



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services 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 aux: Travaux Publics et Services  
Gouvernementaux 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**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Water Vulnerability Testing Service	
<b>Solicitation No. - N° de l'invitation</b> EN438-189002/A	<b>Date</b> 2018-12-11
<b>Client Reference No. - N° de référence du client</b> EN438-18-9002	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-615-7680	
<b>File No. - N° de dossier</b> KIN-8-50111 (615)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613) 484-1586 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
1.4 NON-DISCLOSURE AGREEMENT .....	4
1.5 PHASED BID COMPLIANCE PROCESS.....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....	7
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....	7
2.8 WORKERS COMPENSATION CERTIFICATION – LETTER OF GOOD STANDING .....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION.....	15
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>16</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	16
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>18</b>
6.1 SECURITY REQUIREMENTS.....	18
6.2 FINANCIAL CAPABILITY .....	18
6.3 INSURANCE REQUIREMENTS .....	18
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>19</b>
7.1 STATEMENT OF WORK.....	19
7.2 STANDARD CLAUSES AND CONDITIONS .....	22
7.3 SECURITY REQUIREMENTS.....	22
7.4 TERM OF CONTRACT .....	23
7.5 AUTHORITIES .....	23
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	24
7.7 PAYMENT .....	24
7.8 INVOICING INSTRUCTIONS .....	26
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	27
7.10 APPLICABLE LAWS.....	27
7.11 PRIORITY OF DOCUMENTS .....	27
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....	27
7.13 INSURANCE REQUIREMENTS .....	27
7.14 PROGRESS REPORTS.....	28
7.15 DRAFT FINAL REPORT – DETAILS .....	29
7.16 INSPECTION AND ACCEPTANCE .....	29

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7.17	SACC MANUAL CLAUSES .....	29
7.18	NON-DISCLOSURE AGREEMENT .....	29
<b>ANNEX "A"</b>	.....	<b>30</b>
	STATEMENT OF WORK .....	30
	APPENDIX A TO ANNEX "A" .....	55
	APPLICATION OF THE TECHNICAL RULES.....	55
	APPENDIX B TO ANNEX "A" .....	58
	TABLE OF CONTENTS FOR DWVSP STUDY REPORT .....	58
	APPENDIX "C" TO ANNEX "A" .....	65
	DWVSP - COST ESTIMATE TABLE .....	65
<b>ANNEX "B"</b>	.....	<b>67</b>
	BASIS OF PAYMENT .....	67
<b>ANNEX "C"</b>	.....	<b>71</b>
	SECURITY REQUIREMENTS CHECK LIST .....	71
<b>ANNEX "D"</b>	.....	<b>76</b>
	INSURANCE REQUIREMENTS.....	76
<b>ANNEX "E"</b>	.....	<b>79</b>
	DND 626 TASK AUTHORIZATION FORM.....	79
<b>ANNEX "F"</b>	.....	<b>82</b>
	NON-DISCLOSURE AGREEMENT .....	82
<b>ANNEX "G" TO PART 4 OF THE BID SOLICITATION</b>	.....	<b>83</b>
	MANDATORY TECHNICAL REQUIREMENTS .....	83
<b>ANNEX "H" TO PART 3 OF THE BID SOLICITATION</b>	.....	<b>86</b>
	ELECTRONIC PAYMENT INSTRUMENTS.....	86
<b>ANNEX "I" TO PART 5 OF THE BID SOLICITATION</b>	.....	<b>87</b>
	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION.....	87

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## **PART 1 - GENERAL INFORMATION**

### **1.1 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 and Additional Information: includes the certifications and additional information 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 the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Insurance Requirements, the DND 626 Task Authorization Form, the Non-disclosure Agreement, the Mandatory Technical Requirements, the Electronic Payment Instruments, and the Federal Contractors Program for Employment Equity - Certification.

### **1.2 Summary**

- 1.2.1 The Department of National Defence (DND) requires two (2) Task Authorization Contracts (TACs) to conduct drinking water vulnerability assessments, and for the preparation of monitoring and management plans, as stated in Annex "A", at various locations in Canada.

The term of each contract will be from date of contract award until 31 March 2021 plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.

The Contractor will be responsible for ensuring all personnel, equipment, and technical expertise required to carry out work described in the TAC and subsequent Task Authorizations (TAs) are available and meet all regulations and standards applicable to the work. Specific details of the Work will be communicated in subsequent TAs. Activities will be conducted on an "as and when requested" basis, as determined by the DND Project Manager (DND PM).

- 1.2.2 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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- 1.2.4 This bid solicitation is to establish a contract with task authorizations (TAs) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.
- 1.2.5 This procurement is subject to the Nunavut Land Claims Agreement, the Ta'an Kwach'an Council Final Agreement, and the Kwanlin Dun First Nation Final Agreement.
- 1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.
- 1.2.7 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 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.

### **1.4 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed Non-Disclosure Agreement attached at Annex F and provide it to the DND Project Administrative Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### **1.5 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

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## 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 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

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada  
Kingston Procurement  
86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, Ontario, K7L 1X3

[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

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

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

- a. an individual;
- b. an individual who has incorporated;

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **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 and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

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## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 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 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.

## 2.6 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 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

## 2.8 Workers Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 10 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

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## **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 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.

## **Section II: Financial Bid**

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

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "H" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "H" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.3 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

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

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## 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.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

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

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

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

## **4.1.2 Technical Evaluation**

### **4.1.2.1 Mandatory Technical Criteria**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The mandatory evaluation criteria are described in Annex "G" to Part 4 of the Bid Solicitation – Mandatory Technical Criteria.

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

## **4.1.3 Financial Evaluation**

### **4.1.3.1 Mandatory Financial Criteria**

Bidders must complete and submit its financial bid in accordance with Annex B – Basis of Payment. Applicable Taxes are excluded and excise taxes are included.

Bidders must provide a price for all items and pricing periods listed in Annex B – Basis of Payment, Pricing Basis "A" and "B" inclusive.

For the Pricing in Pricing Basis "A": The proposed hourly rates within a specific labour category cannot have a variance great than +/- 5% year over year. For example, if the Year 1 price for Field Technician was bid at \$50.00 per hour, the maximum allowable bid price for Year 2 would be \$52.50 per hour. The minimum allowable bid price for Year 2 would be \$47.50 per hour. The Year 3 bid rate in this example must be within +/- 5% of the Year 2 price.

### **4.1.3.2 Evaluation of Price**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price - Bid

### **4.1.3.3 Calculation of Evaluated Price**

For Pricing Basis A:

For each Staffing Category (Item): The Price Per Hour for each year will have the corresponding % usage applied to it, to determine the resulting Weighted Price for that year. The sum of the Weighted Price for all Pricing Periods, divided by 4, will be the Staffing Category's Average Weighted Price. The sum of all Staffing Categories' Average Weighted Price will be the Total Price Per Hour of Pricing Basis A. The Total Price Per Hour of Pricing Basis A will be multiplied by an Estimated Usage of 70,000 hours to determine the Total Evaluated Price for Pricing Basis A.

For Pricing Basis B:

For each Item, the sum of the pricing for all Pricing Periods will be multiplied by the corresponding Annual Estimated Usage amount to determine the Total for Each Site. The sum of the Total for Each Site amount for all Items will be the Total Evaluated Price for Pricing Basis B.

The sum of the Total Evaluated Price for Pricing Basis A and the Total Evaluated Price for Pricing Basis B will be the Total Evaluated Price of Bid.

Solicitation No. - N° de l'invitation  
**EN438-189002/A**  
Client Ref. No. - N° de réf. du client  
**EN438-18-9002**

Amd. No. - N° de la modif.  
File No. - N° du dossier  
**KIN-8-50111**

Buyer ID - Id de l'acheteur  
**kin615**  
CCC No./N° CCC - FMS No./N° VME

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## **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest Total Evaluated Price of Bid will be recommended for award of the primary contract which ends with /001 (assigned 60% of the Limitation of Expenditure). The responsive bid with the second lowest Total Evaluated Price of Bid will be recommended for award of the secondary contract which ends with /002 (assigned 40% of the Limitation of Expenditure).



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## 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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 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 specified 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

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The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

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

#### **5.2.3.3 Price Support – Non-competitive Bid**

*SACC Manual* clause C0008T (2007-05-25), Price Support – Non-competitive Bid

#### **5.2.3.4 Certificate of Authorization**

The Bidder must hold a valid and current certificate of authorization from Professional Engineers Ontario (PEO) and/or from the Association of Professional Geoscientists of Ontario (APGO) or a certificate of authorization from an equivalent engineering or geoscience association in another province.

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 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 7 - 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 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. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

SACC Manual Clause [A9033T](#) (2012-07-16), Financial Capability

### 6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.1.1 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.

##### 7.1.1.1 Allocation of Task Authorizations - Rotational Allocation Based on Remaining Allocated Funding

More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.

Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

The contractor sent a draft TA will have the time set out further below under the subparagraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding.

The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

Once the Task Authorization is validly issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.

When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add

funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with \$2M, \$1M and \$750,000 in funding for Task Authorizations respectively, and \$200,000 is added to the first contract, then \$100,000 will be added to the second contract and \$75,000 will be added to the third).

#### **7.1.1.2 Task Authorization Process:**

1. The Project Administrative Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex "E".
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 (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Administrative Authority, within the specified number of 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 Project Administrative 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.

#### **7.1.1.3 Task Authorization Limit**

The Project Administrative Authority may authorize individual task authorizations up to a limit of \$400,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Administrative Authority and PWGSC Contracting Authority before issuance.

#### **7.1.1.4 Task Authorization - Order of Ranking**

Two contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: EN438-189002/A. The Contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_ EN438-189002/001/KIN *[Canada will insert information at contract award]*

Ranked second: \_\_\_\_\_ EN438-189002/002/KIN *[Canada will insert information at contract award]*

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#### **7.1.1.5 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" for Contractor means 5% of the Maximum Contract Value including HST.
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.

#### **7.1.1.6 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 basis 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 June 30.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### **Reporting Requirement- 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.

**7.1.1.7 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the DND Project Manager (DND PM) named in the Task Authorization. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 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>) issued by Public Works and Government Services Canada.

**7.2.1 General Conditions**

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

**7.2.2 Supplemental General Conditions**

Supplemental General Conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

**7.3 Security Requirements**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. 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).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 31 March 2021 inclusive.

Task Authorizations against this Contract will be made after the funding for Contract EN438-178002 is expended to the point that addition task authorizations can't be made against Contract EN438-178002.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement
- the Ta'an Kwach'an Council Final Settlement
- Kwanlin Dun First Nation Final Agreement

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

### **7.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified in the Task Authorization.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Andrew Denbeigh  
Title: Supply Specialist

Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St, 2nd Floor  
Kingston, Ontario, K7L 1X3



Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

Telephone: 613-484-1586  
E-mail address: [Andrew.Denbeigh@pwgsc.gc.ca](mailto:Andrew.Denbeigh@pwgsc.gc.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.

### 7.5.2 Department of National Defence Project Manager (DND PM)

The Department of National Defence Project Manager (DND PM) for the Contract will be specified on each Task Authorization.

The DND PM 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 DND PM; however, the DND PM 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.

### 7.5.3 Project Administrative Authority

*[Canada will insert contact information at contract award]*

The Project Administrative Authority is responsible for issuing and amending all task authorizations valued up to \$400,000.00 including HST.

### 7.5.4 Contractor's Representative *[Information to be inserted by the Bidder]*

Contact Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Cellular No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
Email: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 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 duties 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.

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### **7.7.2 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 \$2,400,000.00 for EN438-189002/001/KIN and \$1,600,000.00 for EN438-189002/002/KIN, Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an 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 revisions, whichever 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.

### **7.7.3 Progress Payments**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90% percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment;
  - c. the total amount for all progress payments paid by Canada does not exceed 90% percent of the total amount to be paid under the Contract;
  - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or
4. otherwise must be refunded promptly to Canada.

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#### **7.7.4 Electronic Payment of Invoices – Contract**

*[Canada will insert information at time of contract award]*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

#### **7.7.5 T1204 - Direct Request by Customer Department**

*SACC Manual* clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

#### **7.7.6 Time Verification**

*SACC Manual* clause C0711C (2008-05-12), Time Verification

#### **7.8 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c. a copy of the bi-weekly (every two weeks) progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Administrative Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Administrative Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "**FCP Limited Eligibility to Bid**" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007(2010-08-16) ,Canada to Own Intellectual Property Rights in Foreground;
- (c) 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_. *[Canada will insert information at time of contract award]*

### 7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

OR

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

### 7.13 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.14 Progress Reports**

1. The Contractor must submit every two weeks, reports, in electronic format, on the progress of the Work, to the Project Administrative Authority.
2. The progress report must contain three parts:
  - a. Part 1: The Contractor must answer the following three questions:
    - i. Is the project on schedule?
    - ii. Is the project within budget?
    - iii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- b. Part 2: A narrative report, brief, yet sufficiently detailed to enable the Project Administrative Authority to evaluate the progress of the Work, containing as a minimum:
      - i. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
      - ii. An explanation of any variation from the work plan.
      - iii. A description of trips or conferences connected with the Contract during the period of the report.
      - iv. A description of any major equipment purchased or constructed during the period of the report.
    - c. Part 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143, (or an equivalent form acceptable to the Project Administrative Authority) showing the following:
      - i. Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)
      - ii. Progress of the Work against the Contractor's original Contract Plan (instructions for showing the above on the Contract Plan are detailed in Appendix "C" of Annex "A" attached). The form will provide the basis for planning and estimating the cost of work, and reporting actual progress and cost against the plan during contract performance.

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### **7.15 Draft Final Report – Details**

The Contractor must submit a draft of the final report in electronic format to the Project Administrative Authority for approval on or before scheduled date in the Task Authorization(s). It must be a comprehensive report on all facets of the Work and must include sufficient drawings, sketches, photographs and a discussion of problems and successes associated with the Work to facilitate a full and accurate evaluation of the Work by the Project Administrative Authority. The report must be prepared in accordance with good engineering/professional practices and include, as a minimum, the following: a title page, a table of contents, an executive summary, an introduction, a technical discussion with conclusions and include, as applicable, supporting graphs, tables and figures.

### **7.16 Inspection and Acceptance**

The Department of National Defence Project Manager is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **7.17 SACC Manual Clauses**

*SACC Manual* clause A0285C (2007-05-25), Workers Compensation  
*SACC Manual* clause A9062C (2011-05-16), Canadian Forces Site Regulations

### **7.18 Non-disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "F", and provide it to the DND Project Administrative Authority before they are given access to information by or on behalf of Canada in connection with the Work.

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**ANNEX "A"**

**STATEMENT OF WORK**

**Drinking Water Vulnerability and Source Protection at Various DND Facilities**

**1. INTRODUCTION**

- 1.1. The Department of National Defence (DND) requires up to two (2) Contractors to carry out Drinking Water Vulnerability and Source Protection (DWVSP) studies for water supplies for various DND facilities located throughout Canada.
- 1.2. DND facilities may include, but are not limited to: Army Bases, Navy Bases, Operational Support Bases, Airforce Wings, Detachments, and Training Ranges. Contractors may carry out work within or near DND facilities.

**2. OBJECTIVES**

- 2.1. To complete vulnerabilities assessments as per the Health Canada (HC) document titled Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction (Version 2, May 2013 or most recent version) (HC Guidance), supplemented by the Ontario Clean Water Act Director's Technical Rules for Assessment Reports (the Technical Rules) (March 2017 or most recent version) and British Columbia's Comprehensive Drinking Water Source-to-Tap Assessment Guidance (BC 2010);
- 2.2. To complete baseline chemical analyses, including an assessment of microbiological quality, as per the HC Guidance (and including analysis of all contaminants of concern not limited to those included in the Health Canada Guidelines for Canadian Drinking Water Quality (GCDWQ)); and,
- 2.3. To develop monitoring programs and site-specific risk management approaches for DND drinking water supplies as per the HC Guidance based on the results of the vulnerabilities assessments and baseline chemical analyses.

**3. BACKGROUND**

- 3.1. Some DND facilities are not serviced by municipal drinking water supplies. Drinking water for these facilities is sourced and supplied by DND.
- 3.2. Source water for these facilities is derived from groundwater wells and/or surface water intakes, and drinking water supplies may include a combination of reservoirs, treatment and distribution systems.
- 3.3. Employees, residents, and visitors of these DND facilities rely on DND sourced drinking water, and in some cases, DND also supplies drinking water to neighbouring towns.
- 3.4. The Canada Labour Code (Section 125 (1)(j) in Part II) requires federal employers to provide potable water to employees in accordance with prescribed standards.
- 3.5. The Occupational Health and Safety Regulations prescribe the Health Canada Guidelines for Canadian Drinking Water Quality (GCDWQ) as those standards.

- 3.6. Health Canada provides guidance on how to implement the GCDWQ at federal facilities in the document titled Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction (Version 2, May 2013) (HC Guidance).
- 3.7. The HC Guidance describes the multi-barrier approach to safe drinking water which is the overarching concept for the guidance. By this concept, a drinking water system consists of three (3) main components (the water source, the treatment system, and the distribution system), and for each of these components steps can be taken to prevent or reduce the likelihood of contamination before it occurs in order to reduce risks to public health and to preserve the long-term sustainability of the water supply.
- 3.8. Additional information on the multi-barrier approach is provided by the Canadian Council of Ministers of the Environment (CCME) in the documents titled From Source to Tap: Multi-Barrier Approach (CCME, 2002), and Guidance on the Multi-Barrier Approach to Safe Drinking Water (CCME, 2004).
- 3.9. As per the HC Guidance, monitoring programs and approaches for managing risks and protecting public health should be developed for federal drinking water systems based on the results of: 1) vulnerabilities assessments; 2) baseline chemical analyses (including analysis of all contaminants of concern not limited to those included in GCDWQ); and, 3) sanitary surveys. (Note: Sanitary surveys are not part of this contract, as they will be undertaken as part of separate study.)

#### **4. GUIDELINES, STANDARDS, AND FRAMEWORK**

- 4.1. Vulnerabilities assessments and baseline chemical analyses are to be carried out and monitoring programs and site-specific risk management approaches are to be developed as per the HC Guidance. (Note: Baseline chemical analyses are to include analysis of all contaminants of concern not limited to those included in GCDWQ.)
- 4.2. As the HC Guidance does not provide specific methodologies for completing some aspects of vulnerabilities assessments, vulnerabilities assessments are to be completed using the Ontario Clean Water Act Director's Technical Rules for Assessment Reports (the Technical Rules) (March 2017 or most recent version) as supplemental guidance, as described in Appendix A. The Technical Rules were selected as supplemental guidance to facilitate consistency between studies carried out for facilities located in various provinces and territories and by various contractors.
- 4.3. Identification of activities that may be threats to the drinking water quality is to be carried out in consideration of: 1) prescribed drinking water threats as listed in Ontario Regulation 287/07 of the Clean Water Act (as amended); 2) potentially contaminating activities as listed in Ontario Regulation 153/04 of the Environmental Protection Act (as amended); 3) military training activities not included in the previous; 4) sources of per- and polyfluoroalkyl substances (PFAS) not included in the previous; 5) groundwater under the direct influence of surface water (GUDI) as defined in Health Canada (2013); 6) potential sources of contamination associated with the distribution system including contaminant sources connected directly to the distribution system (e.g. cleaning fluids, glycol for central heating systems), negative pressure in distribution mains that could allow entry of contaminants into the system, and construction materials; 7) erosion and sedimentation; 8) salt water intrusion; and 9) any other potential source of contamination.
- 4.4. Ranking of prescribed drinking water threats as listed in Ontario Regulation 287/07 is to be carried out in consideration of the Ontario Ministry of the Environment Table of Drinking Water Threats: Clean Water Act (2017 or most recent version).



4.5. Groundwater and surface water quality analytical data are to be compared to:

- a. Health Canada Guidelines for Canadian Drinking Water Quality – Summary Table (February 2017 or most recent version);
- b. Health Canada Guidelines for Canadian Drinking Water Quality – Technical Documents (most recent versions);
- c. Provincial drinking water quality criteria as applicable for the province within which the DND facility is located (most recent versions);
- d. Health Canada Drinking Water Screening Value RDX (2013 or most recent version);
- e. Health Canada Drinking Water Screening Value HMX (2011 or most recent version);
- f. Health Canada Drinking Water Screening Value Perchlorates (2013 or most recent version);
- g. Health Canada Water Talk Drinking Water Screening Values: Perfluoroalkylated Substances (2017 or most recent version);
- h. Any other Health Canada drinking water criteria that is available;
- i. Drinking water screening values published in the document titled: Interim Advice to Federal Custodian Departments for the Management of Federal Contaminated Sites Containing PFOS and PFAS (Federal Contaminated Sites Action Plan (FCSAP), April 2018 (or most recent version));
- j. Where drinking water criteria are not provided in the above:
  - o United States Environmental Protection Agency (US EPA) Drinking Water Standards and Health Advisories - Energetic Materials and Perchlorates;
  - o US EPA Energetic Materials and Perchlorate – Technical Fact Sheets (RDX, TNT, DNT, HMX, perchlorate); and,
  - o Criteria from other jurisdictions as appropriate.

4.6. Groundwater and surface water sampling and analysis, installation of monitoring wells, and any other field investigation activities carried out for collection of data or information to be considered by the DWVSP studies is to be carried out as per:

- a. Canadian Council of Ministers of the Environment (CCME) Guidance Manual for Environmental Site Characterization in Support of Environmental and Human Health Risk Assessment (2016 or most recent version);
  - o Volume 1 Guidance Manual;
  - o Volume 2 Checklists;
  - o Volume 3 Suggested Operating Procedures;
  - o Volume 4 Analytical Methods; and,
- b. Ontario Ministry of the Environment Practices for the Collection and Handling of Drinking Water Samples (Version 2.0, 2009 or most recent version).

4.7. In the event of a conflict between the reference documents listed above and the contents of this Statement of Work (SOW), the Contractor must discuss with DND to determine which takes precedence.

4.8. If newer versions of the reference documents listed above become available during the contract period they must take precedence over those listed above.

4.9. Additional guidance on carrying out DWVSP studies is provided by the British Columbia (BC) Ministry of Healthy Living and Sport (BC, 2010), in the document titled "Comprehensive Drinking Water Source-to-Tap Assessment Guideline". Alternative approaches taken from this guidance for use under this contract, including rationale for their use, are to be presented in work plans and approved by DND.

- 4.10. Characterizations and evaluations are to be made based on conservative assumptions and approaches such that uncertainty or insufficient information does not result in potentially significant issues or threats not being identified.

## **5. DESCRIPTION OF SERVICES**

- 5.1. For each water supply, the scope of the DWVSP study to be carried out by the Contractor is to include: Assignment 1, Assignment 2, and Assignment 3 as described in Sections 6, 7, and 8 below. Unless otherwise indicated, Assignment 2 and 3 should be performed as part of the same call-up.
- 5.2. Herein, and in reports, scopes of work, and any other documents to be prepared by the Contractor:
- 5.2.1. the terms "Base", "Wing", and, "Facility" refer to the area within the property boundaries of the DND facility; and,
- 5.2.2. the term "Site" refers to the geographic area considered by the DWVSP study (which in most cases includes the Base, Wing, or Facility, and the watershed(s), capture zone(s), wellhead protection area(s) (WHPA(s))/intake protection zone(s) (IPZ(s)) associated with the water supply).

## **6. ASSIGNMENT 1: VULNERABILITY ASSESSMENT**

- 6.1. Assignment 1 consists of carrying out the vulnerability assessment based on a desktop review and site visit as described below.
- 6.2. Document Review and Summary
- 6.2.1. Review documents and other sources of information pertinent to the Site and the objectives of the DWVSP study that are reasonably available for review within the timelines of the project. Progress on the project should not be delayed due to DND's failure to produce requested documents in a timeline manner. Review documents and other sources of information, including (but not limited to):
- 6.2.1.1. Plans of the Base/Wing/Facility;
- 6.2.1.2. Maps/base maps/plans/databases pertaining to: topography, land cover, geology (overburden/bedrock), and hydrogeology (e.g. aquifers, aquitards, water table depths/elevations), well locations;
- 6.2.1.3. Maps/base maps/plans/air photos showing land usage (e.g. agricultural, livestock grazing/pasturing, industrial, forestry, quarries/mines, residential, community, park);
- 6.2.1.4. Well records and borehole logs;
- 6.2.1.5. Regional/municipal water supply, well head protection, and source water protection studies;
- 6.2.1.6. Local water supply, well head protection, and source water protection studies;
- 6.2.1.7. Hydrogeological/hydrological investigations, and other sources of information;

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- 6.2.1.8. Reports/catalogues/databases pertaining to water taking and permits to take water (PTTW);
  - 6.2.1.9. Reports/plans/diagrams pertaining to the configuration, operation, and usage of the subject water supply, treatment system, reservoir/storage, and distribution system;
  - 6.2.1.10. Monitoring reports/studies/data pertaining to the subject water supply, treatment system, reservoir/storage system, and distribution system;
  - 6.2.1.11. Action/emergency response plans pertaining to the subject water supply, treatment system, reservoir/storage system, and distribution system, including trigger levels and contingency/mitigation measures;
  - 6.2.1.12. Groundwater Under Direct Influence of Surface Water (GUDI) studies pertaining to subject water supply wells;
  - 6.2.1.13. Pumping tests carried out on subject water supply wells;
  - 6.2.1.14. Reports on configuration, operation, and usage of sewage, storm water/waste water disposal/treatment systems, septic systems, storm/sanitary sewers, and receiving environments;
  - 6.2.1.15. Monitoring reports/studies/data pertaining to sewage, storm water/waste water disposal/treatment systems, septic systems, storm/sanitary sewers, and receiving environments;
  - 6.2.1.16. Reports/catalogues/databases pertaining to potential contaminating activities (PCAs) and conditions within WHPA(s)/IPZ(s), or other vulnerable areas, including (but not limited to):
    - a. landfills/waste disposal sites;
    - b. spills;
    - c. use/storage of firefighting foams and other potential sources of per- and polyfluoroalkyl substances (PFAS);
    - d. use/storage/disposal of hazardous materials (e.g. fertilizer, pesticides, solvents);
    - e. fuel storage (e.g. above/underground storage tanks (USTs/ASTs));
    - f. de-icing of aircraft (chemical usage/storage, management of runoff);
    - g. de-icing of roadways (chemical usage/storage, management of runoff);
    - h. snow storage;
    - i. manufacturing;
    - j. mining/refining;
    - k. air strips and hangers;
    - l. vehicle storage/maintenance;
    - m. wharves, docks, port activities;
    - n. rail yards/tracks;
    - o. metal fabrication;
    - p. salvage yards/wrecking;
    - q. coal gasification plants;
    - r. oil production;
    - s. pipelines;
    - t. dry cleaning;
    - u. wood treating/preservation;
    - v. contaminated areas/media;

- w. military training activities, firing ranges; ordnance/ammunition/explosives use/storage/disposal areas;
- x. potential sources of contamination associated with the distribution system including contaminant sources connected directly to the distribution system, negative pressure in distribution mains, construction materials;
- y. erosion and sedimentation;
- z. salt water intrusion;

6.2.1.17. Phase I/II/III environmental site assessments (ESA) and risk assessments within WHPA(s)/IPZ(s), or other vulnerable areas;

6.2.2. Due to their persistence and mobility in the environment, potential sources of PFAS located outside of vulnerable areas and upgradient of water supplies are to be identified as water quality threats.

6.2.3. For relevant documents and other sources of information reviewed, list, reference and summarize (in table format or otherwise) the following (at a minimum):

- a. Author;
- b. Date of publication;
- c. Title;
- d. From where it was obtained (e.g. DND, Base Environmental Officer, website, library);
- e. Brief statement indicating how it is relevant to the DWVSP study/the type of data and information it contains that is relevant to the DWVSP study; and,
- f. Reference to the section(s)/table(s)/appendices of the DWVSP study report where relevant data are/will be tabulated and relevant information is/will be presented and discussed.

### 6.3. Site Visit

6.3.1. Carry out a site visit, including meetings/discussions with Base, Wing, or Facility Environmental Officer(s), Real Property Operations (RPOps) Officers, Water Fuels and Environmental (WFE) Technicians, GIS specialists, and any other relevant personnel in order to:

- 6.3.1.1. Obtain documents, files, databases, reports, and other sources of information relevant to the DWVSP study (including but not limited to those listed in section 6.2);
- 6.3.1.2. Verify the locations and configurations of water supply systems, including: water supply wells, surface water intakes, reservoirs, treatment systems, and distribution systems;
- 6.3.1.3. Verify usages of the water supplies (e.g. numbers and types of users, usage rates, pumping rates);
- 6.3.1.4. Characterize monitoring programs for the water supply wells, surface water intakes, reservoirs, treatment systems (raw and treated water), and distribution systems, including: monitoring wells/locations, physical parameters measured (e.g. water levels, flow rates, pressure in distribution pipes), and chemical parameters measured;

- 6.3.1.5. Outline/describe action/emergency response plans pertaining to the water supplies, reservoirs, treatment systems, and distribution systems, including trigger levels and contingency/mitigation measures;
- 6.3.1.6. Describe storm water collection and management system, including locations of catch basins, sewers, and outfall;
- 6.3.1.7. Describe sewage treatment/management system, including locations of sewers, treatment facilities, and outfalls;
- 6.3.1.8. Identify activities that may be threats to drinking water quality within the WHPA(s)/IPZ(s) and other vulnerable areas;
- 6.3.1.9. Collect anecdotal information regarding spills, hazardous materials usage, and other activities that may be threats to drinking water quality within the WHPA(s)/IPZ(s) and other vulnerable area;
- 6.3.1.10. Collect anecdotal information regarding threats to drinking water quantity, including historical or current water quantity issues;
- 6.3.1.11. Verify information obtained during the document review (as necessary);
- 6.3.1.12. Take measurements and collect data known to be absent/unavailable but identified (at the time of the site visit) to be required for the DWVSP study (e.g., water levels and other hydrogeological data required for modelling);
- 6.3.1.13. Obtain any other information relevant to or required for the DWVSP study.
- 6.3.2. Prior to the site visit, prepare itinerary, including objectives, requested information, and schedule, for distribution and review by DND and Base, Wing, or Facility personnel.
- 6.3.3. Summarize (in table format or otherwise) the following (at a minimum):
  - 6.3.3.1. The particulars of the site visit (date and time, weather, Contractor personnel who carried out the site visit, Base, Wing, or Facility personnel who participated in and/or were interviewed during the site visit, DND and PSPC personnel who participated in the site visit, access (or other) limitations);
  - 6.3.3.2. Observations and anecdotal information obtained during the site visit, including:
    - 6.3.3.2.1. Description/overview of observations made/anecdotal information obtained; and,
    - 6.3.3.2.2. Reference to the section(s)/tables(s)/appendices of the DWVSP study report where additional details pertaining to the observation/anecdotal information are/will be presented.

#### 6.4. Water Supply, Treatment, and Distribution System Characterization

- 6.4.1. Characterize the drinking water supply system(s). At a minimum, characterization is to be carried out as per the application of the Technical Rules for *System Characterization* (Appendix A), unless otherwise specified in work plans prepared by the Contractor.

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6.5. Current Water Supply Monitoring Program, Trigger Levels, Contingency Plans, and Emergency Plans Characterization

- 6.5.1. Describe and summarize (in table format or otherwise) current monitoring plans for the water supply wells, surface water intakes, reservoirs, treatment systems (raw and treated water), and distribution systems, including: monitoring wells/locations, physical parameters measured (e.g. water levels, flow rates, pressure in distribution pipes), and chemical parameters measured.
- 6.5.2. Describe and summarize (in table format or otherwise) current action/emergency response plans pertaining to the water supplies, reservoirs, treatment systems, and distribution systems, including trigger levels and contingency/mitigation measures.
- 6.5.3. Monitoring wells/locations are to be indicated on the site plan and schematic(s) of the water supply system.

6.6. Watershed Characterization

- 6.6.1. Characterize the watershed within which the groundwater wells and/or surface water intakes are located. At a minimum, characterization is to be carried out as per the application of the Technical Rules for *Watershed Characterization* (Appendix A), unless otherwise specified in work plans prepared by the Contractor.

6.7. Conceptual Water Budget

- 6.7.1. Prepare conceptual water budget(s). At a minimum, water budgets are to be prepared as per the application of the Technical Rules for *Conceptual Water budget* (Appendix A), unless otherwise specified in work plans prepared by the Contractor.

6.8. Water Budget, Stress Levels and Water Quantity Threats Identification

- 6.8.1. Prepare Tier One water budget(s), assign stress levels, and identify moderate and significant stress levels and potential threats to water quantity. At a minimum, water budgets are to be prepared and stress levels assigned as per the application of the Technical Rules for Tier One Water Budgets, Stress Levels, and Identification of Potential Threats to Water Quantity (Appendix A), unless otherwise specified in work plans prepared by the Contractor.

6.9. Vulnerable Area Delineation

- 6.9.1. Identify and delineate areas of high, medium, and low groundwater vulnerability, and identify and delineate highly vulnerable aquifers, significant groundwater recharge areas, and wellhead protection areas as per the application of the Technical Rules for Vulnerable Area Delineation - Groundwater (Appendix A), unless otherwise specified in work plans prepared by the Contractor.
- 6.9.2. Delineate surface water intake protection zones as per the application of the Technical Rules for Vulnerable Area Delineation – Surface Water (Appendix A), unless otherwise specified in work plans prepared by the Contractor.
- 6.9.3. Areas of high, medium, and low groundwater vulnerability are to be indicated on plan(s)/map(s), along with locations and boundaries of vulnerable areas, including:

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wellhead protection areas, surface water intake protection zones, highly vulnerable aquifers, and significant groundwater recharge areas.

6.9.4. Where modelling is carried out to identify and delineate vulnerable areas:

- a. "black box" models are to be avoided where possible;
- b. models must be clearly referenced and described, including presentation of each equation employed and identification of input and output parameters;
- c. for each input value assumed and used, justification for its use and reference to its source (where possible) is to be presented (preferably in table format);
- d. all input and output data must be clearly labelled and presented;
- e. sample calculations must be presented; and,
- f. the above is to be presented in such a way that results of the modelling can be reproduced.

#### 6.10. Water Quality Issues Assessment

- 6.10.1. Tabulate water quality analytical data collected within the past five (5) years for water supply wells and surface water intakes (for raw and treated water), and associated monitoring wells/locations, and compare to applicable drinking water quality criteria (as per section 4.5).
- 6.10.2. Identify and describe drinking water quality issues as per the application of the Technical Rules for Water Quality Issues Assessment (Appendix A), unless otherwise specified in work plan prepared by the Contractor.
- 6.10.3. For water quality issues associated with anthropogenic causes, list and summarize (in table format, with supplemental text if needed):
  - a. Issue name/ID;
  - b. Brief description of issue;
  - c. The contaminant to which the issue pertains;
  - d. The water supply well/surface water intake (and associated monitoring wells/locations) at which the issue was identified;
  - e. The issue contributing area; and,
  - f. The drinking water threats that may have contributed to the issue.
- 6.10.4. For water quality issues not associated with anthropogenic causes, list and summarize (in table format, with supplemental text if needed):
  - a. Issue name/ID;
  - b. Brief description of issue;
  - c. the parameter to which the issue pertains;
  - d. the water supply well/surface water intake (and associated monitoring wells/locations) at which the was identified; and,
  - e. the possible cause/source of the issue (e.g. within range of natural background conditions).
- 6.10.5. Locations and boundaries of "issue contributing areas" and "drinking water threats that may contribute to the parameters of concern" relative to wellhead protection areas, surface water intake protection zones and other vulnerable areas are to be indicated on plan(s)/map(s).

## 6.11. Water Quality Threats Assessment and Ranking

### **Activities**

6.11.1. Identify activities within wellhead protection areas, surface water intake protection zones, and other vulnerable areas that may be threats to drinking water quality and rank them as significant, moderate, or low threats as per the application of the Technical Rules for Water Quality Threats Assessment and Ranking – Activities (Appendix A), unless otherwise specified in work plans prepared by the Contractor.

6.11.2. For activities prescribed as drinking water threats as per O. Reg. 287/07, list and summarize (in table format, with supplemental text if needed):

- a. the prescribed threat name/ID;
- b. brief description of threat;
- c. the associated circumstances considered in its ranking as a significant, moderate, or low drinking water threat as per the Ontario Ministry of the Environment Table of Drinking Water Threats: Clean Water Act (2017), including:
  - o threat sub category;
  - o chemical quantity circumstance;
  - o wellhead protection areas, surface water intake protection zones, or other vulnerable area within which the threat is located;
  - o vulnerability score(s) for wellhead protection area(s), surface water intake protection zone(s), or other vulnerable areas;
  - o contaminants of concern associated with the threat;
  - o any other relevant circumstance; and,
- d. Threat ranking (i.e., significant, moderate, or low).

6.11.3. For activities other than those prescribed in O. Reg. 287/07, list and summarize (in table format, with supplemental text if needed):

- a. the threat name/ID;
- b. brief description of threat;
- c. the associated circumstances considered in their ranking as a significant, moderate, or low drinking water threat, including:
  - o contaminants of concern associated with the threat;
  - o chemical hazard rating and associated ratings/weightings of:
    - Toxicity;
    - Environmental fate;
    - Quantity;
    - Method of release; and,
    - Type of vulnerable area;
  - o Pathogen hazard rating and associated ratings/weightings of:
    - Frequency of the presence of pathogens associated with the activity;
    - Method of release; and,
    - Type of vulnerable area;
  - o Vulnerability score(s) for wellhead protection area(s), surface water intake protection zone(s), or other vulnerable areas;
  - o Risk score;
  - o Any other relevant circumstance; and,



d. Threat ranking (i.e., significant, moderate, or low).

- 6.11.4. Locations and boundaries of activities identified as significant or moderate threats to water quality relative to wellhead protection areas, surface water intake protection zones, and other vulnerable areas are to be indicated on plan(s)/map(s) with unique symbols for each threat ranking category.

**Conditions**

- 6.11.5. Identify conditions within wellhead protection areas, surface water intake protection zones, and other vulnerable areas that may be threats to drinking water quality (as defined in Part XI.3 (Rule 126) of the Technical Rules) and rank them as significant, moderate, or low conditions as per the application of the Technical Rules for Water Quality Threats Assessment and Ranking – Conditions (Appendix A), unless otherwise specified by the Contractor.

- 6.11.6. List and summarize (in table format, with supplemental text if needed):

- a. the condition name/ID;
- b. brief description of condition;
- c. the associated circumstances considered in its ranking as a significant, moderate, or low condition, including:
  - o contaminants of concern associated with the condition;
  - o hazard rating and associated rationale;
  - o vulnerability score(s) for wellhead protection area(s), surface water intake protection zone(s), or other vulnerable areas;
  - o risk score;
  - o any other relevant circumstance; and,
- d. Condition ranking (i.e., significant, moderate, or low).

- 6.11.7. Locations and boundaries of conditions identified as significant or moderate conditions relative to wellhead protection areas, surface water intake protection zones, and other vulnerable areas are to be indicated on plan(s)/map(s) with unique symbols for each threat ranking category.

- 6.11.8. All water quality data considered in the identification of conditions as threats should be tabulated and compared to applicable water quality criteria and presented as an appendix of the DWVSP Study Report.

6.12. Summary of Threats and Issues, Uncertainties and Data Gaps, and Recommendations

6.12.1. **Water Quantity Threats**

List and summarize (in table format, with supplemental text if needed) potential threats to water quantity, associated uncertainties/data gaps, and recommendations, including:

- 6.12.1.1. Watershed/aquifer to which potential threat pertains.
- 6.12.1.2. Brief description of potential threat.
- 6.12.1.3. Surface water/groundwater stress level (based on Tier One water budget);

- 6.12.1.4. Other lines of evidence indicative of a potential threat (e.g., trends in water levels, anecdotal information);
- 6.12.1.5. Uncertainties/data gaps associated with the potential threat;
- 6.12.1.6. Impact of each uncertainty/data gap on ability to make recommendations to address potential threat;
- 6.12.1.7. Recommendations for field data collection activities (to be carried out in Assignment 2) to address uncertainties/data gaps that impact on ability to make recommendations to address potential threat; and,
- 6.12.1.8. Recommended actions to address potential threat (to be incorporated into Assignment 3).

#### **6.12.2. *Water Quality Issues***

List and summarize (in table format, with supplemental text if needed):

- 6.12.2.1. Water quality issues, both those associated with and not associated with anthropogenic causes, including:
  - a. Issue name/ID;
  - b. Brief description of issue;
  - c. the contaminant(s)/parameter(s) to which the issue pertains;
  - d. the drinking water threat(s)/possible cause(s)/source(s) that may have contributed to the issue;
  - e. Treatment/risk management measures (RMM) currently in place to mitigate exposure to human receptors via drinking water;
- 6.12.2.2. Uncertainties and data gaps associated with the assessment and identification of water quality issues, including (but not limited to):
  - a. "issue contributing areas" that have not been determined;
  - b. "drinking water threats that may have contributed to the issue" that have not been determined;
  - c. parameters that should be included in the baseline chemical analysis (not limited to those included in GCDWQ) and assessment of microbiological quality as per HC Guidance for which the supply well/surface water intake (and associated monitoring wells/locations) have not been analyzed within the past five (5) years;
  - d. uncertainty associated with verification of anthropogenic causes (as opposed to natural background conditions);
  - e. uncertainty associated with the quality of analytical data considered, including its representativeness of current conditions;
  - f. impact of each uncertainty/data gap on ability to make recommendations to address issue;
- 6.12.2.3. Recommendations for field data collection activities (to be carried out in Assignment 2) to address uncertainties/data gaps that impact on ability to make recommendations to address identified issue(s), including (but not limited to):

- a. installation and sampling of additional monitoring/sentinel wells (including locations and construction details);
- b. identification and sampling of additional surface water monitoring locations;
- c. parameters to be included in the baseline chemical analysis and assessment of microbiological quality;
- d. characterization of natural background conditions; and,
- e. verification sampling and analysis.

6.12.2.4. Recommended treatment, RMMs, and/or monitoring to address identified issue(s) (to be incorporated into Assignment 3).

### 6.12.3. **Water Quality Threats**

List and summarize (in table format, with supplemental text if needed):

6.12.3.1. Moderate and significant water quality threats, prescribed and non-prescribed, including:

- a. Threat name/ID;
- b. Brief description of threat;
- c. threat ranking;
- d. contaminants of concern associated with the threat;
- e. contaminants of concern not analyzed in water samples collected from the water supply well/surface water intake (and associated monitoring wells/locations) within the past five (5) years;

6.12.3.2. Uncertainties and data gaps associated with the assessment and identification of water quality threats, including (but not limited to):

- a. contaminants of concern that should be included in the baseline chemical analysis (not limited to those included in GCDWQ) and assessment of microbiological quality as per HC Guidance for which the supply well/surface water intake (and associated monitoring wells/locations) have not been analyzed within the past five (5) years;
- b. uncertainty associated with delineation of vulnerable areas (e.g. modelling assumptions);
- c. uncertainty as to whether conditions identified as threats are representative of current conditions;
- d. impact of each uncertainty/data gap on ability to make recommendations to address threat;

6.12.3.3. Recommendations for field data collection activities (to be carried out in Assignment 2) to address uncertainties/data gaps that impact on ability to make recommendations to address identified threat(s), including (but not limited to):

- a. installation, monitoring, and sampling of additional monitoring/sentinel wells (including locations and construction details);
- b. identification, monitoring, and sampling of additional surface water monitoring locations;
- c. hydraulic conductivity testing and/or pumping tests;
- d. parameters to be included in the baseline chemical analysis and assessment of microbiological quality;
- e. verification sampling and analysis;

- f. where military training activities, firing ranges, ordnance/ammunition/explosives use/storage/disposal areas are identified as water quality threats, metals, perchlorates, propellants, and energetics (e.g. nitroglycerin, TNT, RDX, HMX, 2,4-DNT, 2,6-DNT, NC, NTO) are to be included in the baseline chemical analysis; and,
- g. where use/storage of fire-fighting foams and other potential sources of PFAS are identified as water quality threats, the full suite of PFAS, including precursors and degradation products, are to be included in the baseline chemical analysis;

6.12.3.4. Recommended RMMs and/or monitoring to address identified threat(s) (to be incorporated into Assignment 3).

**6.13. Detailed Work Plan and Cost Estimate for Assignment 2 and 3:**

- 6.13.1. Prepare a detailed work plan and cost estimate for carrying out Assignment 2 and 3 together (unless otherwise indicated in the Task Authorization), as described in Section 11.1.
- 6.13.2. Contractors will be required to provide proof of laboratory accreditation and must ensure the laboratory is able to meet detection limits that are lower or equal to applicable drinking water quality criteria (as per section 4.5).

**7. ASSIGNMENT 2: SUPPLEMENTAL INVESTIGATION ACTIVITIES AND BASELINE CHEMICAL ANALYSIS**

**7.1. Assignment 2 consists of:**

- 7.1.1. Carrying out the recommendations for addressing data gaps and uncertainties associated with the vulnerability assessment carried out as Assignment 1; and,
- 7.1.2. Completing the baseline chemical analyses, including assessment of microbiological quality, as per HC Guidance in consideration of the results of Assignment 1. (Note: Baseline chemical analyses are to include analysis of all contaminants of concern not limited to those included in GCDWQ.)

**8. ASSIGNMENT 3: WATER SUPPLY MONITORING AND RISK MANAGEMENT PLAN**

- 8.1. Assignment 3 consists of developing a water supply monitoring and risk management plan as per the HC Guidance (or updating an existing water supply monitoring and risk management plan to bring it into compliance with the HC Guidance) based on the results of the vulnerability assessment and baseline chemical analysis, in combination with the results of the sanitary surveys carried out by the DND Green Team as part of another study (where results are available).
- 8.2. Additional guidance on carrying out monitoring and management plans is provided by the British Columbia (BC) Ministry of Healthy Living and Sport (BC, 2010), in the document titled "Comprehensive Drinking Water Source-to-Tap Assessment Guideline" - Module 8.
- 8.3. The water supply monitoring and risk management plan is to include (but not be limited to):

8.3.1. monitoring plan;

- sampling locations;
- sampling frequencies;
- analytical/monitoring parameters;
- quality assurance/quality control (QA/QC) procedures;
- reference to sampling protocols;
- conditions and timelines by which the monitoring of threats may be ended, as appropriate;

8.3.2. risk-based trigger levels for key parameters at target locations (e.g. sentinel wells);

8.3.3. risk contingency/mitigation measures to be put in place when trigger levels are exceeded (on a tiered response basis) including level of urgency and associated timeframe for action (immediate (within 3 months), short-term (within 1 year), medium term (1-3 years), long term (3years+));

8.3.4. management plan;

- incorporation of essential information from most recent Water Treatment Plan Optimization Report;
- management activities to be put in place when trigger levels are exceeded;
- communication plan for incidences;
- reporting requirements;
- conditions and timelines by which the management plan may be ended;

8.3.5. emergency response plan;

8.3.6. recommendations for water treatment; and,

8.3.7. flow chart for implementation of the monitoring plan, trigger levels, contingency/mitigation measures, management plan, and emergency response plan (including conditions and timelines by which the monitoring and management plans may be ended).

## **9. REPORTING/ DELIVERABLES**

### **9.1. Health, Safety and Environment Plans**

9.1.1. Prepare project-specific complete Health, Safety and Environment Plans (HSAEPs) which comply with the Canada Labour Code Part II, DND health and safety policies, and any other applicable acts, regulations, and requirements. The HSAEPs must outline measures in the "Environment" section detailing how the Contractor plans on protecting the source water against potential impacts during field activities (i.e. fuel spills from vehicles, clean equipment for use at water supply wells). The HSAEPs must be signed by project staff and carried on site.

9.1.2. Individual HSAEPs are to be prepared for the site visit and for field activities to be carried out as part of Assignment 2.

9.2. Prepare a Site Visit Summary as per 6.3.3 and applicable sections of the Table of Contents for the DWVSP study report provided as Appendix B. The Site Visit Summary will be rolled into the DWVSP study report, and should be prepared to so facilitate.

9.3. Prepare the Document Review Summary as per 6.2.2 and applicable sections of the Table of Contents for the DWVSP study report provided as Appendix B. The Document Review Summary will be rolled into the DWVSP study report, and should be prepared to so facilitate.

9.4. DWVSP Study Report (draft and final)

9.4.1. Prepare the DWVSP Study Report as per the Table of Contents provided as Appendix B unless a modified Table of Contents is provided by the Contractor and agreed to by DND. However, additional sections, tables, figures, and appendices to those presented in Appendix B may be included in the report.

9.4.2. The Preliminary DWVSP Study Report prepared upon completion of Assignment 1 is to be rolled-up into the Comprehensive DWVSP Study Report upon completion of Assignment 2 and 3 by updating the report to incorporate the results of Assignment 2 and 3, and should be prepared to so facilitate. Updates are to include presentation of additional data, and changes/modifications to the results, interpretation of results, data gaps/uncertainties, and recommendations.

9.5. Detailed Work Plan and Cost Estimate for Assignment 2 and 3

9.5.1. Prepare the detailed work plan and cost estimate for Assignment 2 and 3 including the required components as per Section 11.1.

9.6. Assignment 2 Field Investigation Activities Summary:

9.6.1. Upon completion of Assignment 2 field investigation activities, prepare a summary including (but not limited to): investigation activities that were carried out, deviations and omissions from the Detailed Work Plan and rationale as to why these occurred, limitations/restrictions/conditions that may impact on the quality of the results and how these will be addressed, and any other field observations or information pertinent to the study.

9.7. Technical Letter Report on Supplemental Investigation Activities and Baseline Chemical Analysis (Assignment 2) (draft and final):

9.7.1. Prepare a technical letter report summarizing the objectives, methodology, results/data, and findings of the supplemental investigation activities and baseline chemical analysis carried out as Assignment 2 (including tables, figures, and attachments as appropriate).

9.7.2. The technical letter report is to be included as an appendix of the Comprehensive DWVSP Study Report, and discussed and referred to in relevant sections of the main text of the Comprehensive DWVSP Study Report. As per Section 9.4.2, the Preliminary DWVSP Study Report is to be updated to incorporate the results of Assignment 2 (as summarized in the technical letter report) and rolled up into the Comprehensive DWVSP Study Report.

9.8. Water Supply Monitoring and Risk Management Plan (Assignment 3) (draft and final)

9.8.1. Prepare a water supply monitoring and risk management plan as per Section 8.

9.8.2. The water supply monitoring and risk management plan is to be included as an annex of the Comprehensive DWVSP Study Report, and is to be prepared so to be extracted as a separate stand-alone report. As per Section 9.4.2, the Preliminary DWVSP Study Report

is to be updated to incorporate the results of Assignment 3 (as summarized in the annex) and rolled up into the Comprehensive DWVSP Study Report.

#### 9.9. Schedule for Submission of Deliverables

9.9.1. Draft and final deliverables are to be submitted in accordance with Table 1 below.

**Table 1: Schedule for Submission of Deliverables**

item	Deliverable / Milestone	Format Final (Drafts in electronic copy only)	Tentative Timeline
1-	Kick off meeting	Teleconference, or in-person (at DND) if firm representatives are within the National Capital Region	1 to 2 weeks after TA award
2-	Progress updates and Progress meetings	Progress updates via email, and Progress meetings via teleconference	Every 2 weeks
3-	HSAEP – Assignment 1	Electronic copy for DND info only	1 week before site visit (for DND info only)
4-	Site Visit Summary	Electronic copy	2 weeks after site visit
5-	Document Review Summary	Electronic copy	4 weeks after site visit
6-	Preliminary DWVSP Study Report	2 hard copies 2 electronic copies which will also include GIS deliverables and native files	<b>Draft:</b> 5 months after TA award <b>DND review:</b> 4 weeks <b>Final draft:</b> 1 week after receiving comments from DND iterative document <b>Final:</b> see Comprehensive DWVSP Study Report
7-	Detailed Work Plan and Cost Estimate for Assignment 2 and 3	Electronic copy	<b>Draft:</b> 5 months after TA award <b>DND review:</b> 2 weeks <b>Final:</b> 2 weeks after receiving comments from DND
8-	HSAEP – Assignment 2	Electronic copy for DND info only	1 week before Assignment 2 field investigation activities commence

9-	Assignment 2 Field Investigation Activities Summary	Electronic copy	2 business days after Assignment 2 field investigation activities have been completed
10-	Technical Letter Report on Supplemental Investigation Activities and Baseline Chemical Analysis (Assignment 2)	2 hard copies 2 electronic copies which will also include GIS deliverables and native files	<b>Analytical result exceedances of tap water, or raw water intake locations:</b> by e-mail to DND project manager within 24 hrs of receiving analytical results <b>Draft:</b> 4 months after TA award for assignment 2/3 <b>DND review:</b> 4 weeks <b>Final draft:</b> 1 week after receiving comments from DND <b>Final:</b> see Comprehensive DWVSP Study Report
11-	Water Supply Monitoring and Risk Management Plan (Assignment 3)	2 hard copies 2 electronic copies which will also include GIS deliverables and native files	<b>Draft:</b> 4.5 months after TA award for assignment 2/3 <b>DND review:</b> 3 weeks <b>Final draft:</b> 2 weeks after receiving comments from DND <b>Final:</b> see Comprehensive DWVSP Study Report
12-	Comprehensive DWVSP Study Report	2 hard copies 2 electronic copies which will also include GIS deliverables and native files GIS deliverables	<b>Draft:</b> 4.5 months after TA award <b>DND review:</b> 3 weeks <b>Final overall document:</b> 2 weeks after receiving comments from DND

Note: Progress updates are to be submitted and progress meetings are to occur every two (2) weeks.

#### 9.10. Draft and Final Reports

- 9.10.1. Draft submissions are to be prepared and submitted with the same content and quality as if they were final submissions (i.e., drafts should be of high quality: clear, concise, complete), including considerations for grammar, tone, and **consistency of data and technical contents**. All reports must be compliant with this SOW, best practices and applicable legislation. If a draft submission delivered by the consultant **is judged by DND** not to meet the requirements of this SOW, DND reserves the right to request subsequent draft submissions from the consultant, even following revisions to the first draft by the consultant, at no additional cost to DND.
- 9.10.2. The consultant is expected to employ satisfactory QA/QC measures for all work undertaken within the scope of work specified herein. The consultant must use proven procedures, practices and protocols with satisfactory and acceptable historical performance to ensure the collection and reporting of complete, reliable and accurate information. This will be addressed and reflected in all of the consultant's deliverables



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and work elements including, but not limited to, the proposal submission, correspondence, field practices, submissions and reports.

- 9.10.3. Separate reports must be prepared for each DND Facility and submitted to the Department of National Defence Project Manager.
- 9.10.4. Final reports must be signed by the senior hydrogeologist.
- 9.10.5. All methodologies implemented, assumptions made, QA/QC performed should be clearly explained and documented.
- 9.10.6. All chain of custodies and laboratory analytical data and QA/QC reports must be supplied within the reports.
- 9.10.7. All analytical data must also be presented in excel format with exceedances highlighted.
- 9.10.8. All results must be interpreted and discussed.
- 9.10.9. Final reports should address all questions and comments provided by DND regarding the draft report. A written justification will be provided to DND addressing all questions and comments provided to the contractor prior to finalization of the report.
- 9.10.10. Electronic copies are to be provided on CD, or memory drive and include copies of all AutoCAD drawings/figures in dwg format, analytical data tables in excel, GIS in at least ArcGIS version 10.1 geodatabase (gdb), photos in jpg format, Word files, and a complete PDF file of the entire report including all annexes.
- 9.10.11. Drawings are to be produced in metric terms using DND CADD standards, which will be supplied to the contractor. The drawings are to be drawn to scale and created using AutoCAD software.
- 9.10.12. All drawings must conform to DND departmental drawing standards and conventions.
- 9.10.13. Drawings are to be submitted on fold-out sized (11" x 17") paper or (8 1/2" X 11"), as appropriate for proper viewing. Digital copies of the drawings must be provided in AutoCAD and PDF format.

#### 9.11. GIS Requirements

- 9.11.1. The Contractor must collect and provide all GIS related information using the DND GIS Standard listed in Annex A-1 to be provided to the winning proponent. DND will provide the Contractor with an Arc GIS GDB template file that conforms to the GIS standard.
- 9.11.2. A general site plan will be issued to the Contractor by DND and will serve as a baseline dataset.
- 9.11.3. The Contractor must add "work" to the baseline dataset provided.
- 9.11.4. All the Contractor's associated GIS data (drawings, geological, hydrogeological, topographical, imagery, lidar, photos, borehole logs, Excel workbooks, Word documents, laboratory reports of analysis, databases, etc.) must be delivered to DND as per the time lines laid out in the SOW.

- 9.11.5. All data is to be delivered in an ArcGIS 10.1 version or higher.
- 9.11.6. All data collection will be done in the local UTM Co-ordinate System with a Horizontal Datum of NAD83 (Original) with the Vertical Datum being set to CGVD1928 (as per standard set by DND Land Registry office). (i.e.: UTM, Zn10, NAD83, CGVD1928) (ex: MW sampling locations).
- 9.11.7. Additional data collected for the project will follow as closely as possible the naming convention and data structure laid out in the DND GIS Standard.
- 9.11.8. Additional attribution and domain values will be documented where applicable and added to the DND GIS Standard.
- 9.11.9. All mandatory fields must be filled out as per the DND GIS Standard.
- 9.11.10. All GIS data must be topologically correct in nature.
- 9.11.11. Additional data generated in external software packages that are used for mapping display and geographic representation must be properly georeferenced as per the conditions noted above and must have the ability to be imported into ArcGIS version 10.1 or higher.
- 9.11.12. Where open source maps exist for GIS data related to the project deliverables, these must be considered for use first, prior to electing to use maps for which there is an associated cost.

## **10. ACCESS TO DND FACILITIES**

- 10.1. The initial site visit to be carried out as part of Assignment 1 will normally be scheduled during the kickoff meeting. As indicated in Section 6.3.2, prior to the site visit the Contractor is to prepare an itinerary, including objectives, requested information, and schedule, for distribution and review by DND and Base, Wing, or Facility personnel.
- 10.2. Field work to be carried out as part of Assignment 2 is to be scheduled and arranged by the Contractor (with support from DND) with the appropriate Base Environmental Officer and Real Property representative. The Detailed Work Plan for Assignment 2 (including schedule) is to be distributed, and sampling locations and other logistics are to be confirmed and organized with the Base Environmental Officer and Real Property representative.
- 10.3. Unless otherwise agreed to by DND, at least four (4) weeks prior to accessing the DND Facility to carry out the site visit (Assignment 1) or field program (Assignment 2), the Contractor is to complete a PSPC Request for Visit form (<https://www.tpsgc-pwgsc.gc.ca/esc-src/formulaires-forms/visite-visits-eng.html>) for each of the Contractor's personnel who will carry out the work. Completed forms are to be submitted to the PSPC Contract Security Program for approval. Delays in carrying out site visits and field programs due to the Contractor's failure to complete PSPC Request for Visit forms in a timely manner cannot impact on the overall timeline for completion of the scope of work for the project.
- 10.4. Prior to accessing the Facilities, Contractors must stop at the security gate and provide approved visitor clearance requests, along with a valid IDs.

- 10.5. If any sampling activities will be undertaken within the range and training areas, additional safety precautions and an unexploded ordnance (UXO) escort will be required. Please ensure access to the range and training areas is coordinated with the Base Environmental Officer or, if applicable, Real Property representative.
- 10.6. Work performed at Facilities by the Contractor must be carried out during normal business hours (Monday-Friday from 8:00am – 4:00pm) unless otherwise noted. Work must be undertaken with the least amount of disturbance to Facility activities, operations, and personnel.

## 11. TASK AUTHORIZATION WORK PLAN

- 11.1. With each eventual Task Authorization request, the chosen consultant will be required to prepare (prior to task award) a detailed work plan including field sampling methodology, Gantt chart, cost estimate (as per the Cost Estimate Table provided as Appendix C), and a summary of the proposed application of the Technical Rules as per Appendix A.

## 12. BASIS OF PAYMENT

- 12.1. All proponent invoices shall be clearly divided by Site (for which each study was completed). The fixed fee and unit rates provided in the proposal (and in cost estimates submitted in response to Task Authorization requests) shall not be exceeded and are considered to be upset limits, unless a change order has been issued.
- 12.2. Disbursement costs associated with individual suppliers are to be determined by the Contractor as the lowest cost quotation of those provided by at least three (3) individual and separate suppliers not more than five (5) weeks prior to submission of the cost estimate to DND. This applies to all requirements for goods or services that exceed \$2,000.00.
- 12.3. The Contractor will be paid upon acceptance of the completion of certain deliverables (payment will not be made for partial completion of deliverables) and in accordance with the terms of payment as follows:

- 12.3.1. Deliverables must follow the requirements indicated within this SOW.

### ***Assignment 1***

- 12.3.2. Tasks 1.1 to 1.3 (as numbered in Appendix C) (as rendered) are to be tracked separately and will be payable upon acceptance of each the following: Site Visit Summary, Document Review Summary, draft Preliminary DWVSP Study Report, final Preliminary DWVSP Study Report, and Detailed Workplan and Cost Estimate for Assignment 2 and 3.
    - 12.3.3. Tasks 3.1 to 3.4 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the Site Visit Summary by the DND Project Manager. The travel and accommodations/meals will be payable per event if the event occurs. (Only one event per facility of this type will be payable for Assignment 1.)
    - 12.3.4. Task 2 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the Document Review Summary.

12.3.5. Tasks 4.1 to 4.10 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the draft Preliminary DWVSP Study Report by the DND Project Manager.

12.3.6. Task 5 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the finalized Preliminary DWVSP Study Report by the DND Project Manager, which addressed DND comments on the draft report.

12.3.7. Task 6 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the Detailed Work Plan and Cost Estimate for Assignment 2 and 3 by the DND Project Manager. The Plan must be in line with best practices.

### **Assignment 2**

12.3.8. Tasks 1.1 to 1.3 (as numbered in Appendix C) (as rendered) are to be tracked separately and will be payable upon acceptance of each of the following: Assignment 2 Field Investigation Activities Summary, draft Technical Letter Report on Supplemental Investigation Activities and Baseline Chemical Analysis, and final Technical Letter Report on Supplemental Investigation Activities and Baseline Chemical Analysis.

12.3.9. Tasks 2.1 to 2.2 (as numbered in Appendix C) (as rendered) (including fees and disbursements) will be payable upon completion of Assignment 2 Field Investigation Activities Summary to the satisfaction of the DND Project Manager. Proper documentation to account for field work costs must be provided. Payment for the laboratory analysis of all samples will be by unit price, and the totals will be confirmed through review of the Laboratory Certificates of Analysis. Laboratory Certificates of Analysis must comply with the SOW.

12.3.10. Tasks 3.1 to 3.2 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the draft Technical Letter Report on Supplemental Investigation Activities and Baseline Chemical Analysis by the DND Project Manager. Field work methodology and QA/QC practices must be explained/detailed within the letter report.

12.3.11. Task 4 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the finalized Technical Letter Report on Supplemental Investigation Activities and Baseline Chemical Analysis by the DND Project Manager, which addressed DND comments on the draft letter report.

### **Assignment 3**

12.3.12. Tasks 1.1 to 1.3 (as numbered in Appendix C) (as rendered) are to be tracked separately and will be payable upon acceptance of each of the following: draft Water Supply Monitoring and Risk Management Plan, finalized Water Supply Monitoring and Risk Management Plan, and Comprehensive DWVSP Study Report (draft and final).

12.3.13. Tasks 2.1 to 2.3 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the finalized Water Supply Monitoring and Risk Management Plan by the DND Project Manager.

12.3.14. Tasks 3.1 and 3.2 (as numbered in Appendix C) (as rendered) will be payable upon acceptance of the quality of the final Comprehensive DWVSP Study Report by the DND Project Manager.

- 12.3.15. DND will not accept payment or liability for any additional work performed by the Contractor over and above that authorized by the contract, unless the Contractor receives written notification from DND that the work plan may proceed.

### **13. QUALIFICATIONS OF CONTRACTOR'S PERSONNEL**

#### **13.1. Expert Hydrogeologist(s):**

- 13.1.1. Up to two Expert Hydrogeologists may be proposed. The Expert Hydrogeologist(s) must (each) have a minimum of twenty (20) years of relevant experience (as defined below) and must (each) be registered members of a relevant professional association (i.e., engineering or geoscience). Relevant experience must include managing/leading: physical hydrogeological projects, drinking water source protection projects (including wellhead/surface water intake protection studies, vulnerability assessments, and Groundwater Under Direct Influence of Surface Water (GUDI) studies), development of water management and monitoring plans, Phase I and II Environmental Site Assessments (ESAs), and assessment of the fate and transport of contaminants. The Expert Hydrogeologist(s) is/are to provide the technical expertise and oversight required for studies carried out under this contract.

- 13.1.2. The Expert Hydrogeologist(s) must have as a minimum the following experience assessing and interpreting the fate and transport of each of the these contaminants: five (5) years for energetic materials, five (5) years for propellants, and three (3) years for Perfluorinated Alkylated Substances (PFAS). This required experience may be satisfied by utilizing two Expert Hydrogeologists, who each have the required number of years' experience with one or more of the contaminants provided all three (3) contaminant groups are covered with their combined experience. If two Expert Hydrogeologists are utilized, their experience for a single contaminant cannot be combined to meet the total experience for that contaminant.

- 13.1.3. If one of the hydrogeologists does not meet the mandatory in 13.1.1, their experience assessing the fate and transport of energetic materials, propellants, and/or PFAS contaminants will not be considered.

- 13.2. Senior Hydrogeologist: The Senior Hydrogeologist must have a minimum of ten (10) years of relevant experience (as defined below) and be a registered member of a relevant professional association (i.e., engineering or geoscience). Relevant experience must include managing/leading/conducting: physical hydrogeological studies (including the interpretation of pumping test and hydraulic conductivity test results), drinking water source protection studies (including wellhead/surface water intake protection studies, vulnerability assessments, and GUDI studies), development of water management and monitoring plans, groundwater monitoring projects, surface water monitoring projects, and interpreting groundwater, surface water, and drinking water analytical results. The Senior Hydrogeologist must have a minimum of two (2) years overall experience assessing and interpreting the following contaminants: energetic materials, propellants, and/or Perfluorinated Alkylated Substances (PFAS). The Senior Hydrogeologist is to carry out project management at the project level for individual sites.

- 13.3. Program Manager: The Program Manager must have a minimum of ten (10) years of relevant experience (as defined below). Relevant experience must include managing projects and/or programs (group of projects) in the field of engineering/geoscience involving the following tasks: coordinating human resources, as well as preparing progress reports, invoices and meeting minutes. Their role will be to ensure consistency throughout the various sites/projects undertaken. The Program Manager is to carry out project management at the program level

for all sites, and is to be the main point of contact on behalf of the Contractor. The same person can be utilized as the Senior Hydrogeologist and the Program Manager.

- 13.4. Groundwater Modeller: The Groundwater Modeller must have a minimum of seven (7) years' of relevant experience (as defined below) and be a registered member of a relevant professional association (i.e., engineering or geoscience). Relevant experience includes carrying out groundwater modelling projects using Visual MODFLOW™ or other industry standard groundwater modelling software for groundwater in porous media. The Groundwater Modeller must also show experience carrying out groundwater modelling for groundwater in fractured bedrock for at least two (2) projects.
- 13.5. Environmental Risk Assessor or Toxicologist: The Environmental Risk Assessor or Toxicologist must have a minimum of seven (7) years' relevant experience (as defined below) and hold a Bachelor Degree in a related field of study. Relevant experience includes performing human health risk assessments that involve selection and/or derivation of toxicological reference values for emergent contaminants and/or contaminants for which toxicological reference values are not published by Health Canada, Ontario, or British Columbia and determining acceptable levels of exposure to contaminants.
- 13.6. Intermediate Scientist: The Intermediate Scientist must have minimum of five (5) years' relevant experience (as defined below) and hold a Bachelor Degree in a relevant field of study. Relevant experience includes working on hydrogeological studies (interpretation of pumping tests and hydraulic conductivity test results, groundwater monitoring projects, surface water monitoring projects, and Phase I and II environmental site assessments).
- 13.7. Junior Scientist: The Junior Scientist must have a Bachelor Degree in a relevant field of study, and a minimum of two (2) years' experience working in the environmental field.
- 13.8. GIS Specialist and/or CAD Technician: The GIS and/or CAD Technician(s) must have a diploma in a relevant field of study and a minimum of five (5) years' relevant experience (as defined below). Relevant experience must include preparing plans, maps, and figures using GIS and/or CAD. Two separate individuals may be utilized as GIS Specialist and/or CAD Technicians, however one must have a minimum of five (5) years' relevant experience using CAD, and the other must have a minimum of five (5) years' relevant GIS experience.
- 13.9. Field Technician: The Field Technician must have a minimum of two (2) years' relevant experience (as defined below). Relevant experience includes supervising the installation and development of overburden and bedrock wells, surveying wells, carrying out groundwater, surface water, and drinking water sampling, carrying out groundwater elevation monitoring, and carrying out hydraulic conductivity testing surveying (slug tests and pumping tests).
- 13.10. Staff substitutions and/or additions will be accepted only on a case by case basis as approved by the DND Project Manager. Personnel proposed for substitution must meet or exceed the qualifications of the staff initially proposed for the project. Requests for changes to staffing categories for individuals assigned to the project can be submitted together with detailed work plans in response to Task Authorization requests, and at no other time. Changes to staffing categories associated with a particular Task Authorization will not be made in the midst of fulfillment of the terms of that Task Authorization.

#### 14. MISCELLANEOUS

- 14.1. The contractor team must not respond to requests for project related information or questions from the media, or any external agency. These requests must be directed to the DND Project Manager.
- 14.2. The Contractor must notify immediately the DND Project Manager, if they discover conditions that may pose immediate threat to human health or the environment.
- 14.3. The Contractor must hold a valid and current certificate of authorization from Professional Engineers Ontario (PEO) and/or from the Association of Professional Geoscientists of Ontario (APGO) or a certificate of authorization from an equivalent engineering or geoscience association in another province.

## APPENDIX A to ANNEX "A"

### Application of the Technical Rules

As indicated in Section 4.2 of the Statement of Work (SOW), as the Health Canada (2013) guidance does not provide specific methodologies for completing some aspects of vulnerabilities assessments, vulnerabilities assessments are to be completed using the *Ontario Clean Water Act Director's Technical Rules for Assessment Reports* (the Technical Rules) (March 2017 or most recent version) as supplemental guidance. The table below provides a summary of how the Technical Rules are to be applied (including exceptions and modifications) unless otherwise specified in work plans prepared by the Contractor (and accepted by DND). Work plans prepared by the Contractor in response to Task Authorization requests under this contract are to include a summary of the proposed application of the Technical Rules (for the study for which the work plan is being prepared) in the same table format as below.

### Summary of Application of the Technical Rules

Task	Applicable Part/Rules	Notes on exceptions and modifications.
System characterization	Part II (Rule 16 (3))	In addition to Part II (Rule 16 (3)), reservoirs, treatment systems, and distribution systems are to be described, including configurations and the sequence by which water flows through the various components of the system, including (where possible) schematics indicating flow directions through the various components. Provide: water license number, well tag number, latitude and longitude or UTM coordinates of well/intake, intake description and integrity (depth, elevation, type, integrity and sanitary features, local bathymetry), well construction details (drilled/dug, depth, elevation, diameter, casing and screen lengths and positions, screen slot size, location of water-bearing fractures, static water level, water well record, pump type and location) and integrity (condition and height of casing above ground surface, grading of ground surface in vicinity of well head).
Watershed characterization	Part II (less Rule 16 (3, 5, 6, 7, and 17))	The geographic area to be characterized is not to be defined by watershed or sub-watershed boundaries as defined by law, but rather by the area required to be considered for defining capture zones, wellhead protection areas, intake protection zones, and for deriving a water budget for the subject drinking water supply.
Conceptual water budget	Part III.1 (less Rule 19 (11))	Consideration is to be given to permits to take water in jurisdictions in addition to those in Ontario.
Tier One water budgets, stress levels, and identification of potential threats to water quantity	Part III.2 (Rules 20, 21, and 31), Part III.3	<p>The geographic area considered is not to be defined by watershed or sub-watershed boundaries as defined by law, but rather by the area required to be considered for defining capture zones, wellhead protection areas, intake protection zones, and for deriving a water budget for the subject drinking water supply.</p> <p>With respect to Rule 31, percent demand may be calculated using the equation presented in Rule 1 (2).</p> <p>Future demand scenarios are to be considered only where specific plans that would result in changes to future demand are available and anticipated to be implemented in the foreseeable future.</p> <p>In addition to the applicable Parts and Rules listed, the following are to be included/completed:</p>



Task	Applicable Part/Rules	Notes on exceptions and modifications.
		<ul style="list-style-type: none"> <li>i. Trends in historical water levels that may be indicative of a potential threat (e.g., decreasing water tables or reduced surface water flows) are to be included and discussed;</li> <li>ii. Anecdotal information obtained during the site visits and documentation of any historical or current water quantity issues associated with the water subject water supply are to be summarized and discussed; and,</li> <li>iii. In consideration of all lines of evidence (i.e., identification of significant or moderate stress levels, and i and ii above) potential water quantity threats are to be identified.</li> </ul>
Vulnerable area delineation – groundwater	Rule 5, Part IV, Part V	In some cases prescribed WHPAs/vulnerable areas may not be appropriate. Model 1 of BC (2010) may provide guidance and rationale for selection of appropriate WHPAs/vulnerable areas (refer to Section 4.9, herein).
Vulnerable area delineation – surface water	Rule 5, Part VI	<p>Intake Type A is to be defined as an intake in a large water body, rather than exclusively as an intake in one of the Great Lakes in Ontario.</p> <p>IPZ-2 is to be defined as the up-flow area within a six (6) hour travel time of the intake.</p> <p>In some cases prescribed IPZs/vulnerable areas may not be appropriate. Model 1 of BC (2010) may provide guidance and rationale for selection of appropriate IPZs/vulnerable areas (refer to Section 4.9, herein).</p>
Water quality issues assessment	Rule 6, Part XI.1	<p>The term “source protection committee” is not relevant to the current study. Base personnel with knowledge of the water supply system were interviewed with regard to their knowledge of known drinking water quality issues.</p> <p>Module 8 of BC (2010) provides guidance on recommended actions to improve drinking water protection (refer to Section 4.9, herein).</p>
Water quality threats assessment and ranking - activities	Rule 7 (less 1, 2, 4), Part XI.2, XI.4, Rule 8 (less 3,5)	<p>In addition to the prescribed drinking water threats as listed in O. Reg. 287/07, the following are to be considered in the identification of activities within wellhead protection areas, surface water intake protection zones, and other vulnerable areas that may be threats:</p> <ul style="list-style-type: none"> <li>i. Potentially contaminating activities (PCAs) as listed in O. Reg. 153/04 (as amended);</li> <li>ii. Military training activities not included in the previous;</li> <li>iii. Potential sources of per- and polyfluoroalkyl substances (PFAS) not included in the previous;</li> <li>iv. Groundwater under the direct influence of surface water (GUDI) as defined in Health Canada (2013); and,</li> <li>v. potential sources of contamination associated with the distribution system including contaminant sources connected directly to the distribution system (e.g., cleaning fluids, glycol for central heating systems), negative pressure in distribution mains that could allow</li> </ul>

Task	Applicable Part/Rules	Notes on exceptions and modifications.
		<p>entry of contaminants into the system, and construction materials;</p> <p>vi. erosion and sedimentation;</p> <p>vii. salt water intrusion.</p> <p>Due to their persistence and mobility in the environment potential sources of PFAS located outside of vulnerable areas and upgradient of water supplies are to be identified as water quality threats.</p> <p>The term "source protection committee" is not relevant to the current study. Base personnel with knowledge of the water supply system were interviewed with regard to their knowledge of known drinking water quality threats.</p> <p>With respect to Rules 120 and 121, "the opinion of the Director" was replaced by "the opinion of the Contractor".</p> <p>For activities other than those prescribed in O. Reg. 287/07, the Contractor is to develop a defensible method for determining chemical hazard ratings and apply it consistently to each activity. The method should describe how each of the five factors considered (i.e., toxicity, environmental fate, quantity, method of release, and type of vulnerable area) were individually assessed/evaluated as well as how each of the five factors were ranked/weighted to determine the overall chemical hazard ranking.</p> <p>Module 2 of BC (2010) provides listings of potential contaminant sources and the contaminants commonly associated with them (refer to Section 4.9, herein).</p> <p>BC (2010) provides guidance on assessing salt water intrusion as a potential source of contamination (refer to Section 4.9, herein).</p> <p>Module 8 of BC (2010) provides guidance on recommended actions to improve drinking water protection (refer to Section 4.9, herein).</p>
Water quality threats assessment and ranking - conditions	Rule 7 (less 1, 2, 3), Part XI.3, XI.5, Rule 8 (less 3, 4)	<p>The term "source protection committee" is not relevant to the current study. Base personnel with knowledge of the water supply system were interviewed with regard to their knowledge of known drinking water quality threats. In addition, the Contractor is to identify conditions that results from past activities.</p> <p>Groundwater and surface water criteria referenced under Rule 126 should be replaced (as appropriate) with criteria applicable to the current study.</p> <p>Module 8 of BC (2010) provides guidance on recommended actions to improve drinking water protection (refer to Section 4.9, herein).</p>

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## APPENDIX B TO ANNEX "A"

### Table of Contents for DWVSP Study Report

DWVSP study reports are to be prepared as per the Table of Contents (TOC) provided below unless a modified Table of Contents is provided by the Contractor and agreed to by DND. However, additional sections, tables, figures, and appendices to those presented below may be included in reports.

#### Main Text

##### i Executive Summary

##### 1.0 Introduction

- Task Authorization (TA)/contract info
- Site location: Identification of Base/Wing/Facility and area for which the work was carried out
- Site overview: Brief overview description of Base/Wing/Facility and associated history, subject water supply, and use of subject water supply (one or two paragraphs)

##### 1.1 Objectives

- as stated in "Section 2 - Objectives of" the Statement of Work (SOW) modified appropriately for the specific TA under which the work was carried out

##### 1.2 Project Background

- As stated in "Section 3 – Background" of the SOW, modified appropriately for the specific TA under which the work was carried out

##### 1.3 Project Description: Scope of Work

- Assignment 1 tasks – overview/description
- Assignment 2 tasks – overview/description
- Assignment 3 tasks – overview/description

##### 1.4 Approach – Guidelines, Standards, and Framework

- as stated in "Section 4 – Guidelines, Standards, and Framework" of the SOW, modified appropriately for the specific TA under which the work was carried out
- include as a table, "Appendix A: Suggested application of the Technical Rules", modified appropriately for the specific TA under which the work was carried out

#### 2 Document Review

- As per Section 6.2.2 of the SOW, list, reference, and summarize (in table format or otherwise) documents and other sources of information reviewed, including (at a minimum):
  - o author(s);
  - o date of publication;
  - o title;
  - o from where it was obtained;
  - o brief statement indicating how it is relevant to the DWVSP study/the type of data and information it contains that is relevant to the DWVSP study; and,

- reference to the section(s)/table(s)/appendices of the DWVSP study report where relevant data is tabulated and/or relevant information is presented and discussed.

### 3 Regional, local and site setting

- 3.1 Climate data
- 3.2 Physiography
- 3.3 Land Use
- 3.4 Geology
- 3.5 Hydrogeology
- 3.6 Hydrology
- 3.7 Conceptual Site Model (CSM)

### 4 Site Visit

- documents, files, databases, and reports obtained during the site visit are to be included in "Section 2.0 Document Review" of this TOC, and designated as obtained during the site visit;
- As per Section 6.3.3 of the SOW, provide the particulars of the site visit, including:
  - date and time;
  - weather;
  - Contractor personnel who carried out the site visit;
  - Base, Wing, or Facility personnel who participated in and/or were interviewed during the site visit;
  - DND and PSPC personnel who participated in the site visit; and,
  - Access (or other) limitations;
- As per Section 6.3.3 of the SOW, list and summarize (in table format or otherwise) observations and anecdotal information obtained during the site visit, including (at a minimum):
  - description/overview of observation made/anecdotal information obtained;
  - reference to the section(s)/table(s)/appendices of the DWVSP study report where additional details pertaining to the observation/anecdotal information are presented (if required).

### 5 System Characterization

#### 5.1 Water Supply, Treatment, and Distribution System

- Present results of 6.4 of the SOW

#### 5.2 Current Monitoring Program, Trigger Mechanisms, Contingency and Emergency Plans

- As per Section 6.5.1 of the SOW, describe and summarize current monitoring plans for the water supply wells, surface water intakes, reservoirs, treatment systems (raw and treated water), and distribution systems, including: monitoring wells/locations, physical parameters measured (e.g., water levels, flow rates, pressure in distribution pipes), and chemical parameters measured (in table format or otherwise);

- 
- As per Section 6.5.2 of the SOW, describe and summarize current action/emergency response plans pertaining to the water supplies, reservoirs, treatment systems, and distribution systems, including trigger levels and contingency/mitigation measures (in table format or otherwise).
- 6 Watershed Characterization
- Present results of 6.6 of the SOW
- 7 Water Budget
- 7.1 Conceptual Water Budget
- Present results of 6.7 of the SOW
- 7.2 Water Budget, Stress Levels, and Water Quantity Threats Identification
- 7.2.1 Methodology
  - 7.2.2 Results
    - Present results of 6.8 of the SOW
  - 7.2.3 Potential Water Quantity Threats Identified
    - list/summarize potential water quantity threats that were identified
- 8 Vulnerable Areas - Identification and Delineation
- 8.1 Methodology
  - 8.2 Results
    - Present results of 6.9 of the SOW
    - As per Section 6.9.4 (c) of the SOW, for each input value assumed and used, provide justification for its use and reference to its source (in table format or otherwise)
- 9 Water Quality Issues Assessment
- 9.1 Methodology
  - 9.2 Results
    - Present results of 6.10 of the SOW
    - As per Section 6.10.3 of the SOW, for water quality issues associated with anthropogenic causes, list and summarize (in table format, with supplemental text if needed):
      - o Issue name/ID;
      - o Brief description of issue;
      - o The contaminant to which the issue pertains;
      - o The water supply well/surface water intake (and associated monitoring wells/locations) at which the issue was identified;
      - o The issue contributing area; and,
      - o The drinking water threat(s) that may have contributed to the issue.
    - As per Section 6.10.4 of the SOW, for water quality issues not associated with anthropogenic causes, list and summarize (in table format, with supplemental text if needed):
      - o Issue name/ID;
      - o Brief description of issue;

- The parameter to which this issue pertains;
- The water supply well/surface water intake (and associated monitoring wells/locations) at which the parameter was identified; and,
- The possible cause/source of the issue (e.g., within range of natural background conditions).

## 10 Water Quality Threats Assessment and Ranking

### 10.1 Activities

#### 10.1.1 Methodology

#### 10.1.2 Results

- Present results of 6.11.1 to 6.11.4 of the SOW
- For activities prescribed as drinking water threats as per O. Reg. 287/07, list and summarize (in table format, with supplemental text if needed) pertinent information as listed in Section 6.11.2 of the SOW;
- For activities identified as drinking water threats (other than those prescribed as per O. Reg. 287/07), list and summarize (in table format, with supplemental text if needed) pertinent information as listed in Section 6.11.3 of the SOW.

### 10.2 Conditions

#### 10.2.1 Methodology

#### 10.2.2 Results

- Present results of 6.11.5 to 6.11.8 of the SOW;
- For conditions identified as drinking water threats, list and summarize (in table format, with supplemental text if needed) pertinent information as listed in Section 6.11.6 of the SOW.

## 11 Conclusion: Summary of Threats and issues, Data Gaps and Uncertainties, and Recommendations

### 11.1 Water Quantity Threats

- As per "Section 6.12.1 – Water Quantity Threats" of the SOW, list and summarize (in table format, with supplemental text if needed) potential threats to water quantity, associated uncertainties/data gaps, and recommendations;

### 11.2 Water Quality Issues

- As per "Section 6.12.2 – Water Quality Issues" of the SOW, list and summarize (in table format, with supplemental text if needed) water quality issues, associated uncertainties/data gaps, and recommendations;

### 11.3 Water Quality Threats

- 11.3.1 As per “Section 6.12.3 – Water Quality Threats” of the SOW, list and summarize (in table format, with supplemental text if needed) water quality threats, associated uncertainties/data gaps, and recommendations;

#### Tables

Note that suggested headings for tables to be included in Sections 9, 10, and 11 of the DWVSP Study will be provided in the call-up SOWs.

- Application of the Technical Rules (refer to “Section 1.4 Approach – Guidelines, Standards, and Framework” of this TOC);
- Summary of Documents Reviewed (refer to “Section 2 Document Review” of this TOC) – optional presentation as table;
- Summary of Site Visit (refer to “Section 4 Site Visit” of this TOC) – optional presentation as table;
- Summary of Current Monitoring Programs (refer to “Section 5.2 Current Monitoring Program, Trigger Mechanisms, Contingency and Emergency Plans” of this TOC) – optional presentation as table;
- Summary of Current Action/Emergency Response Plans (refer to “Section 5.2 Current Monitoring Program, Trigger Mechanisms, Contingency and Emergency Plans” of this TOC) – optional presentation as table;
- Summary of Modelling Assumptions and Justification (refer to “Section 8 Vulnerable Areas – Identification and Delineation” of this TOC) – optional presentation as table;
- Summary of Water Quality Issues Associated with Anthropogenic Causes (refer to “Section 9 Water Quality Issues Assessment” of this TOC);
- Summary of Water Quality Issues Not Associated with Anthropogenic Causes (refer to “Section 9 Water Quality Issues Assessment” of this TOC);
- Summary of Activities Prescribed as Drinking Water Threats (as per O. Reg. 287/07) (refer to “Section 10 Water Quality Threats Assessment and Ranking” of this TOC);
- Summary of Activities Identified as Drinking Water Threats (other than those prescribed as per O. Reg. 287/07) (refer to “Section 10 Water Quality Threats Assessment and Ranking” of this TOC);
- Summary of Conditions Identified as Drinking Water Threats (refer to Section 10 Water Quality Threats Assessment and Ranking of this TOC);

- Summary of Potential Threats to Water Quantity, Associated Uncertainties/Data Gaps, and Recommendations (refer to Section 11.1 Water Quantity Threats of this SOW)
- Summary of Water Quality Issues, Associated Uncertainties/Data Gaps, and Recommendations (refer to Section 11.2 Water Quality Issues of this SOW);
- Summary of Significant and Moderate Water Quality Threats, Associated Uncertainties/Data Gaps, and Recommendations (refer to Section 11.3 Water Quality Threats of this SOW)

## Figures

- Key Plan that shows the location of the site and Base, Wing, or Facility;
- Site Plan of the Base, Wing, or Facility (and other areas of the Site if necessary) that shows the locations (if available) of:
  - o Property boundaries of the Base, Wing, or Facility;
  - o Buildings/facilities;
  - o Operational areas;
  - o Former operational areas;
  - o Disposal areas/dump sites;
  - o Roadways, runways, parking areas, etc.;
  - o Storm/sanitary/combined sewers, water mains, and other underground utilities that may provide preferential transport pathways;
  - o Water supply wells and surface water intakes;
  - o Reservoirs;
  - o Treatment plants;
  - o Pumping stations;
  - o Monitoring wells/locations;
  - o Ditches, streams, seeps, marshes, wetlands, and any other water bodies within the area show on the plan; and,
  - o Any other relevant features or infrastructure.
- Schematic(s) of the sequence and configuration of the various components of the water supply system (where possible) showing flow directions through the various components and monitoring locations (refer to Section 5.1 *Water Supply, Treatment, and Distribution System*);
- Plan(s)/map(s) of the watershed showing features described/presented in fulfillment of 6.6 of the SOW (refer to Section 6 *Watershed Characterization*);
- Plan(s)/maps(s) of the watershed showing features described/presented in fulfillment of 6.7 of the SOW (refer to Section 7.1 *Conceptual Water Budget*), including:
  - o Map(s) that show topographic contours, surface water bodies and drainage features, supply and monitoring wells, and surface water intakes;
  - o Map(s) of overburden and bedrock geology;
  - o Map(s) of hydrostratigraphic units (e.g., aquifers, aquitards);



- Geological cross sections that show geological units, hydrostratigraphic units, and boreholes from which cross sections were constructed; and,
  - Maps that show water table/potentiometric surface contours and interpreted groundwater flow direction(s);
- Plan(s)/map(s) showing locations and boundaries of high, medium, and low groundwater vulnerability, and vulnerable areas including: highly vulnerable aquifers, significant groundwater recharge areas, wellhead protection areas, and surface water intake protection zones (refer to *Section 8 Vulnerable Areas – Identification and Delineation*);
- Plan(s)/map(s) showing locations and boundaries of “issue contributing areas” and “drinking water threats that may contribute to the parameters of concern” (associated with any water quality issues identified) relative to wellhead protection areas, surface water intake protection zones, and other vulnerable areas (refer to *Section 9 Water Quality Issues Assessment/Section 9.2 Results*);
- Plan(s)/map(s) showing locations and boundaries of activities identified as significant or moderate threats to water quality relative to wellhead protection areas, surface water intake protection zones, and other vulnerable areas with unique symbols for each threat ranking category (refer to *Section 10 Water Quality Threats Assessment and Ranking/Section 10.1 Activities/Section 10.1.2 Results*); and,
- Plan(s)/map(s) showing locations and boundaries of conditions identified as significant or moderate relative to wellhead protection areas, surface water intake protection zones, and other vulnerable areas with unique symbols for each threat ranking category (refer to *Section 10 Water Quality Threats Assessment and Ranking/Section 10.2 Conditions/Section 10.2.2 Results*).

## **Appendices**

- Tabulated groundwater level data (depths and elevations);
- Tabulated surface water data (e.g., depths, flow rates, flux, discharge);
- Tabulated water quality analytical data considered in the water quality issues assessment compared to applicable drinking water quality criteria (refer to *Section 8 Water Quality Issues Assessment*);
- Tabulated water quality analytical data considered in the identification of conditions as threats compared to applicable water quality criteria;
- Technical letter report on supplemental field investigation carried out as part of Assignment 2;

## **Annex**

- Water supply monitoring and risk management plan

Solicitation No. - N° de l'invitation  
**EN438-189002/A**  
Client Ref. No. - N° de réf. du client  
**EN438-18-9002**

Amd. No. - N° de la modif.  
File No. - N° du dossier  
**KIN-8-50111**

Buyer ID - Id de l'acheteur  
**kin615**  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX "C" TO ANNEX "A"**

### **DWVSP - Cost Estimate Table**

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
kin615  
CCC No./N° CCC - FMS No./N° VME  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME  
KIN-8-50111

APPENDIX C: DOWSP - Cost Estimate Table  
Cost estimates prepared in response to task authorization requests are to be prepared as per the cost estimate table below; however, additional line items may be included.

SITE NAME:  
CONSULTANT NAME:  
DATE:

Task ID	Task	Program Manager	Expert Hydrogeologist	Senior Hydrogeologist	Environmental Manager	Risk Assessor	Intermediate Scientist	Junior Scientist	GIS/IT Technician	Field Technician	Admin	Total hrs	Documents						Sub-total per task
													Drilling tube (contractor furnished cost breakdown)	Field supplies & field equipment (contractor furnished cost breakdown)	Laboratory analysis (contractor furnished cost breakdown)	Travel (contractor furnished cost breakdown)	Other (contractor furnished cost breakdown)	Disbursements (total)	
Personnel (hours/week)	Dispositions of equipment	Price (\$/hour)																	
SECTION 1 - EVALUATION / ASSESSMENT																			
1.1	1.1 PM Kick-off meeting (reference)											0				5000			
1.2	1.2 PM Progress update (every two weeks)											0				5000			
1.3	1.3 PM Other project management											0				5000			
2	2.0 Document review and summary											0				5000			
2.1	2.1 Document review and summary											0				5000			
2.2	2.2 Document review and summary											0				5000			
3	3.0 Field work											0				5000			
3.1	3.1 Field work											0				5000			
3.2	3.2 Field work											0				5000			
4	4.0 Data analysis											0				5000			
4.1	4.1 Data analysis											0				5000			
4.2	4.2 Data analysis											0				5000			
5	5.0 Reporting - Final Report											0				5000			
5.1	5.1 Reporting - Final Report											0				5000			
5.2	5.2 Reporting - Final Report											0				5000			
6	6.0 Other work (job and cost estimate for 100 hours/week)											0				5000			
6.1	6.1 Other work (job and cost estimate for 100 hours/week)											0				5000			
6.2	6.2 Other work (job and cost estimate for 100 hours/week)											0				5000			
SECTION 2 - REPORTING / MONITORING AND ASSESSMENT																			
7.1	7.1 PM Progress update (every two weeks)											0				5000			
7.2	7.2 PM Progress update (every two weeks)											0				5000			
7.3	7.3 PM Other project management											0				5000			
8	8.0 Field work											0				5000			
8.1	8.1 Field work											0				5000			
8.2	8.2 Field work											0				5000			
9	9.0 Data analysis											0				5000			
9.1	9.1 Data analysis											0				5000			
9.2	9.2 Data analysis											0				5000			
10	10.0 Reporting - Final Report											0				5000			
10.1	10.1 Reporting - Final Report											0				5000			
10.2	10.2 Reporting - Final Report											0				5000			
SECTION 3 - MONITORING / MONITORING AND ASSESSMENT																			
11.1	11.1 PM Kick-off meeting (reference)											0				5000			
11.2	11.2 PM Progress update (every two weeks)											0				5000			
11.3	11.3 PM Other project management											0				5000			
12	12.0 Document review and summary											0				5000			
12.1	12.1 Document review and summary											0				5000			
12.2	12.2 Document review and summary											0				5000			
13	13.0 Field work											0				5000			
13.1	13.1 Field work											0				5000			
13.2	13.2 Field work											0				5000			
14	14.0 Data analysis											0				5000			
14.1	14.1 Data analysis											0				5000			
14.2	14.2 Data analysis											0				5000			
15	15.0 Reporting - Final Report											0				5000			
15.1	15.1 Reporting - Final Report											0				5000			
15.2	15.2 Reporting - Final Report											0				5000			
16	16.0 Other work (job and cost estimate for 100 hours/week)											0				5000			
16.1	16.1 Other work (job and cost estimate for 100 hours/week)											0				5000			
16.2	16.2 Other work (job and cost estimate for 100 hours/week)											0				5000			
TOTAL																			

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

All pricing is firm, in Canadian currency, Free On Board (FOB) destination, customs duties included, and does not include HST or GST (which must be shown as a separate item on invoices).

#### **Pricing Periods:**

##### **Initial Contract Period:**

Year 1: Date of Contract award to March 31, 2020  
Year 2: April 1, 2020 to March 31, 2021

##### **Option Periods:**

Year 3 (option): April 1, 2021 to March 31, 2022  
Year 4 (option): April 1, 2022 to March 31, 2023

#### **Pricing Basis "A" - Contractor Labour rates for authorized travel, on-site and off-site work**

Firm hourly rates for Contractor labour, including but not limited to: overhead, direct labour, supervision, standard equipment, and profit. Rates do not include HST. Standard equipment consists of items required for the normal performance of work, including personal protective equipment, cameras, hand tools, sampling equipment, well pumps, handheld GPS (minimum accuracy of  $\pm 3$  m), computers and software, two-way radios and cellular phones. Labour rates will be used for approved productive work, standby and travel.

1) Staffing categories listed must be used exclusively in proposals, cost estimates and work plans prepared in response to Task Authorization requests, to be carried out under this contract, and for invoicing. No other staffing categories are to be added (unless otherwise approved by the Contract Authority through a Contract Amendment). Requests for changes to staffing categories for individuals assigned to the project can be submitted together with detailed work plans in response to Task Authorization requests, and at no other time. Changes to staffing categories associated with a particular Task Authorization will not be made in the midst of fulfillment of the terms of that Task Authorization.

2) Proposals and cost estimates prepared in response to Task Authorization requests and work plans to be prepared under this contract must be prepared using the % usages presented below (within 5%) (unless otherwise agreed to by the DND Project Manager) with the following exceptions: 1) the total combined percent usage for the Intermediate Scientist and the Junior Scientist is to be 34% for Assignment 1 and 30% for Assignment 2 which (for these assignments) can be split between these two(2) staffing categories by any ratio; and 2) the total combined percent usage for GIS/CAD technicians (in the case that two (2) separate persons are proposed for this role) is 15% for Assignment 1, 10% for Assignment 2, and 10% for Assignment 3 which can be split between the two (2) persons by any ratio. In the case that only one (1) person is proposed as the GIS/CAD Technician the total combined percent usage is to be assigned to that person.

#### **Living Expenses - National Joint Council Travel Directive**

The Contractor will be reimbursed its authorized living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and commercial accommodation expenses provided in Appendices B, C and D of

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Administrative Authority. All payments are subject to government audit.

## Disbursements

Any requirements and costs for subcontractors, laboratory testing, materials, supplies, or rental of equipment must be identified in the signed Task Authorization Form and the claims for payment. These will be claimed at actual cost to Contractor with no mark-up or overhead for Contractor. Unless authorized by the Project Administrative Authority on the DND 626 form, the Contractor must tender (to at least 3 qualified bidders) all requirements for goods or services that exceed \$2,000.00 and select the lowest bidder.

### *Note to Bidders:*

*For the Pricing in Pricing Basis "A": The proposed hourly rates within a specific labour category cannot have a variance great than +/- 5% year over year. For example, if the Year 1 price for Field Technician was bid at \$50.00 per hour, the maximum allowable bid price for Year 2 would be \$52.50 per hour. The minimum allowable bid price for Year 2 would be \$47.50 per hour. The Year 3 bid rate in this example must be within +/- 5% of the Year 2 price.*

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
kin615  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

Item	Staffing Categories	Name of proposed staff	% usage (of hours) during the following Assignments			Price per Hour				Weighted Price				Average Weighted Price ((H+I+J+K)/4)
			1 (A)	2 (B)	3 (C)	Year One (D)	Year Two (E)	Year Three (F)	Year Four (G)	Year One (H)= (A*D)	Year Two (I)= (B*E)	Year Three (J)= (C*F)	Year Four (K)= (G*G)	
1	Program manager		5%	5%	5%	\$	\$	\$	\$	\$	\$	\$	\$	
2	Expert hydrogeologist		5%	5%	15%	\$	\$	\$	\$	\$	\$	\$	\$	
3	Senior hydrogeologist		10%	10%	25%	\$	\$	\$	\$	\$	\$	\$	\$	
4	Groundwater modeller		25%	14%	0%	\$	\$	\$	\$	\$	\$	\$	\$	
5	Environmental risk assessor or toxicologist		5%	0%	14%	\$	\$	\$	\$	\$	\$	\$	\$	
6	Intermediate scientist		17%	15%	30%	\$	\$	\$	\$	\$	\$	\$	\$	
7	Junior scientist		17%	15%	0%	\$	\$	\$	\$	\$	\$	\$	\$	
8	GIS specialist		7.5%	5%	5%	\$	\$	\$	\$	\$	\$	\$	\$	
9	CAD technician		7.5%	5%	5%	\$	\$	\$	\$	\$	\$	\$	\$	
10	Field technician		0%	25%	0%	\$	\$	\$	\$	\$	\$	\$	\$	
11	Administrative assistant		1%	1%	1%	\$	\$	\$	\$	\$	\$	\$	\$	
Total			100%	100%	100%					Total Price Per Hour of Pricing Basis A (L) =				\$

Note: All staffing categories must be filled out.

Total Evaluated Price for Pricing Basis A (M)= L \* 70,000 hrs

\$

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

### Pricing Basis "B" - Call-in Rates for travel to and from each site

This includes all travel expenses and labour for one person and their equipment to travel to and from the work site. The call in rate does not include charges for accommodations or meals. The call-in rate is not applicable if the personnel are already on site. The call in rate can't be charged for additional personnel riding in the same vehicle.

Item	Description	Unit	Annual Estimated Usage	Year One Price (N)	Year Two Price (O)	Year Three Price (P)	Year Four Price (Q)	Total for Each Site (N+O+P+Q)
1	Travel to and from site - Suffield, AB	Per Call-in	1	\$	\$	\$	\$	\$
2	Travel to and from site - Wainwright, AB	Per Call-in	1	\$	\$	\$	\$	\$
3	Travel to and from site - Dundurn, SK	Per Call-in	1	\$	\$	\$	\$	\$
4	Travel to and from site - Comox, BC	Per Call-in	1	\$	\$	\$	\$	\$
5	Travel to and from site - North Bay, ON	Per Call-in	1	\$	\$	\$	\$	\$
6	Travel to and from site - Esquimalt, BC	Per Call-in	1	\$	\$	\$	\$	\$
7	Travel to and from site - Greenwood, NS	Per Call-in	1	\$	\$	\$	\$	\$
8	Travel to and from site - Gagetown, NB	Per Call-in	1	\$	\$	\$	\$	\$
9	Travel to and from site - Borden, ON	Per Call-in	1	\$	\$	\$	\$	\$
10	Travel to and from site - Meaford, ON	Per Call-in	1	\$	\$	\$	\$	\$
11	Travel to and from site - Halifax, NS	Per Call-in	1	\$	\$	\$	\$	\$
12	Travel to and from site - Goose Bay, NFLND and Labrador	Per Call-in	1	\$	\$	\$	\$	\$
13	Travel to and from site - Valcartier, QC	Per Call-in	1	\$	\$	\$	\$	\$
14	Travel to and from site - Ottawa, ON	Per Call-in	1	\$	\$	\$	\$	\$
15	Travel to and from site - Shilo, MB	Per Call-in	1	\$	\$	\$	\$	\$
16	Travel to and from site - Whitehorse, YT	Per Call-in	1	\$	\$	\$	\$	\$
17	Travel to and from site - Alert, Nunavut	Per Call-in	1	\$	\$	\$	\$	\$
Total Evaluated Price for Pricing Basis B (R)=								\$

The Total Evaluated Price of the Bid is the sum of the Total Evaluated Price for Pricing Basis A (M) and the Total Evaluated Price for Pricing Basis B (R).

<b>Total Evaluated Price for Pricing Basis A (M)=</b>	<b>\$</b>
<b>Total Evaluated Price for Pricing Basis B (R)=</b>	<b>\$</b>
<b>Total Evaluated Price of Bid (M + R) =</b>	<b>\$</b>

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**



Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

EN438-189002

Security Classification / Classification de sécurité  
UNCLASSIFIED

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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property
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 Department of National Defence Drinking Water Vulnerability and Source Protection Study for various Canadian Forces Bases across Canada		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" 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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" 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 checked="" 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN438-189002

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?



No

Yes



No

Yes

**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

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

**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

**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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

EN438-189002

Security Classification / Classification de sécurité  
UNCLASSIFIED

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien Electronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

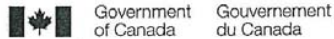
Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat EN438-189002
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Gariano, Anthony		Title - Titre Environmental Analyst	Signature 
Telephone No. - N° de téléphone 613-808-0760	Facsimile No. - N° de télécopieur 819-775-7642	E-mail address - Adresse courriel Anthony.Gariano@tpsgc-pwgsc.gc.ca	Date 2018/07/09
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lamontagne, Stephen		Title - Titre SO	Signature 
Telephone No. - N° de téléphone <del>819-888-6126</del>	Facsimile No. - N° de télécopieur <del>613-849-2334</del>	E-mail address - Adresse courriel stephen.lamontagne@pwgsc-tpsgc.gc.ca	Date JUL 09 2018
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
16. Procurement Officer / Agent d'approvisionnement			
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
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

**Stephen Lamontagne**  
PSPC Security Officer  
819-576-3611  
Stephen.Lamontagne@tpsgc-pwgsc.gc.ca

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Canada

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**ANNEX "D"**

**INSURANCE REQUIREMENTS**

**1. Commercial General Liability 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 (W SIB) or similar program).
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

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

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

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

## **2. Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

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### 3. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b) Accident Benefits - all jurisdictional statutes
  - c) Uninsured Motorist Protection
  - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

### 4. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Professional 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Professional 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c) Separation of Insureds: 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.
  - d) 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.
  - e) Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

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**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**



Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/costing price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in Services.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex., acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrit dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

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## ANNEX "F"

### NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. EN438-189002/00\_/KIN between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Minister of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: EN438-189002/00\_/KIN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ANNEX "G" to PART 4 OF THE BID SOLICITATION

### MANDATORY TECHNICAL REQUIREMENTS

To be compliant the Bidder's proposal must comply with all of the following Mandatory Technical Criteria.

A) The Bidder must propose the following resources and **provide documentation detailing specific projects to show that they have the required pertinent years of experience. The start and completion dates for the proposed resources' experience must be included. Documentation must provide sufficient detail for verification of specific experience. Canada reserves the right to request references or additional information to verify the experience of proposed resources.**

i. Expert Hydrogeologist(s):

- a. Up to two Expert Hydrogeologists may be proposed. The Expert Hydrogeologist(s) must (each) have a minimum of twenty (20) years of relevant experience (as defined below) and must (each) be registered members of a relevant professional association (i.e., engineering or geoscience). Relevant experience must include managing/leading: physical hydrogeological projects, drinking water source protection projects (including wellhead/surface water intake protection studies, vulnerability assessments, and Groundwater Under Direct Influence of Surface Water (GUDI) studies), development of water management and monitoring plans, Phase I and II Environmental Site Assessments (ESAs), and assessment of the fate and transport of contaminants. The Expert Hydrogeologist(s) is/are to provide the technical expertise and oversight required for studies carried out under this contract.
- b. The Expert Hydrogeologist(s) must have as a minimum the following experience assessing and interpreting the fate and transport of each of the these contaminants: five (5) years for energetic materials, five (5) years for propellants, and three (3) years for Perfluorinated Alkylated Substances (PFAS). This required experience may be satisfied by utilizing two Expert Hydrogeologists, who each have the required number of years' experience with one or more of the contaminants provided all three (3) contaminant groups are covered with their combined experience. If two Expert Hydrogeologists are utilized, their experience for a single contaminant cannot be combined to meet the total experience for that contaminant.
- c. If one of the Expert Hydrogeologists does not meet the mandatory in a., their experience assessing the fate and transport of energetic materials, propellants, and/or PFAS contaminants in b. will not be considered.

ii. Senior Hydrogeologist:

The Senior Hydrogeologist must have a minimum of ten (10) years of relevant experience (as defined below) and be a registered member of a relevant professional association (i.e., engineering or geoscience). Relevant experience must include managing/leading/conducting: physical hydrogeological studies (including the interpretation of pumping test and hydraulic conductivity test results), drinking water source protection studies (including wellhead/surface water intake protection studies, vulnerability assessments, and GUDI studies), development of water management and monitoring plans, groundwater monitoring projects, surface water monitoring projects, and interpreting groundwater, surface water, and drinking water analytical results. The Senior Hydrogeologist must have a minimum of two (2) years overall experience assessing and interpreting the following contaminants: energetic materials, propellants, and/or

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Perfluorinated Alkylated Substances (PFAS). The Senior Hydrogeologist is to carry out project management at the project level for individual sites.

iii. Program Manager:

The Program Manager must have a minimum of ten (10) years of relevant experience (as defined below). Relevant experience must include managing projects and/or programs (group of projects) in the field of engineering/geoscience involving the following tasks: coordinating human resources, as well as preparing progress reports, invoices and meeting minutes. Their role will be to ensure consistency throughout the various sites/projects undertaken. The Program Manager is to carry out project management at the program level for all sites, and is to be the main point of contact on behalf of the Contractor. The same person can be utilized as the Senior Hydrogeologist and the Program Manager.

iv. Groundwater Modeller:

The Groundwater Modeller must have a minimum of seven (7) years' of relevant experience (as defined below) and be a registered member of a relevant professional association (i.e., engineering or geoscience). Relevant experience includes carrying out groundwater modelling projects using Visual MODFLOW™ or other industry standard groundwater modelling software for groundwater in porous media. The Groundwater Modeller must also show experience carrying out groundwater modelling for groundwater in fractured bedrock for at least two (2) projects.

v. Environmental Risk Assessor or Toxicologist:

The Environmental Risk Assessor or Toxicologist must have a minimum of seven (7) years' relevant experience (as defined below) and hold a Bachelor Degree in a related field of study. Relevant experience includes performing human health risk assessments that involve selection and/or derivation of toxicological reference values for emergent contaminants and/or contaminants for which toxicological reference values are not published by Health Canada, Ontario, or British Columbia and determining acceptable levels of exposure to contaminants.

vi. Intermediate Scientist:

The Intermediate Scientist must have minimum of five (5) years' relevant experience (as defined below) and hold a Bachelor Degree in a relevant field of study. Relevant experience includes working on hydrogeological studies (interpretation of pumping tests and hydraulic conductivity test results, groundwater monitoring projects, surface water monitoring projects, and Phase I and II environmental site assessments).

vii. Junior Scientist:

The Junior Scientist must have a Bachelor Degree in a relevant field of study, and a minimum of two (2) years' experience working in the environmental field.

viii. GIS Specialist and/or CAD Technician:

The GIS and/or CAD Technician(s) must have a diploma in a relevant field of study and a minimum of five (5) years' relevant experience (as defined below). Relevant experience must include preparing plans, maps, and figures using GIS and/or CAD. Two separate individuals may be utilized as GIS Specialist and/or CAD Technicians, however one must have a minimum of five (5) years' relevant experience using CAD, and the other must have a minimum of five (5) years' relevant GIS experience.

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

---

ix. Field Technician :

The Field Technician must have a minimum of two (2) years' relevant experience (as defined below). Relevant experience includes supervising the installation and development of overburden and bedrock wells, surveying wells, carrying out groundwater, surface water, and drinking water sampling, carrying out groundwater elevation monitoring, and carrying out hydraulic conductivity testing surveying (slug tests and pumping tests).

B) The Bidder must demonstrate that their company and proposed Expert Hydrogeologist(s) or Senior hydrogeologist have relevant experience by detailing three (3) projects completed by the Bidder within 15 years from the solicitation closing date that each show:

- i. Experience identifying well head protection areas, and intake protection zones, as well as conducting water vulnerability risk assessments;
- ii. Experience developing site monitoring and management plans complete with trigger levels and contingency measures;
- iii. Experience evaluating and characterizing complex hydrogeological settings, and describing groundwater and surface water interactions.
- iv. At least one of the proposed Expert Hydrogeologist(s) or Senior hydrogeologist must be identified as one of the key members for each of the three (3) projects described. Their role in the project(s) must be described.

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

---

## **ANNEX "H" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation  
EN438-189002/A  
Client Ref. No. - N° de réf. du client  
VME  
EN438-18-9002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-8-50111

Buyer ID - Id de l'acheteur  
kin615  
CCC No./N° CCC - FMS No./N°

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## ANNEX "I" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)