



**G1J 0C7**

## G1J 0C7

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security requirements check list, the Usage Reports, the Electronic payment instruments

### 1.2 Summary

Title: Commissioning of various projects on behalf of PWGSC (Public Works and Government Services Canada)

The Consultant must offer commissioning services for the project to ensure that the planning, design, installation, testing, optimization, and operation and maintenance conditions of the finished work, systems and equipment comply with the project requirements, the Basis of Design, and all other requirements prescribed in the construction contract documents.

- i. On the basis of this Request for Standing Offers, Canada plans to award 4 standing offers:
  - A. Two standing offers for Zone 1: Area located within a 120 km radius from Place Bonaventure, 800 de La Gauchetière Street West, Montreal, Quebec.

The responsive offer with the lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /001.

The responsive offer with the second lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /002.

If only one responsive offer is received for Zone 1, a single offer will be issued for Zone 1.

- B. Two standing offers for Zone 2: Area located within a 120 km radius from the Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec.

The responsive offer with the lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /003 (or /002 if a single responsive offer is received for Zone 1).

The responsive offer with the second lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /004 (or /003 if a single responsive offer is received for Zone 1).

If only one responsive offer is received for Zone 2, a single offer will be issued for Zone 2.

- ii. The total estimated amount of available funding is \$ 2 500 000.00, applicable taxes are not included for Zone 1 and \$ 2 500 000.00, applicable taxes are not included for Zone 2.

a) If two (2) responsive offers are received for Zone 1, the distribution will be as follows:

- Offer/001: a maximum of \$1 500 000.00
- Offer/002: a maximum of \$1 000 000.00

OR

If only one responsive offer is received for Zone 1:

- Offer/001: a maximum of \$ 2 500 000.00

b) If two (2) responsive offers are received for Zone 2, the distribution will be as follows:

- Offer/003 (or /002 if a single responsive offer is received for Zone 1): a maximum of \$1 500 000.00
- Offer/004 (or /003 if a single responsive offer is received for Zone 1): a maximum of \$1 000 000.00

OR

If only one responsive offer is received for Zone 2:

- Offer/003 (or /002 if a single responsive offer is received for Zone 1): a maximum of \$ 2 500 000.00

- iii. The period of the Standing Offer is from the issuance of the Standing Offer to 3 years after the issuance of the Standing Offer.

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- iv. 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).

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

Subsection 11 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: g.to negotiate with the sole responsive offeror to ensure best value to Canada.  
Insert: g. to negotiate with offerors in order to ensure best value to Canada.

Subsection 14 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: In the event that the Offeror's offer is the sole responsive offer received, the Offeror must provide, on Canada's request, one or more of the following price justification...  
Insert: In the event that an Offeror's offer ranks first or second in accordance with the method of selection, the Offeror must provide, on Canada's request, one or more of the following price justification: ...

### 2.2 Submission of Offers

Offers 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 RFSO:

**Bid Receiving - PWGSC**  
**1550, D'Estimauville Avenue**  
**Quebec, Quebec**  
**G1J 0C7**

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

## 2.3 Former Public Servant – Competitive – Offer

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive



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

If so, the Offeror must provide the following information:

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

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

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority, preferably via email, at [Josee.Roy@tpsgc-pwgsc.gc.ca](mailto:Josee.Roy@tpsgc-pwgsc.gc.ca), no later than **8 calendar days before the Request for Standing Offers (RFSO) closing date**. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer preparation instructions

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

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

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, Offerors should:

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

#### 3.1.1 Submission of Only One Offer:

- i. An Offeror, including related entities, will be permitted to submit only one offer by Zone<sup>1</sup> in response to this Request for Standing Offers. If an Offeror or any related entities participate in

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<sup>1</sup> **Zone 1** (Zone située à l'intérieur d'un rayon de 120 km à partir de la Place Bonaventure, 800, rue de La Gauchetière Ouest, Montréal (Québec)) and **Zone 2** (Zone située à l'intérieur d'un rayon de 120 km à partir de l'Édifice fédéral de Québec, 1550, avenue d'Estimauville, Québec (Québec))

more than one offer by Zone (participating means being part of the Offeror, not being a subcontractor), Canada will provide those Offerors with two (2) working days to identify the single offer to be considered by Canada. Failure to meet this deadline will result in all the affected offers for the specific Zone being disqualified.

- ii. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to an Offeror if:
  - A. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - B. they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
  - C. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - D. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- iii. Individual members of a joint venture cannot participate in another offer for the same Zone, either by submitting an offer alone or by participating in another joint venture.

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

- a) Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.
- b) Offerors must provide one firm all-inclusive hourly rate per resource category for each Standing Offer period.
- c) Each proposed resource for a category must be indicated in Section 1. Labour of the Annex B, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex 1 of Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

#### **Section IV: Additional Information**

- 
- a) Offerors must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.
- b) Offerors must provide the required information, as detailed in article 3 of Part 2 of the SO, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- c) The Company Security Officer must ensure through the **Contract Security Program** that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.  
Information to provide:
- Name of the individual as it appears on security clearance application form
  - Security Screening Certificate form file number
- d) The Offeror must indicate the Zone(s) for which the services are being proposed. The Offeror proposes the services for:
- ( ) **Zone 1:** Zone située à l'intérieur d'un rayon de 120 km à partir de la Place Bonaventure, 800, rue de La Gauchetière Ouest, Montréal (Québec)
- ( ) **Zone 2 :** Zone située à l'intérieur d'un rayon de 120 km à partir de l'Édifice fédéral de Québec, 1550, avenue d'Estimauville, Québec (Québec)
- ( ) **Zone 1:** Zone située à l'intérieur d'un rayon de 120 km à partir de la Place Bonaventure, 800, rue de La Gauchetière Ouest, Montréal (Québec) and **Zone 2 :** Zone située à l'intérieur d'un rayon de 120 km à partir de l'Édifice fédéral de Québec, 1550, avenue d'Estimauville, Québec (Québec)

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Each offer will be reviewed for compliance with the mandatory requirements of the Request for Standing Offers. All elements of the Request for Standing Offers that are mandatory requirements are identified specifically with the words "must" or "mandatory". Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

The mandatory requirements are described in: Attachment 2, Mandatory and Point Rated Technical Criteria.

##### **4.1.1.2 Point Rated Technical Criteria**

Each offer will be rated by assigning a score to the rated requirements, which are identified in the Request for Standing Offers by the word "rated" or by reference to a score. Offerors who fail to submit complete offers with all the information requested by this bid solicitation will be rated accordingly.

The rated requirements are described in: Attachment 2, Mandatory and Point Rated Technical Criteria.

#### **4.1.2 Financial Evaluation**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The evaluation of price will be conducted by calculating the "Price of the Offer" using Annex B – Basis of Payment.

The evaluation of price process is described in Attachment 2, Evaluation of Price.

### **4.2 Basis of Selection - Lowest Price Per Point**

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers;
  - b. meet all mandatory technical evaluation criteria;
  - c. obtain the required minimum points for the technical evaluation for the criteria 3.1 and 3.2; and

- d. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60.
2. Offers not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.
3. On the basis of this Request for Standing Offers, Canada plans to award 4 standing offers:

- (a) Two standing offers for Zone 1: Area located within a 120 km radius from Place Bonaventure, 800 de La Gauchetière Street West, Montreal, Quebec.

The responsive offer with the lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /001.

The responsive offer with the second lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /002.

or

If only one responsive offer is received for Zone 1, a single offer will be issued for Zone 1.

- (b) Two standing offers for Zone 2: Area located within a 120 km radius from the Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec.

The responsive offer with the lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /003 (or /002 if a single responsive offer is received for Zone 1).

The responsive offer with the second lowest evaluated price per rated point for this Zone will be recommended for issuance of standing offer /004 (or /003 if a single responsive offer is received for Zone 1).

or

If only one responsive offer is received for Zone 2, a single offer will be issued for Zone 2.

4. The total estimated amount of available funding is \$ 2 500 000.00, applicable taxes are not included for Zone 1 and \$ 2 500 000.00, applicable taxes are not included for Zone 2.
- (a) If two (2) responsive offers are received for Zone 1, the distribution will be as follows:

- Offer/001: a maximum of \$1 500 000.00
- Offer/002: a maximum of \$1 000 000.00

OR

If only one responsive offer is received for Zone 1:

- Offer/001: a maximum of \$ 2 500 000.00

- (b) If two (2) responsive offers are received for Zone 2, the distribution will be as follows:

- Offer/003 (or /002 if a single responsive offer is received for Zone 1): a maximum of \$1 500 000.00
- Offer/004 (or /003 if a single responsive offer is received for Zone 1): a maximum of \$1 000 000.00

OR

If only one responsive offer is received for Zone 2:

- Offer/003 (or /002 if a single responsive offer is received for Zone 1): a maximum of \$ 2 500 000.00

The table below illustrates an example where all three offers are responsive and the selection of the offeror is determined by a Lowest Price Per Point. The rates are provided as an example only and must not be interpreted as an indicator of the experience for the resources categories.

Offeror	Evaluated price	Points (total)	Calculations	\$/points	Rank
A	100 \$	60	100 \$ / 60 pts	1.06 \$ / point	1st
B	80 \$	45	80\$ / 45 pts	1,78 \$ / point	2nd
C	90 \$	45	90\$ / 45 pts	2.00\$ / point	3rd

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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



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

### **5.2.3 Status and Availability of Resources**

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

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

### **5.2.4 Education and Experience**

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

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

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

### **6.2 Financial Capability**

SACC *Manual* clause [M9033T](#) (2011-05-16) Financial Capability

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

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

1. The 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 *sensitive work site(s)* must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD/PWGSC, the Contractor personnel **MAY NOT ENTER** sites *without an escort*.
4. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the 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).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

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### 7.3.2 Usage Reports: Standing Offer

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 20 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the issuance of the Standing Offer to 3 years after the issuance of the Standing Offer.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Josée Roy  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 601-1550 D'Estimauville Avenue  
Telephone: 418-649-2932  
E-mail address: Josee.Roy@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Project Authority (*will be completed upon issuance of Standing Offer*)

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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EF934-190371/A  
N° de réf. du client - Client Ref. No.  
EF934-190371

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCL-8-41070

Id de l'acheteur - Buyer ID  
QCL028  
N° CCC / CCC No./ N° VME - FMS

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.5.3 Offeror's Representative (*will be completed upon issuance of Standing Offer*)

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:  
Public Works and Government Services Canada

## 7.8 Call-up Procedures

If more than one offer is issued, for a Zone<sup>2</sup>, call-ups will be issued according to the principle of proportional distribution.

Call-ups shall be issued alternately with the goal of respecting to the extent possible the following utilization percentage:

Top-ranked offer = 60%  
Second-ranked offer = 40%

If work must be completed outside of Zone 1 and Zone 2, the Call-up will be awarded to one of the qualified offerors for the Zone closest to the work site.

### 7.8.1 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the

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<sup>2</sup> **Zone 1** (Zone located within a 120 km radius from Place Bonaventure, 800 de La Gauchetière Street West, Montreal, Quebec); and **Zone 2** (Zone located within a 120 km radius from the Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec).

Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

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

or

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

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400 000.00 (Applicable Taxes included).

## 7.11 Financial Limitation – Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of below unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized:

**Zone 1** (Zone located within a 120 km radius from Place Bonaventure, 800 de La Gauchetière Street West, Montreal, Quebec):

If two (2) responsive offers are received for Zone 1, the distribution will be as follows:

\$1 500 000.00 (Applicable Taxes included) for Offer /001

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\$1 000 000.00 (Applicable Taxes included) for Offer /002

OR

If only one responsive offer is received for Zone 1:

\$2 500 000.00 (Applicable Taxes included) for Offer /001

**Zone 2** (Zone located within a 120 km radius from the Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec).

If two (2) responsive offers are received for Zone 2, the distribution will be as follows:

\$1 500 000.00 (Applicable Taxes included) for Offer /003 (or /002 if a single responsive offer is received for Zone 1)

\$1 000 000.00 (Applicable Taxes included) for Offer /004 (or /003 if a single responsive offer is received for Zone 1)

OR

If only one responsive offer is received for Zone 2:

\$2 500 000.00 (Applicable Taxes included) for Offer /003 (or /002 if a single responsive offer is received for Zone 1)

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.12 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Usage Reports
- i) the Offeror's offer dated \_\_\_\_\_ (*will be completed upon issuance of Standing Offer*)

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to

comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13.2 SACC Manual Clauses**

#### **7.13.2.1 Status of Availability of Resources - Standing Offer**

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

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

### **7.14 Applicable Laws**

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

### **7.15 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.



## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

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

Section 15 Interest on Overdue Accounts, of [2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

#### 7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

#### 7.5.1 Basis of Payment

##### 7.5.1.1 Basis of Payment – Firm hourly rates

The Contractor will be paid firm hourly rates *in accordance with the basis of payment in Annex B*, for the Work described in the call-up.

##### 7.5.1.1.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed indicated in the call-up. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

whichever comes first.

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

#### 7.5.1.2 Travel and Living Expenses:

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from *[Place Bonaventure located at 800 rue de la Gauchetière Street West, Montréal (QC)]* or *[Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec]*. **(will be completed by Canada according to the Zone for which the Offeror will submit an offer)**

For services rendered further than 50 kilometres from *[Place Bonaventure located at 800 rue de la Gauchetière Street West, Montréal (QC)]* or *[Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec]* **(will be completed by Canada according to the Zone for which the Offeror will submit an offer)**, the Contractor will be paid its actual travel time in accordance with the hourly rates detailed in Annex B, Basis of Payment. The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *National Joint Council 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 Technical Authority.

#### 7.5.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

#### 7.5.4 SACC Manual Clauses

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

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

#### 7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

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## 7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all travel and living expenses;
- c. a copy of the monthly progress report (see 7.8 – Progress reports).

Each invoice must also include the following information:

- a. The Contractor's name, address and Procurement Business Number (PBN);
- b. The Standing Offer number;
- c. The Call-up reference number provided by the Identified User, if applicable;
- d. The period for which the work was performed;
- e. Total amount payable, based on the Terms of Payment specified in the Standing Offer.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the Project Authority identified in the Call-up against the Standing Offer for certification and payment.

## 7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No specific Requirement

## 7.8 Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain two 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 Technical 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.

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EF934-190371/A  
N° de réf. du client - Client Ref. No.  
EF934-190371

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCL-8-41070

Id de l'acheteur - Buyer ID  
QCL028  
N° CCC / CCC No./ N° VME - FMS

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- (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.

## **7.9 SACC Manual Clauses**

SACC Manual clause A9065C (2006-06-16), Identification Badge

## ATTACHMENT 1

### EVALUATION OF PRICE

Resources Categories	Average hourly rate for Offeror A	Average hourly rate for Offeror B
Mechanical professional	95 \$/hr	82 \$/hr
Electrical professional	105 \$/hr	78 \$/hr
Vertical transportation specialist (Optional resources)	95 \$/hr	No proposed resources
Process mechanics specialist (Optional resources)	105 \$/hr	No proposed resources
Fire safety specialist (Optional resources)	No proposed resources	No proposed resources
Laboratory specialist (Optional resources)	100 \$/hr	80 \$/hr
Average firm hourly rates proposed that are used to calculate the evaluated price (See Note 2)	$(95 + 105 + 95 + 105 + 100) / 5 = 100$	$(82 + 78 + 80) / 3 = 80$
Evaluated Price	100 \$/hr	80 \$/hr

**Note 1:** The rates are provided as an example only and must not be interpreted as an indicator of the experience for the resource categories.

**Note 2:** The average used to determine the evaluated price is calculated taking into consideration only the rates associated with the categories for which at least one resource was proposed and qualified in accordance with the technical evaluation criteria.

**Note 3:** The average firm hourly rate is calculated as follows:

(Firm hourly rate for period from issuance of Standing Offer to March 31 2019  
+ Firm hourly rate for period from April 1 2019 to March 31 2020  
+ Firm hourly rate for period from April 1 2020 to March 31 2021  
+ Firm hourly rate for period from April 1 2021 to 3 years after issuance of Standing Offer) / 4 periods

## ATTACHMENT 2

### MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. General Information

To enable the evaluation team to evaluate the criteria, the Offeror should provide the résumé of each resource proposed.

To satisfy the evaluation criteria, the Offeror should also provide proof of each of its resources' work experiences by presenting the projects in which that experience was acquired. For each project reference submitted, the Offeror should provide the following information, as a minimum:

- work performed by the resource;
- exact date of the resource's involvement in the project (month and year that involvement in the project started, and month and year that it ended);
- the client (name and contact information);
- any other relevant information.

If more than one resource is proposed for a resource category, each resource will be evaluated individually.

Resources who do not meet the Mandatory Technical Criteria cannot be included in the standing offer, if applicable.

The same resource may be proposed for more than one category, in which case it will be evaluated for each category for which it is proposed.

Concomitant experience will not be accepted. For example, if the resource worked on a project from June 2013 to May 2014, and worked on another project from May 2014 to June 2015, we will consider the month of May 2014 only once.

To be considered by the members of the evaluation team, the diploma must come from a recognized Canadian university, or constitute an equivalent if obtained outside Canada.

#### For purposes of the evaluation, commissioning is defined as follows:

A coordinated set of independent systemic activities and analyses ensuring that the entirety of a building is designed, built and calibrated to function as intended.

Commissioning encompasses work from the very first stages of the project development to a fully operational state, adhering to all the objectives defined in the commissioning brief.

It addresses not only the requirements pertaining to technical installations but also the functional and operational needs of the occupants and the project owner, including personal health and safety, security of property, comfort and cost-effectiveness of operations and maintenance, and protection of the architectural character of new buildings and the heritage character of historic buildings.

Incorporates in the building user's and maintenance manual prepared by the commissioning agent a plan Commissioning:

- establishes a connection between the construction work and subsequent operations and maintenance activities;
- ensures development of the technology transfer (training) tools necessary for Operation & Maintenance functions to be executed as appropriate for the entire useful life of the facility;
- is based in particular on the operation of the various systems as an integrated whole, and seeks to verify the performance and interaction of all the systems when operating together in a wide array of service conditions and with simulated complete occupancy.

For purposes of the evaluation, enhanced commissioning is defined as follows:

Introduced as credit EA 3 by the LEED-NC certification program, enhanced commissioning differs from fundamental commissioning of building systems in requiring the following additional features:

- Requires that the review of design and contract documents be performed by a commissioning agent with no professional relationship to the design and construction teams in order to avoid conflicts of interest.
- Ensures that the client's requirements are respected with regard to the functionality, energy performance, water consumption, maintenance, durability, cost, and impact on quality of the indoor environment of the systems and assemblies chosen.
- Provides, via contract, for the maintenance of systems operations with the maintenance staff for a period of 12 months, and requires the commissioning agent to produce solutions for and follow up on problems encountered during that period.

indicating how the occupants can report problems with indoor air quality, the resulting investigation process, and the way that occupants will be kept informed about follow-up.

## 2. Mandatory Technical Criteria

<b>Mechanical professional</b>	
a)	The Offeror must propose at least two resources in the mechanical category who hold a bachelor's degree in mechanical engineering and/or a college diploma in building systems technology.
b)	The resources proposed must have a minimum of 60 months of experience in commissioning.
<b>Electrical professional</b>	
a)	The Offeror must propose at least two resources in the electrical category who hold a bachelor's degree in electrical engineering and/or a college diploma in electrical engineering or any other related field of study.
b)	The resources proposed must have a minimum of 60 months of experience in commissioning.

3. Point Rated Technical Criteria	Evaluation Grid	Maximum Points	Minimum Points
<p>3.1 Understanding of the Statement of Work</p> <p>The Offeror should demonstrate its understanding of the Statement of Work by demonstrating in its own words that it understands the tasks to be performed. This demonstration should be complete and not limited to a description of the Statement of Work.</p>	See Table 1: Generic Scorecard	10	6
<p>3.2 Offeror's experience</p> <p>The Offeror should demonstrate that over the past 36 months it has delivered and completed commissioning projects and/or enhanced commissioning projects.</p> <p>To be considered acceptable, the project description shall include the following:</p> <ul style="list-style-type: none"> <li>a) start and end dates of the project (include month and year for both);</li> <li>b) description of the scope of the project (describe its objectives, the constraints encountered and the deliverable goods and services);</li> <li>c) the clients' contact information, including name and address.</li> </ul>	<p>The Offeror may propose up to 5 projects for this criterion.</p> <p>Where the offer includes more than 5 projects, the members of the evaluation committee will evaluate only the first 5 projects submitted.</p> <p>Number of points:</p> <ul style="list-style-type: none"> <li>a) 1 point for each commissioning project</li> <li>b) 5 points for an enhanced commissioning project</li> </ul>	10	2
<p>3.3 Management method</p> <p>The Offeror should present its management method, including the tools and/or methods it will use to manage the following:</p> <ul style="list-style-type: none"> <li>• contingencies</li> <li>• resource availability</li> </ul>	See Table 1: Generic Scorecard	10	0



<ul style="list-style-type: none"> <li>• quality control techniques, and</li> <li>• time frame monitoring.</li> </ul>			
<b>3.4 Optional resources</b> The Bidder should propose at least one resource such as the following: <ul style="list-style-type: none"> <li>a) Vertical transportation specialist</li> <li>b) Process mechanics specialist</li> <li>c) Fire safety specialist</li> <li>d) Laboratory specialist</li> </ul> To be considered, the above-mentioned resources must have at least 24 months of commissioning experience as a specialist in the field for which they are proposed.	a) 5 points b) 5 points c) 5 points d) 5 points	20	0
<b>3.5 Advanced course and/or certification</b> The Offeror has proposed at least one resource that has the following certification and/or has taken the following advanced course: <ul style="list-style-type: none"> <li>a) Certified Building Commissioning Professional (CBCP)</li> <li>b) Building Recommissioning (RCx)</li> </ul>	To obtain the points, the resource must have been evaluated and found acceptable under the Mandatory Technical Criteria or the Point Rated Technical Criteria. a) 5 points for a resource that holds the CBCP b) 5 points for a resource that holds the RCx The same resource may be proposed for both certifications.	10	0
<b>TOTAL</b>		60	30

**Table 1: Generic Scorecard**

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 points	2 points	4 points	6 points	8 points	10 points
Did not submit information that could be evaluated	Lacks complete or almost complete understanding of the requirements	Has some understanding of the requirements, but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror does not possess the qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components, or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components – some members have worked successfully together	Strong team – has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Lead in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

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QCL-8-41070

Id de l'acheteur - Buyer ID  
QCL028  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX A**

### **STATEMENT OF WORK**

The Statement of Work, which is enclosed, is to be inserted at this point and forms part of this document.

## ANNEX B

### BASIS OF PAYMENT

1. **LABOUR:** at firm hourly rates (Applicable Taxes included, inclusive of overhead and profit) in accordance with the following:

Resources Categories	From issuance of Standing Offer to March 31 2019	From April 1 2019 to March 31 2020	From April 1 2020 to March 31 2021	From April 1 2021 to 3 years after issuance of Standing Offer
<b>Mechanical professional</b> (at least 2 resources) Name :  Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>Electrical professional</b> (at least 2 resources) Name :  Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>Vertical transportation specialist</b> (Optional resources) Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>Process mechanics specialist</b> (Optional resources) Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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<b>Fire safety specialist</b> (Optional resources)				
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>Laboratory specialist</b> (Optional resources)				
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

## 2. TRAVEL & LIVING:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within 50 kilometres from *[Place Bonaventure located at 800 rue de la Gauchetière Street West, Montréal (QC)] or [Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec]* **(will be completed by Canada according to the Zone for which the Offeror will submit an offer);** and
  - (ii) any travel between the Contractor's place of business and *[Place Bonaventure located at 800 rue de la Gauchetière Street West, Montréal (QC)] or [Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec]* **(will be completed by Canada according to the Zone for which the Offeror will submit an offer**
- (b) For services to be provided within 50 kilometres from *[Place Bonaventure located at 800 rue de la Gauchetière Street West, Montréal (QC)] or [Quebec Federal Building, 1550 d'Estimauville Avenue, Quebec City, Quebec]*. **(will be completed by Canada according to the Zone for which the Offeror will submit an offer)**, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

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- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

	<b>If two offers are issued for Zone 1</b>	<b>If one offer is issued for Zone 1</b>	<b>If two offers are issued for Zone 2</b>	<b>If one offer is issued for Zone 2</b>
<b>Limitation of Expenditure for EF934-190371/00X/QCL :</b>	\$1 500 000.00 (Applicable Taxes included)	\$2 500 000.00 (Applicable Taxes included)	\$1 500 000.00 (Applicable Taxes included)	\$2 500 000.00 (Applicable Taxes included)
<b>Limitation of Expenditure for EF934-190371/00X/QCL :</b>	\$1 000 000.00 (Applicable Taxes included)		\$1 000 000.00 (Applicable Taxes included)	

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

The Security Requirements Check List, which is enclosed, is to be inserted at this point and forms part of this document.

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## ANNEX D

### USAGE REPORTS

#Offer: EF934-190371/00X/QCL

Offeror: \_\_\_\_\_

Usage Reports	Period of Work	Number of call-up	Total value of the call-up for the reporting period
1	Example : January 1 to March 31		
2			\$
3			\$
...	...	...	...

Signature : \_\_\_\_\_ Date (YYYY-MM-DD) : \_\_\_\_\_



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## **ANNEX 1 to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);

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# Title: Commissioning of Various Projects

## Part 1: GENERAL REQUIREMENTS

### 1. Glossary

**Consulting Firm:** Entity responsible for project, including design professionals

**Design professional:** Professional responsible for the design of a project's drawings and specifications.

**Cx Consultant:**<sup>1</sup> Commissioning professional. May also be an internal or external resource of the consulting firm, as the case may be. This resource must not have been involved in the design of the project.

### 2. Composition, roles and responsibilities of the commissioning (Cx) team

The PWGSC Project Manager has overall responsibility for project management, and is the sole point of contact for the members of the Cx team.

It is not mandatory for a project's Cx team to be composed of all the following functions. The team's make-up will be determined by the consulting firm, the PWGSC quality assurance Cx coordinator, and the PWGSC Project Manager.

Depending on the type and scope of the project and PWGSC's requirements, the Cx Consultant could be mandated to hold the role of PWGSC quality assurance Cx coordinator. If the Cx Consultant is required to do so, this will be indicated in the call-up.

#### 1. PWGSC design quality review team

During construction, this team will conduct periodic site reviews to observe general progress.

#### 2. PWGSC quality assurance Cx coordinator<sup>2</sup>

The Coordinator supervises the execution of all commissioning-related activities so as to deliver a fully operational project. His or her responsibilities include, but are not limited to:

- 2.1 Review of the Cx documentation from an operational perspective;
- 2.2 Approval of the following: performance, reliability, durability of operation, accessibility, maintainability, and operational efficiency under all conditions of operation;

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<sup>1</sup> The Commissioning (Cx) Consultant is designated as the Offeror in the Standing Offer.

<sup>2</sup> The PWGSC quality assurance commissioning (Cx) coordinator is designated as the Technical Authority in the Standing Offer.

- 2.3 Monitoring of the quality of Cx activities, monitoring of training, approval of Cx documentation.
- 3. The responsibilities of the **Cx Consultant** include, but are not limited to:
  - 3.1 Organization of commissioning and meetings;
  - 3.2 Development of Cx documentation;
  - 3.3 Drafting of minutes of meetings and the commissioning report;
  - 3.4 Monitoring of Cx activities;
  - 3.5 Review of the following: performance, reliability, durability of operation, accessibility, maintainability, and operational efficiency under all conditions of operation;
  - 3.6 Witnessing and certifying the accuracy of select reported results;
  - 3.7 Witnessing testing, adjusting and balancing operations and related testing, and select certification;
  - 3.8 Completion and approval of the Building Management Manual;
  - 3.9 Development and implementation of the final commissioning plan;
  - 3.10 Verifying performance of installed systems and equipment;
  - 3.11 Approval of training plan.
- 4. **Construction team:**

It is composed of the construction contractor, subcontractors and suppliers. This team must carry out construction/installation in accordance with the requirements in the contract documents. Its responsibilities include but are not limited to:

  - 4.1 Full collaboration and participation in Cx activities;
  - 4.2 Testing;
  - 4.3 Performance of testing, adjusting and balancing operations;
  - 4.4 Performance of Cx activities;
  - 4.5 Delivery of Cx training and provision of Cx documentation;
  - 4.6 Development of the Building Management Manual;
  - 4.7 Assignment of one person as point of contact with the Consultant and PWGSC Commissioning Manager for administrative and coordination purposes.
- 5. **Construction contractor's Cx agent:** implements specified Cx activities. Responsibilities include but are not limited to:
  - 5.1 Organization of commissioning and meetings;
  - 5.2 Implementation of final Cx plan;
  - 5.3 Demonstration of operation of equipment and systems;
  - 5.4 Implementation of training plan;
  - 5.5 Witnessing testing and certifying accuracy of reported results;
  - 5.6 Testing;
  - 5.7 Witnessing testing, adjusting and balancing operations and related testing, and certification;

- 5.8 Preparation and submission of test reports;
- 5.9 Follow-up of static verification and performance control records with subcontractors;
- 5.10 Development of the Building Management Manual.

6. **PWGSC Property Manager:** this manager plays a lead role during the operational phase and onward, and is responsible for:

- 6.1 Receiving the facility;
- 6.2 Day-to-day operation and maintenance of the facility.

## 2. General Instructions

- 2.1 The Cx Consultant must offer commissioning services for the project to ensure that the planning, design, installation, testing, optimization, and operation and maintenance conditions of the finished work, systems and equipment comply with the project requirements, the Basis of Design, and all other requirements prescribed in the construction contract documents.
- 2.2 Where the Cx Consultant also assumes overall responsibility for design, implementation and updating of the project implementation drawings and specifications, as well as production of the commissioning reports and documentation, he or she must delegate the monitoring of commissioning activities, supervision of performance of inspections, and review and testing of commissioning to a resource who did not participate in the design of the organizational tasks. The Cx Consultant must compile the commissioning data and prepare a report for the PWGSC Cx Coordinator. For a project requiring LEED certification, commissioning must be performed by a third party (external resource).
- 2.3 The Cx Consultant regularly transmits an update of the log of commissioning issues to the PWGSC Cx monitoring coordinator. He or she assembles the final Cx documentation, transmits the final Cx plan and manual to the PWGSC Cx coordinator for review and acceptance, and recommends acceptance or rejection of the project's finished work, systems, equipment and assemblies.
- 2.4 The designation of a Cx Coordinator and a Cx Consultant does not permit the Design Professional to waive his or her professional responsibilities as outlined in the contract, including on-site supervision and reviews to ensure that the finished work conforms to the requirements, to the project's design intent and contract documents, and to the applicable regulations, codes and standards.

### 3. Services required during the planning phase (or planning phase according to list of services in the PWGSC request for proposal)

- 3.1 Examine the documentation on the project requirements, including the commissioning requirements and Statement of Work document for the Cx Consultant and the construction contractor's commissioning agent, as well as the commissioning drawings and specifications for the template/pre-design phase.
- 3.2 Propose recommendations for improving functionality, efficiency, operability, maintenance capacity and savings.
- 3.3 Notify the Project Manager of all necessary special tests to be added to the project.
- 3.4 Examine the scope of the commissioning with the PWGSC commissioning coordinator.
- 3.5 Examine the project's operations and maintenance requirements and needs.
- 3.6 Support the project team and the commissioning team during investigations and when preparing the design and recommendation options (IAR).

### 4. Services required during the design phase

- 4.1 Integrate the requirements and activities of the commissioning process, commissioning drawings and specifications, and commissioning forms provided by the commissioning monitoring coordinator.
- 4.2 Examine the operations and maintenance problems that need to be considered in the design phase.
- 4.3 Prepare and review the project contract documents to coordinate the required interfaces among systems, equipment and assemblies.
- 4.4 Review or draft the commissioning specifications.

The commissioning specifications must include detailed descriptions of the responsibilities of all the parties, including the construction contractor, subcontractors, manufacturers and testing contractors, for each of the commissioning activities; details on the commissioning process; and reporting and documentation requirements, including formats requested:

- alerts relating to coordination problems;
- the commissioning issues log and a description of how shortcomings were resolved;
- pre-functional checklists and start-up requirements;
- the performance testing process;
- the specific requirements and procedures of the performance tests;
- requirements relating to test equipment and instrumentation;

- the acceptance criteria for each applicable system, piece of equipment and assembly.
- 4.5 Respond promptly to comments made by the commissioning team upon examination of the design (review of drawings and specifications) or when there are other issues.
- 4.6 Develop or update the commissioning plan for the design phase. Have it examined by the PWGSC commissioning coordinator. Include the commissioning plan in section 01 91 13.13 of the specifications.
- 4.7 Prepare the commissioning sections (017800, 017900, 017900.13, 019113, 019113.13, 019113.16, 019200) for all commissioned equipment.
- 4.8 Ensure that the operation and maintenance of systems and equipment are described in detail in the project's contract documents to be sure that the commissioning is properly applied and executed.
- 4.9 Ensure that the project's design and contract documents include all devices, elements and instruments required for the execution of commissioning and for satisfactory documentation on the operation of each applicable piece of equipment, system and assembly.
- 4.10 Examine, and where necessary incorporate, the comments of the PWGSC commissioning coordinator made in reviews of the preliminary drawings and specifications.
- 4.11 Ensure that all plans are presented to scale.
- 4.12 Provide plans in A2 format to the PWGSC commissioning coordinator for the 99% issue and construction.
- 4.13 Submit the drawings and specifications to the PWGSC commissioning coordinator for comment at each issue. A minimum of 10 working days must be allowed for review.
- 4.14 Inform the PWGSC commissioning coordinator of any change during the design/ construction process (including modification orders / change directives).
- 4.15 The PIPVF (Product Information and Performance Verification Form) test forms and installation check lists (ICL) must be prepared by the professional responsible for design, inserted in the specifications and adapted to the project. Coordinate with the PWGSC commissioning coordinator for review and include all comments in the documents.
- 4.16 Design commissioning forms specific to the project, systems, equipment and assemblies, including (as necessary):
  - pre-functional check lists,
  - start-up check lists,
  - procedures and report templates for functional performance testing,

- procedures and report templates for integrated systems testing.

These requirements apply to all project-specific systems and equipment that are new or have been modified, or have been connected to new or modified systems. Attach forms to the submissions under the specifications section (01 91 13.16) of the commissioning forms.

- 4.17 Verify and confirm that the testing, adjusting and balancing (TAB) specifications and the specifications for performance and field quality control of other systems and equipment are satisfactory and exhaustive.
- 4.18 Ensure that the maintenance space requirements have been observed: leave sufficient space to be able to access maintenance equipment. Safe access to equipment.
- 4.19 CMMS/SIGE requirements:
  - a) The CX Consultant must identify the CMMS numbers on equipment affected by the project and show them in the plans.
  - b) Equipment must be labelled by the construction contractor according to PWGSC standards and requirements for rating plates. CMMS/SIGE standards, requirements and forms are to be incorporated in the specifications by the Cx Consultant.
  - c) Specify that labels produced must follow the rating plates standards. Include a copy of the standards in the specifications.
- 4.20 Procedures for the updating of single-line electrical diagrams (where applicable):
  - a) The Cx Consultant is responsible for ensuring that changes to single-line diagrams are made by the design professional.
  - b) The Cx Consultant must recommend approval of corrected final plans to the PWGSC Project Manager.
  - c) The Cx Consultant must ensure that the design professional has incorporated the modifications of single-line diagrams in the CAD version.
- 4.21 Training: the Cx Consultant must ensure that the construction contractor is responsible for providing training on the renovated facilities to operational personnel. Indicate all training sessions and content of required training in the specifications. Indicate in the specifications that the construction contractor is obliged to provide a training plan for prior approval. The Cx Consultant must ensure that the design professional has detailed the content of the training plan in his or her specifications.



## 5. Services required in the construction, acceptance and closure phase

- 5.1 Attend the work assessment visit / the pre-bidding meeting. Present the project's commissioning process and requirements to the construction team. Respond to commissioning-related questions asked by the PWGSC Cx coordinator.
- 5.2 Coordinate and direct commissioning activities in a logical, sequential and effective manner using uniform protocols and forms, centralized documentation, clear and regular communications, and consultations with all necessary parties. Update time frames, schedules and technical expertise.
- 5.3 Coordinate commissioning with the construction contractor and its Cx agent, to ensure that Cx activities are included in the principal schedule of the construction contractor.
- 5.4 Where applicable, review the commissioning plan for the construction phase that was developed during design, including the scope of work and schedule.
- 5.5 Examine the submissions and applicable shop drawings of the construction contractor from the perspectives of commissioning, integration, performance, and operation and maintenance. Examine the installation, operation and maintenance manuals, start-up directives and check lists, and any other relevant documentation of the equipment manufacturer. Identify issues or problems. Submit forms and comments from the shop drawings review to the PWGSC commissioning manager.
- 5.6 Revise, adapt and update the test procedures in the commissioning plan and the commissioning forms (pre-functional, start-up, functional performance tests and integrated systems tests) based on modifications made to the system and equipment during the construction and acceptance phase, particularly those prescribed by inquiries, job site directives and modification notices from the design professional.
- 5.7 With the construction contractor, coordinate the integration of commissioning activities in the project's construction schedule.
- 5.8 Organize a Cx coordination meeting with the construction contractor, its subcontractors and others involved in the commissioning (contractor in charge of call-ups, testing, adjusting and balancing contractor, manufacturer's representatives, specialized testing contractor and others as necessary). Chair the meetings and prepare and distribute minutes.
- 5.9 Visit and inspect the job site to examine the installation of elements, equipment and systems in preparation for pre-functional verifications and check lists and installation verifications and check lists.
- 5.10 Monitor and evaluate the execution of inspections and pre-functional and installation tests by the construction contractor. Ensure that pre-functional and installation test reports are accurate and exhaustive. Identify any shortcomings and problems and determine the corrective action to take. Prepare check lists and final

reports using approved forms, and confirm that equipment and systems are ready for start-up. Submit reports to the PWGSC commissioning coordinator for review and approval.

5.11 Perform the following pre-functional tasks:

- a) Witness sufficient pressure tests on piping and flushing to confirm that appropriate procedures have been followed. Include the test documentation in the commissioning files.
- b) Ensure that installation check lists have been duly executed by examining their completion on periodic site visits.
- c) Ensure that registration forms for pre-functional systems tests have been duly executed by examining their completion on periodic site visits.
- d) Verify and comment on water balancing reports through selective job site inspections and by consulting final reports. Approval and final acceptance of these reports are the responsibility of the design professional.

5.12 Monitor and attend verifications of the start-up of selected systems for commissioning by the construction contractor, the manufacturer's representative or the specialized testing contractor, as the case may be. Ensure that start-up reports are accurate and complete. Identify any shortcomings and problems and determine the corrective action to take. Prepare final start-up reports using start-up reports, data, results and adjustments provided by the construction contractor, and confirm an appropriate level of operation or preparedness of equipment or systems for functional performance testing (FPT).

5.13 Monitor and attend functional performance testing and integrated systems testing (IST) of systems and assemblies carried out by the construction contractor. Supervise and coordinate members and participants of the commissioning team when tests are being carried out. Compile and verify all results, data and other relevant information generated by the testing. Prepare FPT and IST reports for commissioning using approved forms. Document shortcomings and action to be taken in light of the FPT and IST. Recommend acceptance or rejection of the commissioning of each system or piece of equipment. Submit the duly completed functional performance testing and integrated systems testing reports to the Cx monitoring coordinator for review and approval.

5.14 Regularly examine the construction contractor's drawings (annotated "TQC") to verify their accuracy relative to the facilities. Report any discrepancy or problem to the PWGSC commissioning monitoring coordinator.

5.15 Review and comment on the progress reports and log of commissioning issues.

5.16 Review and comment on commissioning test reports, data and results. Confirm that tests and their results conform to the project requirements, the Basis of Design, and the contract documents.

- 5.17 Participate in the training of operation and maintenance personnel and/or users by presenting the project's conceptual design, Basis of Design, and operation and maintenance directives.
- 5.18 Review, comment on and accept the construction contractor's documentation (which could include as-built drawings, diagrams and schedules).
- 5.19 Review and comment on the construction contractor's data and its operation and maintenance manual. Examine completeness, accuracy and updates, including modifications made in the course of the project.
- 5.20 Review equipment warranties to ensure that the responsibilities of operational personnel are clearly defined.
- 5.21 Review and comment on the Cx plan and the final Cx manual.
- 5.22 Validate the project's as-built drawings. Submit them to the PWGSC commissioning coordinator for review and comment. The TQC drawings are to be approved by the design professionals.
- 5.23 Recommend that the PWGSC Project Manager accept or reject the finished work, system and equipment.
- 5.24 Prepare the final report on the commissioning process. The report must be organized as follows, and include:
  - a) A summary report that includes a list of the team members for the commissioning process and the participants, roles and responsibilities, a brief description of the building and project, a summary of the project's requirements and the Basis of Design, and an overview of the scope and the commissioning and test methods. For each system and piece of equipment commissioned, the report must include an assessment by the commissioning agent of its adequacy in conforming to the project requirements, the Basis of Design and the contract documents in the following fields:
    - I. Specifications of equipment installed;
    - II. Installation of equipment and systems;
    - III. Operation of systems and equipment, functional performance, efficiency, and optimization;
    - IV. Adequacy of operation and maintenance, operational state;
    - V. Documentation requested in the specifications relating to operation, maintenance, information and performance records, etc.
    - VI. Operators' training documents and comments on their quality.
    - VII. Final update and status of logs of commissioning issues. All shortcomings, problems and non-conformities must be specifically

classified. Each item must correspond to the test, inspection or specific trend log report for which it is identified and documented. Include recommendations for purposes of corrective action, upgrades and optimization of operational parameters of systems and equipment, performance and efficiency, future measures, modifications to the commissioning/recommissioning process, etc.

5.25 Assemble all final commissioning documents and prepare the final commissioning manual. Submit the manual to the commissioning monitoring coordinator for review and approval. Documents relating to the final commissioning manual must be assembled in consultable electronic format (PDF) and must include the:

- a) final commissioning report;
- b) project requirements document;
- c) Basis of Design;
- d) design schematics;
- e) construction drawings;
- f) as-built or file drawings;
- g) single-line as-built diagrams;
- h) schedules of as-built products and equipment;
- i) commissioning specifications;
- j) commissioning reports (PF, S-U, TAB, FPT, IST, controls, DDC trend log reports, data logger reports, others as applicable);
- k) operator training files;
- l) equipment forms for the Computerized Maintenance Management System (CMMS);
- m) any other report or correspondence relevant to the project;
- n) systems and equipment manuals:
  - I. a set of applicable shop drawings (including consignments and forms and approvals examined);
  - II. installation, operation and maintenance manuals;
  - III. performance indicator data records (amended to be considered commissioned, if necessary);
  - IV. any other relevant document, brochure, data sheet or technical information from the manufacturer;

- V. equipment-specific warranties; and
- VI. system operational manuals/standard operating procedures (SOP).

Notes regarding requirements for development and use of commissioning forms (PF, S-U, FPT, IST)

- a) Pre-functional (PF) inspections and checks and start-up (S-U) check lists
  - I. When available from equipment manufacturers, installation, operation and maintenance (IOM) instructions and the manufacturer's installation and start-up check lists are acceptable and must be used. If they are considered necessary by the Cx monitoring coordinator, additional checks and data could be required for the specific conditions of the project; such checks and data must be documented on similar or separate forms. Functional Performance Testing (FPT) and Integrated Systems Testing (IST). The Functional Performance Test (FPT) must include and cover the operation of the system and elements through each written sequence of operation and the other modes and sequences, including start-up, shutdown, idle, manual, organization, the various alarms, power outages, security alarm in the event of shock, and links to other systems or equipment. The sensors and levelers must be calibrated during pre-functional verification by the construction contractors doing the installation, and spot-checked by the commissioning agent during the functional test.
  - II. If possible, testing of respective HVAC equipment and systems must be conducted during seasons requiring heating and air conditioning. However, a few replacements of test values so as to simulate conditions are permitted. The functional performance test must be conducted using conventional manual methods, the control system's trend logs, and, if considered appropriate or required, the data loggers. The FPT must be conducted in order to provide a high level of confidence in the system's operation, according to what is deemed appropriate by the commissioning lead.
  - III. The functional performance test procedures and reports must allow for full examination and analysis of performance, operational parameters and the systems and equipment sequence.

## 6. Location of Work

The location of the Work is the whole province of Quebec, depending on the location of the projects. It will be indicated in the call-up.

## Part 2: REGULATORY REQUIREMENTS

### 1. Requirements relating to codes, standards, policies, guidelines, design and construction documents

The Cx Consultant is required to perform the work in accordance with all applicable codes, statutes and regulations in effect at the time of project implementation. The Cx Consultant is responsible for formally notifying the PWGSC commissioning coordinator if he or she receives any directive that contravenes a code, law, regulation, statute or any other mandatory or legal requirement in effect.

### 2. PWGSC Departmental Policy (DP) 039: Policy on the Use of the National Master Specification (NMS)

2.1 The last update of the NMS must serve as the source document for drafting sections of the specifications dealing with commissioning in project manuals covering all future construction and renovation work performed by or for PWGSC.

2.2 When preparing specifications sections concerned with commissioning, the Cx Consultant must use the latest and most current release of the National Master Specification (NMS) to the maximum extent that that version is applicable, in accordance with the departmental policy and subject to the Cx Consultant's overriding responsibility for the content of the construction project specifications. The NMS must be amended or complemented as necessary to produce a project manual that is adapted to the particular circumstances of the project and free from all conflict or ambiguity.

2.3 The Consultant is responsible for obtaining the NMS User's Guide from an authorized supplier, and an up-to-date version of the NMS specification sections needed to prepare the project specifications. The NMS User's Guide is also available from the NMS Secretariat office.

### 3. Computerized Maintenance Management System (CMMS)

All work performed under the construction contract must meet the requirements set out in PWGSC's CMMS.

3.1 CMMS inventory records must be provided for all major elements and systems.

3.2 Before removing or replacing elements or systems as part of the project, note and submit their respective CMMS sequence numbers to the PWGSC commissioning coordinator.

3.3 Collect and record all CMMS data for all new or moved equipment that is installed, replaced, removed or deactivated from an existing equipment inventory.

3.4 Inventory records must include all data on the product, including its serial and model number, the description of the equipment, and its location.

- 3.5 Provide the commissioning coordinator with fully completed inventory data records for all new equipment two weeks before requesting approval, so as to identify the proposed elements.
- 3.6 All CMMS inventory records must be added to the operation and maintenance manual provided by the construction contractor and its subcontractors.
- 3.7 The CMMS is applicable to all major elements or systems. Minor elements such as switches, thermostats, etc. need not be inventoried in CMMS. The PWGSC commissioning coordinator must respond to any requests for clarification from construction contractors.
- 3.8 The specifications must hold the contractor responsible for providing the PWGSC commissioning coordinator with all necessary CMMS data and inventory records.

## Part 3: REQUIREMENTS FOR COMMISSIONING

### 1. Mechanical, electrical, architectural, physical security and accessibility systems

The commissioning program, services and documentation must adhere to the following standards, policies and guidelines, if required by the scope of the work.

- CSA Z320-11 – Building Commissioning Standard and Check Sheets
- ASHRAE Guideline 0 – The Commissioning Process
- ASHRAE Guideline 1 – The HVAC Commissioning Process
- ASHRAE 202 – Commissioning Process for Buildings and Systems
- PWGSC Commissioning Manual, CP.1, 4th edition, November 2006
- PWGSC Commissioning Guidelines, CP.3 to CP.13
- BCA – Manual, samples and templates
- PEI – Cx plan and Cx specifications template
- PEI – Document templates and samples
- PEI – Sample functional tests and check lists
- CAN/CSA-B651-12 - Accessible Design for the Built Environment

### 2. Fire safety and protection

The commissioning program, services and documentation for systems fire safety and protection must also adhere to the standards.

- CAN/ULC S1001-11 Integrated Systems Testing of Fire Protection and Life Safety Systems and Fire Protection Commissioning

## Part 4: VARIANCES

Table 1: CSA Z320-11 variances

The scope of the Cx agent's services must comply with CSA Z320-11, Building Commissioning, ASHRAE Standard 202-2013, Commissioning Process for Buildings and Systems, including the variances as listed in Table 1 below, and the reference guide LEED BD+C version V4, ongoing commissioning credit EA (obtaining of option 1: enhanced systems commissioning).

Commissioning of built works managed by RPB and/or by RP contractors must comply with CSA Z320-11, *Building Commissioning Standard & Check Sheets*, with variances as listed in Table 1 below. Note that the section and subsection numbers indicated in Table 1 refer to sections and subsections in CSA Z320-11.

CSA Z320-11 Section	CSA Z320-11 Subsection	Variances
1.2. Specific systems	1.2.1. General	In addition to the requirements listed in this section, commissioning must apply to all built works, including bridges, dams and engineering assets. It must not be limited to the building enclosure.
3. Definitions	Systems Operation Manual	An additional clarification should be added to the definition of Systems Operation Manual:  The term "Systems operation manual" is equivalent to the PWGSC term "Standard Operating Procedure."
3. Definitions	Owner	An additional clarification should be added to the definition of Owner:  The Crown, or an entity representing the Crown, is considered to be the Owner.



CSA Z320-11 Section	CSA Z320-11 Subsection	Variances
4.2. Pre-design phase		In addition to the requirements listed in this Section 4.2, the Owner's Project Requirements must meet all the requirements of Section 6.2.3 of ASHRAE Standard 202-2013, <i>Commissioning Process for Buildings and Systems</i> , henceforth referred to as ASHRAE Standard 202.
4.2. Pre-design phase	4.2.1 (b). Establishment of Basis of Design	In addition to the requirements of sub-section 4.2.1(b), the <i>Basis of Design</i> must meet all the requirements of Section 8: Basis of Design, ASHRAE Standard 202.
4.2. Pre-design phase	4.2.3. Commissioning Plan	In addition to the requirements listed in section 4.2.3, include the following items in the Commissioning Plan:  Identification of all systems and sub-systems to be commissioned.  Identification of all deliverables.  The requirements of Section 7: <i>Commissioning Plan</i> , ASHRAE Standard 202.
4.3. Design phase	4.3.1. General	Prepare commissioning specifications. <sup>1</sup>  Preparer training plan. <sup>1</sup>  Prepare preliminary commissioning manual. <sup>1</sup>  Perform a Design Review meeting the requirements of Section 10, ASHRAE Standard 202.

CSA Z320-11 Section	CSA Z320-11 Subsection	Variances
4.4. Construction phase	4.4.1. General	<p>In addition to the requirements listed in section 4.4.1, include the following item:</p> <p>Perform a Commissioning Submittal Review meeting the requirements of Section 11, ASHRAE Standard 202.</p>
4.4. Construction phase	4.4.2. Pre-construction	<p>In addition to the requirements listed in section 4.4.2, include the following items:</p> <p>Prepare a commissioning schedule.<sup>1</sup></p> <p>Prepare installation/start-up check lists.</p>
4.4. Construction phase	4.4.4. Static verification	<p>In addition to the requirements listed in section 4.4.4, include the following item:</p> <p>Obtain certificates of authenticity for equipment.<sup>1</sup></p>
4.5. Functional performance testing	4.5.3. Implementation	<p>In addition to the requirements listed in section 4.5.3, include the following item:</p> <p>Functional performance tests must be documented according to Section 13: <i>Issues and Resolution Documentation</i>, ASHRAE Standard 202.</p>

CSA Z320-11 Section	CSA Z320-11 Subsection	Variances
4.7. Facility turnover activities	N/A	<p>In addition to the requirements listed in section 4.7, include the following item:</p> <p>Facility turnover activities must also be required where a project rather than an entire facility is being turned over.</p>
4.9. Final documentation	4.9.1. General	<p>In addition to the requirements listed in section 4.9.1, include the following item:</p> <p>The final documentation must be retained in a document archive.<sup>1</sup></p>
4.9. Final documentation	4.9.3. Additional commissioning documentation	<p>In addition to the requirements listed in section 4.9.3, include the following items:</p> <p>Certificate of interim acceptance<sup>1</sup></p> <p>Final certificate of completion<sup>1</sup></p> <p>Deferred commissioning test reports<sup>1</sup></p> <p>System and environmental checks report <sup>1</sup></p> <p>Final commissioning report<sup>1</sup></p>
4.11. Training and education	4.11.1.	<p>In addition to the requirements listed in section 4.11.1, include the following item:</p> <p>Meet the requirements of section 15.2, <i>Training Requirements</i>, ASHRAE standard 202.</p>

CSA Z320-11 Section	CSA Z320-11 Subsection	Variances
4.13. Record drawings	N/A	<p>In addition to the requirements listed in section 4.13, include the following item:</p> <p>Record drawings are required whenever the built work being commissioned is connected to, or impacts the operation of, the base building systems.</p>
4.14. Manuals	4.14.2. Systems operation manual	<p>In addition to the requirements listed in section 4.14.2, include the following items:</p> <p>The systems operation manual must indicate both normal and emergency modes of operation.<sup>1</sup></p> <p>The systems operations manual must include the Life Safety Compliance Report.<sup>1</sup></p>
5.1. Architectural systems	5.1.3.4. Functional performance testing (interior space)	<p>In addition to the requirements listed in subsection 5.1.3.4, include the following item:</p> <p>The following additional system must be part of the commissioning process:</p> <ul style="list-style-type: none"> <li>• Sound masking, as per the design documents.<sup>1</sup></li> </ul>

CSA Z320-11 Section	CSA Z320-11 Subsection	Variances
5.4. Mechanical systems	5.4.3.4. Functional performance testing	<p>In addition to the requirements listed in subsection 5.4.3.4, include the following items:</p> <p>The following additional tests are to be performed, as per the design documents:</p> <ul style="list-style-type: none"> <li>• Duct pressure test</li> <li>• Duct leakage test</li> <li>• Indoor air quality test</li> </ul>
Annex A (informative): General guidelines	N/A	This annex is adopted as a mandatory requirement.
Annex B (informative): Architectural systems guidelines (informative)	N/A	The architectural testing protocols listed in Table B.1 are the minimum mandatory testing requirements.



Government  
of Canada

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du Canada

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Contract Number / Numéro du contrat

EF934-19-0371

Security Classification / Classification de sécurité

UNCLASSIFIED / Sans classification

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 RP/SI - Québec	
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 Expert en mise en service externe				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





**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  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

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