Receiving Unit – Loading Dock Access  
Unité de réception des soumissions, Accès au quai de  
chargement  
588 rue Booth Street  
Ottawa, Ontario  
K1A 0E4

Attention: **Valerie Holmes**

**Request for Proposal (RFP)  
Demande de proposition (DDP)**

**Proposal To: Natural Resources Canada**

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

**Proposition à: Ressources Naturelles Canada**

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

**Comments – Commentaires**

**If you are submitting a proposal using a courier service, please ensure you clearly indicate the RFP Number, Closing Date and Closing Time on the front of the courier envelope.**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management Branch  
Natural Resources Canada  
580 Booth Street, 5th Floor  
Ottawa, Ontario  
K1A 0E4

Title – Sujet <b>Moving and Installation Services for various building occupied by Natural Resources Canada</b>	
Solicitation No. – No de l’invitation <b>NRCAN- 5000041293</b>	Date November 26, 2018
Client Reference No. - N° de référence du client 149296	
Requisition Reference No. - N° de la demande 5000041293	
Solicitation Closes – L’invitation prend fin <b>at – à 02:00 PM EST on – le January 7, 2019</b>	
Address Enquiries to: - Adresse toutes questions à: <b>Valerie Holmes</b> <a href="mailto:Valerie.holmes@canada.ca">Valerie.holmes@canada.ca</a>	Buyer ID – Id de l’acheteur AB4
Telephone No. – No de telephone (343) 292-8371	Fax No. – No. de Fax (613) 947-5477
<i>If marked "X" please see the box to the left S'il ya un "X" ici, s.v.p. voir la boîte à la gauche</i>	<input checked="" type="checkbox"/> Acknowledgement copy required Accusé de réception requis
Destination – of Goods, Services and Construction: Destination – des biens, services et construction:  Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4	
Security – Sécurité  There is a security requirement Il y a un exigence de sécurité	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur    Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur: Email :- Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature _____	Date _____

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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document is a Mandatory requirement of the RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modifications of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## PART 1 – GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, 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;
- 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, and the basis of selection;
- Part 5 Certifications:** includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex “A”** - the Statements of Work
- Annex “B”** - the Basis of Payment
- Annex “C”** – Security Requirement Checklist
- Annex “D”** - Task Authorization

The Appendices include:

- Appendix “A” to Part 4** – Technical Evaluation Criteria

### 2. Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from suppliers to provide relocation/moving and installation services as described in Annex “A” – Statement of Work, on an “as and when” requested basis for various buildings occupied by Natural Resources Canada.

#### 2.1 Security Requirement

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website

#### 2.2 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization – Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Korea Free Trade Agreement and the Canada Free Trade Agreement (CFTA).



### **2.3 Task Authorization**

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

### **3. Debriefings**

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



## 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](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 with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

#### In the complete text content (except Section 3):

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCan)

#### In Section 2 – Procurement Business Number:

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

#### In Section 5.4 – Submission of Bids:

DELETE: sixty (60) days

INSERT: one hundred and twenty (120) days

#### In Section 8.1 – Transmission by Facsimile:

DELETE: 819-997-9776

INSERT: bids not accepted by fax

#### In Section 20.2 – Further Information:

DELETE: in its entirety

### 2. Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit – Loading Dock Access  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Valerie Holmes**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.



- 2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCAN will not be accepted.

### **3. Enquiries - Bid Solicitation**

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

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

### **4. Applicable Laws**

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

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.

### **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

#### ELECTRONIC STORAGE MEDIA:

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid – 1 copy (saved separately from Financial, Certifications and signed first page)

**Section II:** Financial Bid - 1 copy (included with original Technical Bid – **saved separately but on same USB/CD/DVD**).

**Section III:** Certifications – 1 copy (included with original Technical Bid and sole Financial Bid – **saved separately but on same USB/CD/DVD**)

**Note: NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan’s preference that you submit using Electronic Storage Media in order to adhere to our green initiative.**

**NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.**

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its green procurement objectives, bidders that wish to submit their bid as a hard copy are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- iii. use a numbering system that corresponds to the bid solicitation.

#### 1. Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



**2. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B"- Basis of Payment at the pre-determined rates provided. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**2.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**3. Section III: Certifications**

Bidders must submit the certifications as per Part 5.



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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

Mandatory Technical evaluation criteria included in Appendix "A" to Part 4 – Technical Evaluation Criteria.

#### **1.2 Financial Evaluation Criteria**

Bidders must submit their financial bid in accordance with Annex "B" – Basis of Payment.

The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, FOB Destination, Canadian Customs duties are excise taxes included.

The total aggregate bid price will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.

Calculation will be applied to each year of price and all periods will be totalled to determine the total evaluated aggregate bid price of the Proposal.

All estimated usage identified in Annex "B" is for evaluation purposes only.

### **2. Basis of Selection**

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



## APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA

### 1. Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a simple compliant/non-compliant (pass/fail) basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive and given no further consideration.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>The Bidder <b>MUST</b> demonstrate that the proposed resources meet the following minimum mandatory criteria:</p> <p><b>Each proposed Crew Supervisor must have:</b></p> <ul style="list-style-type: none"> <li>• A minimum of twelve (12) months experience supervising a work crew within the last five (5) years,</li> <li>• a minimum of twelve (12) months experience in the area of office relocation within the last five (5) years,</li> <li>• a minimum of twelve (12) months experience in installing, assembling and disassembling office furniture within the last five (5) years, and</li> <li>• a minimum of twelve (12) months experience within the last five (5) years in sequential (i.e. succeeding or following in order) packing, moving and unpacking of records, library contents and all other contents.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The Bidder <b>MUST</b> demonstrate the experience of the proposed Crew Supervisor(s) by describing the specific work.</p> <p>The Bidder must provide details of previous work experience including, but not limited to specific responsibilities, tasks, their duration (year and month) and the name of client(s). Listing work title(s) or contract number(s) without details as specified above will not be accepted as experience.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p><b>Proposed Installers:</b></p> <p>Each proposed Installer <b>MUST</b> have a minimum of twelve (12) months experience installing, assembling and disassembling office furniture within the last five (5) years.</p> <p>The Bidder must provide details of previous work experience including, but not limited to specific responsibilities, tasks, their duration (year and month) and the name of client(s). Listing work</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
	title(s) or contract number(s) without details as specified above will not be accepted as experience.		
<b>M4</b>	<b>Equipment</b>  All material handling equipment must be supplied by the Bidder. The Bidder must provide confirmation that they have the ability to provide at minimum the following equipment: <ul style="list-style-type: none"><li>• up to two (2) cube vans and two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard, as required;</li><li>• suitable installer tool kit</li></ul> Moving supplies such as: boxes and/or plastic moving bins in sufficient numbers to cover each move; four (4) wheel padded dollies; heavy duty lift (for safes and secure cabinets); screen carts; electronic/computer carts; floor protection sheets (i.e. aspenite or equivalent); corner protectors; shrink wrap; dollies; and blankets/furniture pads.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



## 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. 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.

### 1. Certifications Required with the Bid

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

#### 1.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgcpwgsc.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.

### 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 specified will render the bid non-responsive.

#### 2.1 Integrity Provisions – List of Names

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.  
Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

- Member 1: \_\_\_\_\_
- Member 2: \_\_\_\_\_
- Member 3: \_\_\_\_\_
- Member 4: \_\_\_\_\_



Identification of the administrators/owners:

SURNAME	NAME	TITLE

**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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - 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.

**3. Additional Certifications Precedent to Contract Award**

**3.1 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.

**3.2 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.



**3.3 Former Public Servant**

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

**DEFINITIONS:**

For the purposes of this clause, "**former public servant**" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

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

**Former Public Servant (FPS) in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Bidder must provide the following information:

- (a) Name of former public servant: \_\_\_\_\_
- (b) Date of termination of employment or retirement from the Public Service. \_\_\_\_\_

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:





- (a) Name of former public servant;
- (b) Conditions of the lump sum payment incentive: \_\_\_\_\_
- (c) Date of termination of employment: \_\_\_\_\_
- (d) Amount of lump sum payment: \_\_\_\_\_
- (e) Rate of pay on which lump sum payment is based: \_\_\_\_\_
- (f) Period of lump sum payment including:  
 Start date: \_\_\_\_\_  
 End date: \_\_\_\_\_  
 Number of weeks: \_\_\_\_\_
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

Contract Amount:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

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.

**3.4 Aboriginal Designation**

Who is eligible?

a) An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date



## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - 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 [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_. (*to be completed at contract award*)

### 2. Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 2.1 Task Authorization Process

A request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

1. The Contract Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and method(s) of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within **five (5)** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 2.2 Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

**"Maximum Contract Value"** means the amount specified in the "Limitation of Expenditure" clauses set out in the Contract; and

**"Minimum Contract Value"** means 5% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work



described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **2.3 Periodic Usage Reports – Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly to the Contracting Authority.

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### **Reporting Requirements – Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and



- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

### **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](#) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

**2035 (2018-06-21), General Conditions - Higher Complexity - Services**, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

### **4. Dispute Resolution**

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

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 or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of 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 e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## 5. Security Requirements

The following security requirements (SRCL and related clauses) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - b) *Industrial Security Manual* (Latest Edition).

## 6. Term of Contract

### 6.1 Period of the Contract

The period of the contract shall be from **date of award** to **November 30, 2019**, inclusively.

### 6.2 Option to Extend the Period of the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2)** additional **one (1)** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **five (5)** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7. Authorities

### 7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Valerie Holmes**  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 580 Booth Street, 5<sup>th</sup> Floor, Room 5-D4-2  
Ottawa, Ontario, K1A 0E4



Telephone: (343) 292-8371  
Facsimile: (613) 947-5477  
E-mail address: [Valerie.holmes@canada.ca](mailto:Valerie.holmes@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.

## **7.2 Project Authority (to be provided at contract award)**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Facsimile:  
E-mail address:

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

## **7.3 Contractor's Representative (to be provided at contract award)**

Name:  
Title:  
Tel:  
Fax:  
Email:

## **8. Proactive Disclosure of Contracts with Former Public Servants**

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

## **9. Payment**

### **9.1 Basis of Payment – Individual Task Authorizations**

The Contractor will be paid for the Work specified in the authorized Task Authorization, in accordance with the Basis of Payment, at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized Task Authorization. Customs dues are included and Applicable Taxes are extra.



No increase in the liability of Canada or in the price of the Work specified in the authorized Task Authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work..

### 9.1.1 *Limitation of Expenditure – Cumulative Total of All Task Authorizations*

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. *(inserted at time of contract award)* Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of will be authorized or paid to the Contractor unless any increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized Tas, inclusive of any revisionswhichever comes first.
4. 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.

### 9.2 *Method of Payment*

#### **Monthly Payment**

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:

- 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 performed has been accepted by Canada.

## **10. Invoicing Instructions**

Invoices shall be submitted using **one of the following methods**:

E-mail:
---------





[NRCAN.invoice\\_imaging-service\\_dimagerie\\_des\\_factures.RNCAN@canada.ca](mailto:NRCAN.invoice_imaging-service_dimagerie_des_factures.RNCAN@canada.ca)

**Note:**

Attach "PDF" file. No other formats will be accepted

OR

Fax:

Local NCR region: **613-947-0987**

Toll-free: **1-877-947-0987**

**Note:**

Use highest quality settings available.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## 11. Certifications

### 11.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if it is determined that any certification made by the Contractor in its bid 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.

## 12. Applicable Laws

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

## 13. 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) the general conditions **2035 (2018-06-21), Higher Complexity – Services**
- c) Annex "A", Statement of Work;
- d) Annex "B", Basis of Payment;
- e) Annex "C", Security Requirement Checklist
- f) the Contractor's bid dated \_\_\_\_\_

## 14. Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) - Canadian Contractor



OR (determined at time of contract award)

SACC Manual clause A2001C (2006-06-16) – Foreign Contractor

#### **14.1 Taxes – Foreign-based Contractor**

SACC Manual clause C2000C (2007-11-30)

#### **14.2 Customs Duties, Excise Taxes and GST/HST**

SACC Manual clause C2604C (2013-04-25) – Customs Duties, Excise Taxes and Applicable Taxes – Non-Resident

### **15. Other SACC Manual Clauses**

#### **15.1 Government Site Regulations**

SACC Manual clause A9068C (2010-01-11), Government Site Regulations

#### **15.2 Discretionary Audit**

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

### **16. Insurance**

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



- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability – Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.
- o. **For the province of Quebec, send to:**

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

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

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

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



## 17. 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 supplier or the contractor or the name of the entity awarded this contract*] respecting 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 e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX “A” – STATEMENT OF WORK

### SW1 Title

**Relocation Installation and Warehousing Services for Natural Resources Canada (NRCAN) within the National Capital Region (NCR)**

### SW2 Requirement

To provide relocation installation and warehousing services as described below on an “as and when requested” basis for various buildings occupied by NRCAN employees in the National Capital Region.

The main ones are Booth Street Complex, Bells Corners Complex, Anderson Road Complex, Observatory Crescent, 350 Albert Street, 2464 Sheffield Road and 3484 Limebank Road.

Site visits will be arranged by NRCAN’ Project Authority with the Contractor prior to each move.

### SW3 Background

The NRCAN currently accommodates approximately 3,200 employees in 15 locations across the NCR.

NRCAN is committed to responding to health and safety issues that arise in the workplace and may require an immediate response to move, relocate and/or install office related furniture and equipment (i.e., adaptive equipment and ergonomic furniture). In order to meet Agency objectives in responding to all acts, regulations, programs, policies and national building codes relating to departmental obligations to accommodate employees, NRCAN must ensure that readily available moving and furniture/equipment installation services are effectively in place to address the on-going accommodation needs of NRCAN clientele in the NCR.

### SW4 Project Requirements

#### SW4.1 Relocation/Moving Services

- 4.1.1. Relocation services related to small facilities requests, Ergonomic requests, Health and Safety requests, the relocation of files/documents for the purpose of Shredding etc.;
- 4.1.2. Disconnection, packing, relocation and re-connection of computers hardware and peripherals and printers, other IT equipment, office equipment, shredder machines, Multi-functional devices (photocopiers), fax machines, label makers/printers, cerlox machines , laminate machines etc.;
- 4.1.3. The relocation of various office accessories includes but are not limited to, overhead shelving, systems panel hung accessories, bookcases, whiteboards, coat racks etc.;
- 4.1.4. The relocation of furniture and equipment, which includes but not limited to full office suites, office furniture, workstation systems, office screens/panels and desks, free-standing, systems and non-systems furniture, chairs, tables, filing cabinets, storage cabinets, pedestals, storage towers, boardroom furniture, file and record storage systems and units etc.;
- 4.1.5. Relocation of kitchen equipment and other workplace items such as fridges, microwaves, toasters, kettles etc.;

#### SW4.2 Installation Services

- 4.2.1. Rebuild workstations as per specifications.
- 4.2.2. Installation of separation panels.
- 4.2.3. Adjust desks heights and keyboard trays to comply with health and safety ergonomic recommendations.
- 4.2.4. Installing or removing keyboard trays.



- 4.2.5. Hanging/mounting pictures, posters, display boards, whiteboards.
- 4.2.6. Drill grommet holes in desks for computer and other wires.
- 4.2.7. Secure shelving to walls as required for support and safety.
- 4.2.8. Assemble small and medium size supplies and equipment.

#### **SW4.3 Warehousing Services**

- 4.3.1. Provide warehousing services within the NCR that include storage, receiving, packaging, shipping and inventory management.
- 4.3.2. Conduct a monthly count of the inventory and communicate it to the Project Authority

#### **SW4.4 Tasks**

Tasks must include any or all of the following, based on the type, size and complexity of service that is required per project:

- Relocation of furniture/equipment, office accessories and boxed items from one location to another within the same building;
- Relocation of furniture/equipment, office accessories and boxed items from one building to another;
- Dismantle and reassembly of furniture/equipment and office accessories;
- Pick-up and delivery of office furniture/equipment from Contractor to CBSA client locations. The Contractor must deliver from the warehouse to client work sites:
- Small amounts of goods **within five working days' notice**. Small amounts of goods are defined as furniture and office accessories for up to five workstations;
- Larger orders **within seven working days' notice**. Larger orders are defined as furniture and office accessories for over five workstations; and
- The same time frames apply for components being returned to the warehouse for storage.
- Delivery of surplus materials to NRCAN from your warehouse;
- Provision of post move services such as removal of empty moving boxes/bins and debris at the completion of a move or installation;
- Provide all warehouse handling, including loading and unloading from trucks at warehouse dock;
- All goods shall be sorted by type, with the same type of goods on a skid, and shrink wrapped;
- The Contractor must provide the quote **within 48 hours of notice being given** for each move/project request;
- Pick-up and delivery of any office furniture component/equipment, packed document boxes, bins etc. from the warehouse to NRCAN client sites **within twenty-four (24) hours**. The same time frames apply for components being returned to the warehouse for storage.
- Deliver bins, boxes and other moving supplies with move schedule to site one (1) week prior to the move;
- **Within one (1) week after a move**, the Contractor must remove all emptied bins, boxes and left over moving supplies from site and provide the next move schedule;
- Disconnecting, packing and preparing to transport (dolly-up) and moving to new location;
- Disconnecting all PC's, monitors and all peripherals including LAN cables, etc. associated with the move. All items must be padded, packed and protected and loaded onto computer carts and moved to new location;
- Relocating all labelled packed boxes and plastic moving bins;
- Relocating all labelled furniture pieces, filing cabinets, safes and seating that are being removed from the building;
- Securing load and transport to destination under the direction of the client representative;
- Once onsite, the Contractor must utilize loading dock facilities to transport items into building and to the designated floor as directed by the client representative. All furniture and packed items must be placed in such a manner that does not impede access to workstations and/or corridor areas. All furniture must be assembled/built and installed as directed by client representative;



#### **SW4.5 Deliverables**

The Contractor must deliver, including but not limited to the following:

- Each move or project on the delivery target date; and
- a Monthly Usage Report, in electronic format, on the progress of the work, supported by invoices to both the Project Authority (PA) and the Contracting Authority (CA) no later than ten (10) calendar days after the end of the reporting period.

#### **SW4.6 Schedule**

Schedules, delivery dates and timelines will be determined and provided by the NRCAN Project Authority (PA) in writing to the Contractor via a TA form, on a project-by-project basis.

#### **SW4.7 Increase/Decrease Services**

NRCAN has the right to increase or decrease the number of moves with appropriate TA amendments without incurring any penalties.

### **SW5 Contractor's Employee Identification and Appearance**

Personnel must display the Contractor's name or logo on their outer garment(s) for identification purposes. The personnel must also carry around a personal identity card of the Contractor with them and show it whenever they are asked to do so at any move location.

Personnel must have client orientation and interpersonal skills. They must be able to work well with others, to dress properly for work, possess good communication skills, and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks shall wear clothes appropriate for the environment as well as have personal suitability.

Personnel must be neat in appearance in accordance with the Canada Occupational Safety and Health Regulations. The dress code will be casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours.

### **SW6 Equipment, Resources and Tool Kits**

**6.1** The Contractor must provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to the Client.

**6.2** Example of what could be required:

- boxes and/or plastic moving bins in sufficient numbers to cover each move (at least 5 per employee);
- facsimile machine(s) capable of sending and receiving facsimile messages;
- four (4) wheel padded dollies;
- heavy duty lift (for safes and secure cabinets);
- screen carts;
- electronic/computer carts;
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- shrink wrap;
- dollies; and
- blankets/furniture pads.



### 6.3 Example of a suitable installer tool kit:

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- long needle nose pliers;
- vice grips;
- side cutters;
- metric and imperial wrenches (complete sets);
- rubber and Ball-peen hammers;
- cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged and bit, including cement bits
- batteries;
- metric and Imperial Allen keys (complete sets); and
- 100-foot measuring tape.

Additional tools may be required, depending on the requirement. Canada will not be responsible for any loss or damage to the Contractor's equipment and/or tools left on site.

## SW7 Vehicles

- 7.1 The Contractor is required to provide up to two (2) cube vans and two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard, as required;
- 7.2 The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-needed basis;
- 7.3 The Contractor is required to have readily available back-up vehicles in case of breakdown at no additional cost to the identified user(s); and
- 7.4 The Contractor is required to ensure that all vehicles are clean and in good working order.

## SW8 Hours of Work

Contractor must be able to provide services on an as and when requested basis as specified in each Task Authorization. The Contractor could be called on to provide the services seven (7) days a week between the hours of 07:00 to 17:00 hours however most work will be performed between 07:30 to 20:00 hours Monday to Friday.

## SW9 Constraints

- The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.
- The Contractor must provide transportation to and from the work sites, for the Contractors' personnel, their tools, equipment; and also for all related materials and supplies required for the performance of the Work, under any resulting contract at no additional cost.
- At the time of each defined move requested by the Clients the Contractor must prepare a furniture and effects list and identify on this list any items found in damaged condition prior to the move. Any damage must be verified by the Identified User's Project Authority, prior to the item being moved.





- In the event of any damage or loss attributed to the Contractor during a move, the Contract must repair or replace the Client's furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.
- The Contractor must ensure that all vehicles used to fulfill the terms of the contract are properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.
- Some moves may take place on weekdays. Requirements may change, and moves may be added or removed. There is no guarantee that all the Work described herein, will ultimately be undertaken through the Contract.

### **SW10 Client Support**

For each project, the Contractor will be provided at least one (1) week ahead of time with detailed floor plans of existing and new locations, detailed description of the Work to be performed, and contact names.



## ANNEX “B” – BASIS OF PAYMENT

### 1. Taxes as Related to Bids Received

HST is excluded of the price quoted herein (if applicable), FOB Destination, Canadian Dollars, Canadian Customs duties and excise taxes included.

### 2. Fees

A – Service Item	B – Unit Rate			C – Estimated Usage
	Contract Period Price	Option Year #1	Option Year #2	
<b>Labour</b>				
	<b>Price per Hour</b>			
Crew Supervisor	\$	\$	\$	150 hours/year (total number of hours)
General Movers	\$	\$	\$	300 hours/year (total number of hours)
Installers	\$	\$	\$	300 hours/year (total number of hours)
<b>Vehicles, Including Driver</b>				
	Contract Period Price	Option Year #1	Option Year #2	
Cube van including one driver (mover)	\$	\$	\$	7 hours/year (total number of hours)
Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one drive (move)	\$	\$	\$	28 hours/year (total number of hours)
<b>Packing Materials and Supplies</b>				
	Contract Period Price	Option Year #1	Option Year #2	
	<b>Price per bin/week (including labels &amp; ties)</b>			
Plastic Bins (30”x24”) with lids, labels and security ties. Price per week with one week minimum	\$	\$	\$	10 bins/ year (total number of bins including labels & ties)
	<b>Price per bin to keep bin</b>			
	\$	\$	\$	1 bin/year (total number of weeks for above bins including label and tape)



<b>Warehousing Services</b>				
	<b>Contract Period Price</b>	<b>Option Year #1</b>	<b>Option Year #2</b>	
	<b>Price per cubic feet per month</b>			
Monthly storage price per cubic feet	\$	\$	\$	2500 cu. ft x 12 months/year (total cubic feet stored at your facility for one month)
	<b>Price per skid of material</b>			
Transportation price from your warehouse to 580 Booth Street, Ottawa	\$	\$	\$	5 skids/year (total number of skids skip to 580 Booth Street)
	<b>Price per hour</b>			
Warehousing handling price	\$	\$	\$	4 hours/year (total number of hours)
	<b>Price per inventory count</b>			
Monthly inventory count costs	\$	\$	\$	1 count/year

Any (Estimated) usage specified in the table above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee. They are provided as estimates only and must not be construed as a commitment by NRCan to respect those estimated in any resulting contract.

Note: Financial Evaluation will consist of the following formula:

Labour costs = unit rate x estimated usage for all three (3) years = \$ \_\_\_\_\_



ANNEX "C" - SECURITY REQUIREMENT CHECKLIST

18-141

Ticket 149296



Government of Canada

Gouvernement du Canada

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

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Form with multiple sections: 1. Originating Government Department or Organization (Natural Resource Canada), 2. Branch or Directorate (WBS), 3. Subcontract Number, 4. Brief Description of Work (Warehousing, moving, installation services for office environment), 5. Access to Controlled Goods, 6. Access to technical data, 7. Access to restricted information, 7.b. Release restrictions, 7.c. Level of information.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité







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Government of Canada / Gouvernement du Canada

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

**PART A (continued) / PARTIE A (suite)**

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No / Non  Yes / Oui  
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

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Security Classification / Classification de sécurité
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**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI / IT Link / Lien électronique																	

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



## ANNEX "D" – TASK AUTHORIZATION FORM

TASK AUTHORIZATION					
Contractor:				Contract Number:	
Contractor PBN:					
Commitment Number: 149296				Financial Coding: 0410-52330-515101-2059-NC32	
Task Number: _____				Date: _____	
TA Request (For completion by Technical Authority)					
1. Description of Work to be Performed					
Statement of Work					
Description of any Deliverable(s) required (including the required format and media)					
Any reporting obligations and deadlines for submitting the reports as they will apply to the resulting Contract will be described here.					
2. PERIOD OF SERVICES		From:	_____	To:	_____
3. Work Location					
4. Travel Requirements		<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:	
5. Other Conditions /Restrains		<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:	
6. Task Proposal (insert rows as required) Check <input type="checkbox"/> :		Estimated Cost <input type="checkbox"/>	Fixed Price <input type="checkbox"/>	\$ _____	
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL					
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other					
8. BILINGUALISM (if applicable)					
<input type="checkbox"/> English and French <input type="checkbox"/> French <input type="checkbox"/> English					
If both, the categories of personnel requiring bilingualism include:					
TA Proposal (For completion by Contractor)					
9. Estimated Cost Contract					
Category (Level)	Resource Name	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost
					\$
GST					\$
Grand Total					\$



TA Approval		
<b>10. Signing Authorities</b>		
<b>Name of Authorized Representative</b> <i>Title</i> <i>Name of Supplier</i>	Signature	Date
<b>Valerie Holmes</b> Procurement Specialist Natural Resources Canada	Signature	Date
<b>11. Basis of Payment &amp; Invoicing</b>		
In Accordance with the article entitled "Basis of Payment" in the Contract.  Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total. Please refer to invoicing instructions contained in the Contract.		