



Solicitation No. - N° de l'invitation  
EN448-190627  
Client Ref. No. - N° de réf. du client  
EN448-190627

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EN448-190627

Buyer ID - Id de l'acheteur  
FK307  
CCC No./N° CCC - FMS No./N° VME

---

## **IMPORTANT NOTICE TO SUPPLIERS**

### **Security**

This notice is to advise ALL interested suppliers that in order to be awarded a contract against RFPs which contains a security requirement, all suppliers MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the supplier not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the supplier. Please submit your written request with the following information to Philip Cowell by e-mail to [Philip.cowell@tpsgc-pwgsc.gc.ca](mailto:Philip.cowell@tpsgc-pwgsc.gc.ca)

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

Solicitation No. - N° de l'invitation  
EN448-190627  
Client Ref. No. - N° de réf. du client  
EN448-190627

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EN448-190627

Buyer ID - Id de l'acheteur  
FK307  
CCC No./N° CCC - FMS No./N° VME

---

**The intention of this Request for Supply arrangement (RFSA) is not for the provision of service to disconnect and reconnect computer workstation such as the following components:**

- **Monitor,**
- **Laptop/Computer Tower**
- **Keyboard,**
- **Mouse,**
- **Desktop Printer,**
- **LAN Cable,**
- **Phone,**
- **all wires & power cords, power bars.**

**Identified Users should not use this Supply Arrangement for above purpose.**

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>5</b>
1.1 INTRODUCTION.....	5
1.2 SUMMARY .....	5
1.3 SECURITY REQUIREMENTS .....	6
1.4 CANADIAN CONTENT .....	6
1.5 DEBRIEFINGS .....	7
1.6 USE OF AN E-PROCUREMENT SOLUTION (EPS).....	7
<b>PART 2 - SUPPLIER INSTRUCTIONS .....</b>	<b>7</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	7
2.2 SUBMISSION OF ARRANGEMENTS .....	7
2.3 FORMER PUBLIC SERVANT - NOTIFICATION.....	8
2.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - NOTIFICATION.....	8
2.5 ENQUIRIES - REQUEST FOR SUPPLY ARRANGEMENTS .....	8
2.6 APPLICABLE LAWS.....	8
<b>PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS .....</b>	<b>9</b>
3.1 ARRANGEMENT PREPARATION INSTRUCTIONS.....	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION.....	15
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>15</b>
5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT.....	15
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SUPPLY ARRANGEMENT AND ADDITIONAL INFORMATION.....	17
<b>PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES.....</b>	<b>17</b>
<b>A.SUPPLY ARRANGEMENT .....</b>	<b>17</b>
6.1 ARRANGEMENT.....	17
6.2 SECURITY REQUIREMENTS .....	17
6.3 STANDARD CLAUSES AND CONDITIONS.....	18
6.4 TERM OF SUPPLY ARRANGEMENT .....	18
6.5 AUTHORITIES .....	18
6.6 IDENTIFIED USERS.....	19
6.7 ON-GOING OPPORTUNITY FOR QUALIFICATION.....	19
6.8 PRIORITY OF DOCUMENTS .....	20
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	20
6.10 APPLICABLE LAWS.....	20
6.11 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS) .....	20
<b>B.BID SOLICITATION .....</b>	<b>21</b>
7.1 BID SOLICITATION DOCUMENTS.....	21
7.2 BID SOLICITATION PROCESS.....	22
<b>C.RESULTING CONTRACT CLAUSES .....</b>	<b>22</b>
8.1 GENERAL .....	22

Solicitation No. - N° de l'invitation  
EN448-190627  
Client Ref. No. - N° de réf. du client  
EN448-190627

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EN448-190627

Buyer ID - Id de l'acheteur  
FK307  
CCC No./N° CCC - FMS No./N° VME

---

## **LIST OF ANNEXES**

### **ANNEX "A"**

STATEMENT OF WORK

### **ANNEX "B"**

BASIS OF PAYMENT

### **ANNEX "C"**

SECURITY REQUIREMENTS CHECK LIST

### **ANNEX "D"**

SUPPLY ARRANGEMENT USAGE REPORT FORM

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided including 5.1.2.1 Set-aside for Aboriginal Business; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **1.2 Summary**

A Supply Arrangement (SA) is a method of supply where the client, under the framework of the Arrangement, may solicit bids from a pool of pre-screened suppliers. The SA is not a contract and neither party is legally bound as a result of the signing of this document alone. The intent of the SA is to establish a framework to permit the expeditious processing of legally binding contracts for goods or services. SAs include a minimum set of terms and conditions which would apply to each contract and they are issued by Public Works and Government Services Canada (PWGSC).

This Request for Supply Arrangement (RFSA) is an opportunity for any interested Aboriginal suppliers to submit an arrangement in order to become a qualified supplier and to be authorized to provide services on an "as and when requested" basis for any work related to office relocation, warehousing and related services located in the National Capital Region (NCR).

Public Works and Government Services Canada (PWGSC) intends to issue Supply Arrangements under EN448-190627 to provide relocation services for federal employees, furniture relocation, warehousing, inventory and related services as well as decommissioning of office furniture, including dismantling and consolidation. These services will include, but are not limited to, the moving of full office suites, office equipment, furniture, workstation systems, files/records, filing cabinets, computer hardware, other various government office related facilities like boardrooms and full kitchens; also include packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move.

This requirement is for Real Property Services (RPS) of Public Works and Government Services Canada (PWGSC), within the National Capital Region (NCR).

The estimated yearly expenditure is approximately \$753,000.

The period of the Supply Arrangement is for three (3) years.

**Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from \_\_\_\_\_ (to be completed prior to issuance of SAs)

Contracts awarded under the bid solicitation stage may extend past the SA expiry date.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers 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.

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

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

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

**1.3 Security Requirements**

1.3.1 There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 6.2 – Security Requirements.” For additional information on security requirements, Suppliers 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.

1.3.2 All Request for Proposal (RFP) issued against the SA will be subject to security requirement identified in the attached SRCL. Therefore, suppliers are encouraged to obtain their organizational security clearance as well as their employees' security clearance in a timely manner.

1.3.3 Should suppliers wish to obtain a level of security, PWGSC will sponsor the suppliers so CISC can initiate procedures for security clearance. Suppliers desiring such sponsorship should consult page 1 of the RFSA.

**1.4 Canadian Content**

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause [A3050T](#).

SACC Manual clause [A3050T](#) (2014-11-27), Canadian Content Definition

## 1.5 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within ten (10) calendar days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## 1.6 Use of 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 Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

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

# PART 2 - SUPPLIER INSTRUCTIONS

## 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2018-05-22) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: 180 days

### 2.1.1 SACC Manual Clauses

#### 2.1.1.1 Disclosure of Pricing

The Supplier agrees to the disclosure of its Ceiling Unit Rates provided under the Supply Arrangement by Canada, and further agrees that it will have no right to claim against Canada, the client, their employees, agents or servants in relation to such disclosure.

#### 2.1.1.2 Rates – Services

Suppliers must submit ceiling rates for any service items listed in Annex “B”.

## 2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.



### 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### 2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

### 2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSa to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

### 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

### 2.7 Office of Small and Medium Enterprises (OSME)

PWGSC has established the Office of Small and Medium Enterprises (OSME) to assist suppliers in accessing and competing for opportunities in the Federal Marketplace. Its services include the Business Access Canada site found at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html>

For specific questions or concerns about this Supply Arrangement, please contact the Supply Arrangement Authority.

## 2.8 Sustainable Development

It is the policy of the Canadian Government to carry out its mandate in a manner consistent with the principles of sustainable development and to promote sustainable development opportunities and obligations with respect to economic growth, social well-being, and a healthy environment thereby enhancing services to Canadians.

The Supplier is encouraged to support sustainable development by:

- 1) Contributing to environmental objectives, such as:
  - \* Reducing greenhouse gas emissions and air contaminants;
  - \* Improving energy and water efficiency;
  - \* Reducing ozone depleting substances;
  - \* Reducing waste and supporting reuse and recycling;
  - \* Reducing hazardous waste; and
  - \* Reducing toxic and hazardous chemicals and substances.
- 2) Resulting in more environmentally responsible planning, acquisition, use and disposal practices in the Federal Government.

The Supplier is requested to provide details of its practices for sustainable development. These details will not be evaluated.

## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. Suppliers are required to provide their arrangement in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement  
Section II: Financial Arrangement  
Section III: Certifications  
Section IV: Additional Information

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

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

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

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

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

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

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

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, suppliers 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.

### **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Arrangement**

Suppliers must submit the financial arrangement in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### 4.1.1 Technical Evaluation

##### Mandatory Technical Criteria (MT)

Each arrangement will be evaluated for compliance with the Mandatory Technical Criteria MT1 and MT2. Arrangements that do not meet all the mandatory criteria will be deemed non-responsive and will be given no further consideration.

**The Supplier must complete the following grids MT1, MT2.1 and MT2.2 in order to demonstrate that it meets all the mandatory technical criteria. Failure to complete the grids below will render the arrangement non-responsive.**

**Additional mandatory technical criteria may be required at RFP stage.**

**MT1 Supplier's Profile:** In its Arrangement, the Supplier must provide the following:

Full legal name	
Supplier's address	
Telephone number	
Fax number (if available)	
Full description of the supplier's Warehouse Facilities including items such as the following: <ul style="list-style-type: none"><li>a. size in cubic feet;</li><li>b. address;</li><li>c. climate controls;</li><li>d. structure materials; and</li><li>e. security system.</li></ul>	

##### Joint Venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an arrangement together on a requirement. Suppliers who submit an arrangement as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- (a) the name of each member of the joint venture;
- (b) the Procurement Business Number of each member of the joint venture;
- (c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- (d) the name of the joint venture, if applicable.

If the information is not clearly provided in the arrangement, the Supplier must provide the information on request from the Supply Arrangement Authority.

The arrangement must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The

Supply Arrangement Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSA and any resulting supply arrangement.

## MT2 Supplier's Experience

### MT2.1 Supplier's Experience in Moving and Relocation Office Equipment and Furniture

The Supplier must demonstrate that within the last five (5) years from bid closing, it has a minimum experience in moving, decommissioning of office furniture, including dismantling, consolidation, relocation, inventory and warehousing services on six (6) separate occurrences\*.

\*Separate occurrence - is defined as moving and relocating office equipment and furniture for at least 20 people from one office space to another location, including from one floor to another at the same civic address or building. Each separate occurrence must also include having established and tracked the inventory of items moved. For example, moving 20 people into a swing space location and at a later date moving the same individuals to their permanent location is considered as two separate occurrences that can be identified as two Project References in the table below.

The experience must have been obtained by the Supplier itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the Supplier or any corporate predecessor.

Project references may include completed or on-going projects (move occurrences as per above).

The experience may involve moving full office suite(s); moving computers; moving workstations; moving office furniture, i.e. office equipment, filing cabinets, bookshelves, printers, fax machines; packing and unpacking, crating and uncrating, assembling and disassembling, loading and unloading; using any of the following moving equipment: truck, trailer, forklift truck, roller jack, hydraulic tools, dolly, hand truck, protective cover, mat, ramp.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. The evidence provided by the Supplier may be verified by the Crown. Failure by the Supplier to provide the required evidence or in the event where the evidence cannot be verified or the service found to be unsatisfactory, the arrangement shall be considered non-responsive and no further consideration will be given to the Supplier.

MT2.1 PROJECT REFERENCES	PROJECT REFERENCE # 1	PROJECT REFERENCE # 2	PROJECT REFERENCE # 3	PROJECT REFERENCE # 4
Name of client organization or Company	_____	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____

Solicitation No. - N° de l'invitation  
EN448-190627  
Client Ref. No. - N° de réf. du client  
EN448-190627

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EN448-190627

Buyer ID - Id de l'acheteur  
FK307  
CCC No./N° CCC - FMS No./N° VME

Performance period of the project (indicate year, month, day)	Start date: (year/month/day)  Completion date: (year/month/day)	Start date: (year/month/day)  Completion date: (year/month/day)	Start date: (year/month/day)  Completion date: (year/month/day)	Start date: (year/month/day)  Completion date: (year/month/day)
Scope of service(s) rendered, including the number of people relocated (use additional sheet (s) if space provided is not enough)				

MT2.1 PROJECT REFERENCES (continued)	PROJECT REFERENCE # 5	PROJECT REFERENCE # 6
Name of client organization or Company		
Name and title of client contact who can confirm the information presented in the proposal	Name:  Title:	Name:  Title:
Telephone and e-mail address of client contact	Phone Number:  E-mail:	Phone Number:  E-mail:
Performance period of the project (indicate year, month, day)	Start date: (year/month/day)  Completion date: (year/month/day)	Start date: (year/month/day)  Completion date: (year/month/day)
Scope of service(s) rendered, including the number of people relocated (use additional sheet (s) if space provided is not enough)		

## MT2.2 Supplier's Experience in Moving of Records and Records Storage Shelving Units

The Supplier must demonstrate that within the last five (5) years from bid closing, it has a minimum experience in moving and relocating at least twenty (20) boxes containing Records and at least two (2) Records Storage Shelving Units on two (2) separate occurrences.

Solicitation No. - N° de l'invitation  
EN448-190627  
Client Ref. No. - N° de réf. du client  
EN448-190627

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EN448-190627

Buyer ID - Id de l'acheteur  
FK307  
CCC No./N° CCC - FMS No./N° VME

The experience must have been obtained by the Supplier itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the Supplier or any corporate predecessor.

Project references may include completed or on-going projects (move occurrences as per above).

The experience may involve packing, moving and unpacking of records, documents, or books in an organized, sequential process, relocation of records storage shelving units or mobile storage units.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. The evidence provided by the Supplier may be verified by the Crown. Failure by the Supplier to provide the required evidence or in the event where the evidence cannot be verified or the service found to be unsatisfactory, the arrangement shall be considered non-responsive and no further consideration will be given to the Supplier.

MT2.2 PROJECT REFERENCES	PROJECT REFERENCE # 1	PROJECT REFERENCE # 2
Name of client organization or Company		
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)
Scope of service(s) rendered, including the number of boxes of records and the number of Records Storage Shelving Units moved (use additional sheet (s) if space provided is not enough)	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Ceiling Prices and/or Rates

The Supplier is required to submit ceiling rates that will apply for the term of the Supply Arrangement.

Suppliers declared responsive in the Technical Evaluation will be evaluated further based on rates submitted in Annex "B" - Basis of Payment.

The Basis of Payment (bid price) is to include the furnishings of all labour, materials, equipment, permit fees, and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Supply Arrangement. All costs for fuel surcharge, overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Supply Arrangement amounts.

"Extras" will not be allowed. It is the responsibility of the Supplier to take into account traffic, weather and other common mitigating factors.

#### **4.1.2.2 Mandatory Financial Criteria**

The Supplier must complete the columns of Ceiling Unit Rates, line items 1 - 9 for all three years, in Annex "B" - Basis of Payment in the format as specified, in Canadian dollars, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded from the Ceiling Unit Rates, if applicable.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical and Financial Evaluation Criteria**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### **5.1 Certifications Required with the Arrangement**

Suppliers must submit the following duly completed certifications as part of their arrangement.

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

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.



## 5.1.2 Additional Certifications Required with the Arrangement

### 5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#), of the *Supply Manual*.
2. The Supplier:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check one applicable box below:  
☐ The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
☐ The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check one applicable box below:  
☐ The Aboriginal business has fewer than six full-time employees.  
☐ The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

### 5.1.2.2 Owner/Employee Certification – Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.  
\_\_\_\_\_  
Printed name of owner and/or employee  
\_\_\_\_\_  
Signature of owner and/or employee  
\_\_\_\_\_  
Date

---

### 5.1.2.3 Set-Aside under the Procurement Strategy for Aboriginal Business

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

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

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

**5.2.2.4** In order to be considered an Aboriginal supplier under the Procurement Strategy for Aboriginal Business, bidders are also required to register in the Aboriginal Business Directory at the following link: <http://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>

## 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex "A".

#### 6.2 Security Requirements

6.2.1 The requirements to be procured under this SA will be subject to security requirements as per the Security Requirement Check Lists (SRCL) attached in Annex C.

6.2.2 Suppliers are informed that RFPs issued against the Supply Arrangement will require that firms and their personnel possess a valid Designated Organization Screening (DOS) and reliability status clearance issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

6.2.3 A supplier issued a supply arrangement as a result of this RFSA, not possessing the required security clearance at time of contract award will not be awarded a contract.

6.2.4 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of contracts issued against this Supply Arrangement.

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 CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Industrial Security Manual* (Latest Edition).

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

#### 6.3.1 General Conditions

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### 6.4 Term of Supply Arrangement

#### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from \_\_\_\_\_ to \_\_\_\_\_.

### 6.5 Authorities

#### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Philip Cowell  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real property contracting Directorate  
Telephone: 613-296-1922  
E-mail address: philip.cowell@tpsgc-pwgsc.gc.ca

---

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

#### **6.5.2 Supplier's Representative**

Name:  
Title:  
Address:  
City, Province:  
Postal Code:  
Telephone:  
Fax:  
E-mail:

#### **6.6 Identified Users**

The Identified User is Real Property Services (RPS), Public Works and Government Services Canada. Identified users will be responsible to issue individual RFPs and award contracts.

#### **6.7 On-going Opportunity for Qualification**

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

A Request for Supply Arrangements (RFSA) has been issued in accordance with the process set out below to allow new suppliers to become qualified. Existing Qualified Active Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

#### **Permanent Notice:**

A permanent notice is posted on the GETS for the duration of the Supply Arrangement Period describing this procurement vehicle, which invites additional suppliers to submit proposals to become Suppliers and to be awarded SAs for the provision of Services.

#### **New Suppliers:**

Throughout the Supply Arrangement Period, new suppliers may submit arrangements to become Qualified Active Suppliers. No existing Qualified Active Supplier will be removed from the qualified supplier list because of the addition of new Qualified Active Suppliers

#### **Number of Supply Arrangements:**

The Supplier acknowledges that Canada may issue an unlimited number of Supply Arrangements and may continue to issue Supply Arrangements to suppliers throughout the Supply Arrangement Period.

#### **Evolving Requirement:**

PWGSC may during any Revision process add new and (or) remove and (or) modify existing scope of work.

#### **Failure to Qualify:**

PWGSC will notify all suppliers that fail to qualify and identify the reason their arrangement has been non-compliant.

During the 2 months following notice to a supplier of its failure to qualify, that supplier may submit additional documentation supporting its qualification. Provided the Supplier advises PWGSC, within such period, that it considers its arrangement complete, PWGSC will then, subject to Canada's right to conduct evaluations in cycles, re-evaluation the updated arrangement.

Where PWGSC has notified a supplier that it has failed to qualify a second time, PWGSC will not evaluate further arrangements from that supplier (or any supplier that includes or is otherwise comprised of that supplier) for a period of two (2) months.

## 6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions [2020](#) (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirement Checklist (SRCL)
- (f) the Supplier's arrangement dated \_\_\_\_\_.
- (g) Annex D, Supply Arrangement Usage Form Report

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

## 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA'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 Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## 6.12 Periodic Usage Reports - Supply Arrangement (*maybe modified prior to issuance of SA*)

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier 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. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

## **B. BID SOLICITATION**

### **7.1 Bid Solicitation Documents**

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

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

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSa), the Bidder has already provided a list of names, as requested under the Ineligibility

---

**and Suspension Policy.** During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."

- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
  - **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

## 7.2 Bid Solicitation Process

7.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

The Bid Solicitation document prepared by the Identified User will describe how the selection process of the supplier will be made. A requirement over \$25,000.00 must be solicited among all qualified suppliers on the Supply Arrangement. It is strongly recommended that a bid solicitation be solicited from all qualified suppliers on the Supply Arrangement even if the requirement is under \$25,000, and Identified Users are expected to be able to justify any action to direct any requirement under SA to a particular supplier.

7.2.2 The bid solicitation will be sent directly to Suppliers.

7.2.3 The Identified User will be responsible for the bid solicitation process and the award of contracts.

7.2.4 Each Supplier must attend a mandatory site visit that will be identified on each bid solicitation document. The purpose of site visit is for Suppliers to understand the specific work required. After site visit, the Supplier will estimate the labour categories, number of labour hours, vehicle use and warehousing need if required.

7.2.5 Contracts awarded under the bid solicitation may extend past the Supply Arrangement expiry date or any extension thereof for some requirements.

7.2.6 Attached Annex "E", Model Bid Solicitation Form and Resulting Contract Clauses must be used in the preparation of the bid solicitation/contract by the Identified User.

## C. RESULTING CONTRACT CLAUSES

### 8.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

Solicitation No. - N° de l'invitation  
EN448-190627  
Client Ref. No. - N° de réf. du client  
EN448-190627

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EN448-190627

Buyer ID - Id de l'acheteur  
FK307  
CCC No./N° CCC - FMS No./N° VME

---

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions 2029 will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2010C will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions 2035 will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.



**GENERAL STATEMENT OF WORK**  
**Relocation Services - Office Moves and Furniture Decommissioning- National Capital Region**  
**EN448-190627**

**1. General Requirement**

1.1 To provide relocation services for federal employees, including office equipment, supplies and furniture, and decommissioning of office furniture, including dismantling, consolidation, relocation and warehousing services (as required) for contents of offices, workplaces and various government facilities, within the National Capital Region (NCR).

1.2 Relocation services of employees include moving personnel office contents, equipment, supplies and furniture, as well as workplace furniture re-configuration and adjustments. Decommissioning of office furniture include dismantling of furniture, stacking and consolidation of dismantled furniture components, as well as creating and maintaining an electronic inventory in MS Excel spreadsheet format of all material, equipment and furniture components including dismantled furniture supports and connection hardware.

1.3 For the majority of office floors in buildings occupied by the Government of Canada, each floor would have, workstations, meeting rooms, filing/storage cabinets, enclosed offices, a kitchenette, shared equipment (printer/photocopier/shredder) areas, 1 to 2 storage rooms, library area and/or file rooms. Floor content could include: workstations (panels, work surfaces, desks and jiffy poles), executive office suites, tables and chairs of various styles and sizes, filing and storage cabinets, storage racks, book shelves, office supplies, fixed and mobile shelving, whiteboards, printers, shredders, fax machines, fridges, microwaves, and other types of office equipment and furniture.

1.4 The conference facilities, training rooms and collaborative zones at occupied Government of Canada buildings could have various types of seating and tables of various sizes, projection screens, etc.

1.5 The individual Request for Proposal (RFP) will specify the Work. A site visit is mandatory for each individual RFP issued against the Supply Arrangement (SA). Only RFSA's issued by the Project Management Service Line (PMSL) authorized personnel is acceptable. Qualified suppliers will provide financial proposal for each RFP based on all information provided and this will apply to and form part of the contract.

1.6 During the term of the contract, the Contractor will be required to meet with the Public Works and Government Services Canada's (PWGSC) Project Manager or Move Coordinator from time to time to confirm the exact dates, time and locations of the Work, and to become familiar with the premises where Work will be undertaken. The information will be provided in the individual RFP and will apply to and form part of the Work.

1.7 Dismantled furniture and office equipment will be moved to spaces designated by the PWGSC Project Manager or Move Coordinator. When warehousing services is required from Contractor's facilities, the Contractor will identify location(s) and obtain consent from PWGSC Project Manager or Move Coordinator in advance of the relocation. The individual RFP will specify details for the Work and the points of contact at PWGSC for the Work.

1.8 Relocation/move services can include smaller scale employee relocations to major moves which might take place during the weekday, weeknight or on weekends. Each RFP will specify the times, dates and other schedule information which will be identified in each individual Statement of Work (SOW) s. Scheduled moves can be subject to change and the Contractor will be provided advance notice in case of changes.

1.9 Unless specified otherwise by PWGSC, all contents are to be transported to their destination building via the loading dock of the respective buildings. The Contractor is to provide sufficient resources,

including determining the number of personnel and vehicles required, to complete employee office contents relocation, furniture dismantling, inventory recording and relocation in accordance with PWGSC's planned timeline. PWGSC Project Manager or Move Coordinator will provide the Contractor with as much advanced notice as possible for Work requests.

1.10 National Capital Region (NCR) is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec, and surrounding urban and rural communities. The National Capital Region is defined by the National Capital Act, consists of an area of 4,715 square kilometers that straddles the Ottawa River which serves as the boundary between the provinces of Ontario and Quebec. This area is smaller than that of the Ottawa-Gatineau Census Metropolitan Area (CMA), which is 6,287 square kilometers in size.

1.11 The scope of this requirement excludes the service of disconnecting and reconnecting computer equipment such as the following components:

1. Monitor,
2. Laptop, Computer Tower
3. Keyboard,
4. Mouse,
5. Desktop Printer,
6. LAN Cable,
7. Phone,
8. All wires & power cords, power bars.

## **2. Scope of Work**

### **2.1 General Services**

2.1.1. The Contractor agrees to provide furniture dismantling, inventory and relocation services including, but will not be limited to, the moving of full office suites, office furniture, computers, workstation systems, office equipment, filing cabinets, computer hardware, boardrooms, full kitchens including fridges and microwaves, and other workplace items such as fax machines, files, records; as well as packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move. Disassembling or assembling computer workstation systems and other computer-related systems are excluded.

2.1.2 All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and placed, on commercial racking, for easy access.

2.1.3 Where services for decommissioning of office furniture is required, an inventory must be taken as items are being grouped and prepared for transportation for on-site or off-site storage. The Contractor is to create, provide and update an electronic inventory of all the items as decommissioning progresses.

2.1.4 Required services include but are not limited to the following:

1. Furniture dismantling, including disassembling of integral electrical parts within furniture components. IT cable disconnect and electrical disconnect at junction boxes / electrical outlets will be carried out by others prior to furniture dismantling work.
2. Dismantled furniture components, including furniture support and connection hardware, to be sorted by manufacturer, by type, per floor and placed on skids, ready for transportation.
3. Skids to be numbered, labeled and secured to prevent any item or part from falling off during transportation.
4. Skids to be moved to a location specified by the PWGSC Project Manager or Move Coordinator within the NCR.
5. Inventory to be recorded in MS Excel spreadsheet format (template to be provided by PWGSC Project Manager) - one list to record furniture components information and another list to record furniture support and connection hardware information. The spreadsheets and

subsequent updates are to be submitted to the PWGSC Project Manager or Move Coordinator within 3 business days after completion of each Work request.

6. Furniture components inventory will need to include the following information:
  - Name of Manufacturer (e.g. Haworth, Teknion, Steelcase, Global, Herman Miller, etc.)
  - Model number (If available)
  - Asset number (If available)
  - Type of Component/Part (e.g. work top leg support)
  - Description of Component/Part (e.g. height adjustable leg 24"H; work surface 65"L x 24"W)
  - Quantity
  - Skid number where the Component/Part is located
7. Furniture support and connection hardware inventory will need to include the following information:
  - Type of Component/Part (e.g. screws, metal brackets, etc.)
  - Hardware specification/description indicating size
  - Skid number where the Component/Part is located
8. The Contractor may propose an alternative inventory recording method for consideration by the PWGSC Project Manager.

2.1.5 The Contractor must provide and use all necessary blanket wrapping, padding, paper, wrapping, boxes, crates, or other appropriate packing materials to prevent breakage, damages of all office furniture and equipment.

2.1.6 To move laptops or tablets, The Contractor must use computer carts and provide self-seal anti-static bubble bags minimum size of 20" W x 20" L , 3/16" industrial bubble coated with a nylon barrier, 1" pressure-sensitive lip covered with release paper for closing.

2.1.7 For relocation of flat screens, the Contractor must use blanket wrapping and shrink wrapping, and additional protection as necessary.

2.1.8 Unless specified otherwise by the Contractor, all file cabinets will be emptied before being moved from one building to another building, or within a building.

2.1.9 During and after each move, the Contractor will be responsible to account for all moving equipment and materials used by the contractor (i.e. plastic bins, moving blanket, dollies, computer cart, etc.). Canada will not compensate for any lost or misplaced moving equipment and materials.

2.1.10 The Contractor is responsible to assume any permits and/or parking related fees associated with loading/unloading, pickup and deliveries.

2.1.11 The Contractor must respect all pre-arrangements made by the PWGSC Project Manager or Move Coordinator and make arrangements (when requested) with the property manager/building team before each loading/unloading, pickup and delivery (i.e. confirm time and location of the deliveries and with what kind/number/size of trucks) and where to park.

2.1.12 The Contractor must be prepared to respond within 48 hours of notice being given.

2.1.13 Occasionally, an exceptional circumstance may arise that PSPC will require furniture to be moved from storage locations to PSPC work locations within a very short timeframe. For this purpose, once a contract is in place, the Contractor may be expected to move small lot sizes of furniture within two (2) hours, and larger amounts to be moved within twenty-four (24) hours on an "as and when requested basis". The same time frames will apply for the components being returned to the storage space or warehouse for storage.

2.1.14 The PWGSC Project Manager or his/her representative will be granted access to warehouse facilities, at all times.

2.1.15 At the time of the site visit, suppliers are expected to be familiar with all the locations in which the Work is likely to occur, and with various freight handling systems as well in order to assess the docking, loading and unloading facilities.

2.1.16 The Contractor must provide transportation to and from the work sites, for the Contractors' personnel, their tools, equipment; and also for all related materials and supplies required for the performance of the Work, at no additional cost for transportation to the PWGSC project site.

## **2.2 Warehousing Services – on as and when required basis**

2.2.1 Provide approximately 10,000 cubic feet of warehouse space, in the National Capital Region, for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage on as and when required basis and as outlined in the individual RFP.

2.2.2 Identify the total amount of cubic feet of actual materiel warehoused.

2.2.3 Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.

2.2.4 Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods.

2.2.5 At the time of each defined Work / Move requested by the PWGSC Project Manager or Move Coordinator, prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move.

2.2.6 Any damage is to be verified by the PWGSC Project Manager or Move Coordinator, prior to the item being moved.

2.2.7 In the event of any damage or loss attributed to the Contractor during a move and warehousing operation, the Contractor will repair or replace PWGSC's furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.

## **3. Staff/Personnel**

3.1 Contractor personnel assigned to this work must be movers, packers and installers. They must possess the knowledge related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations.

3.2 Contractor personnel must be able to identify components for inventory recording and maintain the inventory list.

3.3 Contractor personnel must be able to read screen and floor plans and also furniture layouts.

3.4 Each RFP issued for Work / move request, regardless of how big or small, requires a crew supervisor.

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

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

- dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours); in accordance with the Canada Occupational Safety and Health Regulations.

3.7 While performing services, The Contractor's employees must not engage in the following activities, including but not limited to:

- Smoke in the clients facilities;
- Damage Crown property of any type;
- Arrive at the work site under the influence of illegal or legal drugs or alcohol;
- Consume alcoholic beverage, illegal or legal drugs on the job;
- Use unprofessional manners and/or offensive languages of any type;
- Use unassigned washrooms without permission;
- Use government telephones without prior approval of client
- Engage in prolonged discussions or arguments regarding the job;
- Perform any work not specified in the Contract without approval of client;
- Request or accept any articles or currency as a gratuity for the work performed under the Contract.

#### **4. Packing Materials and Suppliers**

4.1 The Contractor will supply cardboard boxes (2.2 cubic feet capacity, including labels and tape) and/or plastic bins with lids, labels and security ties based on quantities specified in the RFP. The minimum dimensions of plastic bins are 25" x 16" x 12" / 2.7 cubic feet. For environmental considerations, it is anticipated that plastic bins with lids will be used for the majority of the moves. The Contractor is required to supply plastic bins with lids at any given period of time.

#### **5. Equipment, Resources, Tool Kits**

5.1 The Contractor is required to provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to the PWGSC Project Team, including:

1. 4 wheel padded dollies;
2. screen carts;
3. electronic/computer carts;
4. floor protection sheets (i.e. aspenite or equivalent);
5. corner protectors;
6. shrink wrap;
7. dollies;
8. blankets / furniture pads;
9. pallets or skids.

5.2 The Contractor may be required to have a forklift truck and roller jacks available for specific moves, when required by the PWGSC Project Manager or Move Coordinator.

Example of a suitable mover's tool kit

1. Robertson screwdrivers, sizes #6 and #8;
2. Philips screwdrivers, sizes #5 and #8;
3. two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
4. long needle nose pliers;
5. vice grips;
6. side cutters;
7. metric and imperial wrenches (complete sets);

8. rubber and Ball Pein hammers;
9. cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged batteries;
10. metric and Imperial Allen keys (complete sets);
11. 100-foot measuring tape;
12. levels.

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

## **6. Vehicles**

6.1 The Contractor is required to provide the required transportation vehicles such as cube vans, trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard, as required.

6.2 The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-needed basis.

6.3 The Contractor is required to have readily available back-up vehicles in case of breakdown at no additional cost to the identified user(s).

6.4 The Contractor is required to ensure that all vehicles are clean and in good working order.

## **7. Relocation/Move Services - Hours of Availability of the Work -**

7.1 All work must be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified in each RFP. The work schedule may be subject to change in the event of unforeseen circumstances and as authorized by the PWGSC Project Manager or Move Coordinator.

7.2 Regular working hour: means from 08:00 to 17:00 (8 hours per day), Monday to Sunday.

7.3 Over time: means working outside the regular hours of 08:00 to 17:00 Monday to Sunday. The minimum call-up period will be three hours. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.

7.4 Overtime will be paid for Statutory Holidays which are regularly recognized and for which the Supplier compensates employees in addition to their regular wage. NOTE: The Ontario Family Day in February is not a national statutory holiday for Government of Canada and is to be considered a normal working day. It is a statutory holiday in the Province of Ontario. Overtime pay should be applicable for suppliers of Ontario Province.

7.5 Other than Statutory Holidays, there will be no premium paid for overtime unless the overtime is approved in advance and in writing by the Project Authority.

## **8. Site Regulations**

8.1 The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.

8.2 During and on completion of each of the moves, the Contractor must collect and remove all rubbish, crates, boxes, wrapping, plastics and all materials associated with the move, away from the premises. The Contractor is responsible to keep the area safe and clean at all times.

8.3 The Contractor must adhere to all emergency, fire safety, and security regulations in the buildings as well as wearing proper equipment for the work.

8.4 The Contractor must not block any fire exit corridor, exit door, elevator, lobby, or hallway with any materials.

## **9. Registration - Authorities – Licenses**

9.1 The Contractor must ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.

## **10. No Responsibility to Pay for Work not performed Due to Closure of Government Offices**

10.1 Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract, and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

10.2 If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

## **11. Additional services**

11.1 For unforeseen circumstances, additional services rendered (“as and when”) under the contract will be paid in accordance with the proposed hourly or unit rate from each RFP.

**ANNEX "B"**  
**BASIS OF PAYMENT**

The Supplier must complete the columns of Ceiling Unit Rates, line items 1 - 9 for all three years, in Canadian dollars, excluding all applicable taxes from the Ceiling Unit Rates, if applicable.

Ceiling rates include the furnishings of all labour, materials, equipment, permit fees, and incidental costs, necessary or proper for the completion of the work. All costs for fuel surcharge, overhead, profit, financing, general requirements, contingencies and all associated costs are to be included in the ceiling rates.

Service Item	Year 1 Ceiling Unit Rate	Year 2 Ceiling Unit Rate	Year 3 Ceiling Unit Rate
<b>Labour Category (7 days per week)</b>			
1. Crew Supervisor	\$_____per hour	\$_____per hour	\$_____per hour
2. General Movers	\$_____per hour	\$_____per hour	\$_____per hour
3. Installers	\$_____per hour	\$_____per hour	\$_____per hour
<b>B. Vehicles, including driver (7 days per week)</b>			
4. Cube Van including one driver (mover)	\$_____per hour	\$_____per hour	\$_____per hour
5. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without Hydraulic lift, including one driver (mover)	\$_____per hour	\$_____per hour	\$_____per hour
6. Tractor trailer, with one driver (mover)	\$_____per hour	\$_____per hour	\$_____per hour
<b>C. Warehousing</b>			
7. Warehouse storage and all related services, strictly on the amount of cubic feet of goods warehoused (per cu ft).	\$_____per cubic foot, per day	\$_____per cubic foot, per day	\$_____per cubic foot, per day
<b>D. Packing Materials and Supplies</b>			
8. Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	\$_____per box (including labels and tape)	\$_____per box (including labels and tape)	\$_____per box (including labels and tape)
9. Plastic Bins (minimum dimensions 25" x 16" x 12" / 2.7 cubic feet) with lids, labels and security ties. Price per week with one week minimum.	\$_____per bin, per week (including labels and ties)  \$_____per bin to keep	\$_____per bin, per week (including labels and ties)  \$_____per bin to keep	\$_____per bin, per week (including labels and ties)  \$_____per bin to keep



JUN 11 2018



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

20190627

Security Classification / Classification de sécurité  
UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		Real Property Services
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 Moves/Relocation Services		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 e/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 <input type="checkbox"/> Yes Non 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 e/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

20190627

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

20190627

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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



No  
Non



Yes  
Oui

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

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

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

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



No  
Non



Yes  
Oui

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

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

**ANNEX "D"**  
**SUPPLY ARRANGEMENT REPORTING**

**GENERAL INSTRUCTIONS**

Introduction

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage. Report to the Supply Arrangement (SA) Authority on a quarterly basis.

Response Due Date

Your cooperation in returning the completed report by the appropriate date is MANDATORY. (*Period to be covered and due date may be revised prior to issuance of Supply Arrangement*).

Quarter	Period to be Covered	Due on or before
1st	April 1 to June 30	July 15
2nd	July 1 to September 30	October 15
3rd	October 1 to December 31	January 15
4th	January 1 to March 31	April 15

Returning the Completed Report

Please e-mail the completed report to [philip.cowell@tpsgc-pwgsc.gc.ca](mailto:philip.cowell@tpsgc-pwgsc.gc.ca)

Please ensure the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.

Complete All Questions

Contractor must complete all applicable portions of the report.

Currency

Please state all monetary values in Canadian dollars, taxes included. (CDN).

Changing the Format

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to [philip.cowell@tpsgc-pwgsc.gc.ca](mailto:philip.cowell@tpsgc-pwgsc.gc.ca)

Questions

Should you need further clarification, please forward your question by e-mail to [philip.cowell@tpsgc-pwgsc.gc.ca](mailto:philip.cowell@tpsgc-pwgsc.gc.ca)



Information to include in the report

<b>Field</b>	<b>Description</b>
<b>Contract number</b>	Unique number for the contract, as identified on page 1 of the contract.
<b>Contract Amendment number</b>	The number of the contract amendment, such as: amendment 1, amendment 2, etc.
<b>Issuance date of the Contract</b>	Date that the Contract/amendment is issued to the supplier.
<b>Start date</b>	Date the resource/services started engagement
<b>End date</b>	Date the resource/services ended (or will end) engagement/completion date
<b>Project Description</b>	Brief description of the work contracted.
<b>Client Department/Contact Information</b>	Information should include the contact name, e-mail and telephone number
<b>Contract Value (or amendment value)</b>	The value of the contract (Applicable Taxes included), as identified on page 1 of the contract. Or the increase or decrease value for the amendment
<b>Notes</b>	Indicate any comments or notes, if necessary

Report Template

SA No: <b>EN448-190627</b>		Period to be covered:			
PWGSC SA Authority: <b>Philip Cowell</b>					
SA Title: <b>Move and Relocation Services</b>					
	Invoice #	Description / Location	Date of Contract Award	Date of Completion	Value of Contract (taxes included)
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
15					\$
16					\$
17					\$
18					\$
19					\$
20					\$
21					\$
22					\$
23					\$
24					\$
25					\$
26					\$
Total value of contract for this quarter (i)					\$
Cumulative value of contract for for previous periods (ii)					\$
Total value of contract to date = (i) + (ii)					\$

Prepared by: *[Insert company name and individual's name preparing this report]*