



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

| | |
|--|--|
| Title - Sujet Temporary Kitchen Help | |
| Solicitation No. - N° de l'invitation W0117-18V026/B | Date 2019-04-08 |
| Client Reference No. - N° de référence du client W0117-18V026 | |
| GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10803 | |
| File No. - N° de dossier WPG-8-41102 (010) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-21 | Time Zone Fuseau horaire Central Daylight Saving Time CDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Maki, Christie | Buyer Id - Id de l'acheteur wpg010 |
| Telephone No. - N° de téléphone (204) 891-6126 () | FAX No. - N° de FAX (204) 983-7796 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 129, 17 MSS-SUPPLY PO BOX 1700 STN FORCES WINNIPEG Manitoba R3J3Y5 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number W0117-18V026/A dated 2018-12-04 with a closing of 2019-01-14 at 14:00. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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W0117-18V026/B
Client Ref. No. - N° de réf. du client
W0117-18V026

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41102

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

A Task Authorization Contract is required for the provision of Temporary Kitchen Help for the Department of National Defence in Winnipeg, MB.

A Contractor is required to provide food services support personnel, specifically kitchen helpers, and a contract coordinator for the Department of National Defence (DND), Canadian Forces Base (CFB) 17 Wing located in Winnipeg Manitoba.

Food services support personnel will be involved in the preparation of food, serving meals; receiving or shipping to/from the storeroom and providing cleaning duties in the kitchen or dining areas.

The Contract will be in effect for one (1) year, from approximately June 1, 2019 to May 31 2020, with The Department of National Defence reserving the right to exercise up to two (2) options periods of one (1) year each.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security

clauses, Bidders should refer to the [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.

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 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.

- PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- To submit a bid using epost Connect service, the Bidder must either:
 - send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will

create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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

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

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

2.2 Submission of Bids

Solicitation No. - N° de l'invitation
W0117-18V026/B
Client Ref. No. - N° de réf. du client
W0117-18V026

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41102

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

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

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6
Bid Fax: (204) 983-0338

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

Section I: Technical Bid (1 hard copy)

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

This requirement includes mandatory technical evaluation criteria at Annex A2.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](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.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, 17 Wing, 17 MSS Foods. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

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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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from approximately 1 June 2019 to 31 May 2020 inclusive.

7.4.3 Option to Extend the Contract

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

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

7.4.5 Delivery Points

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Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6
Telephone: 204-891-6126
E-mail address: christie.maki@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

To be determined

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

7.5.3 Contractor's Representative

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 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Monthly Payment

SACC Manual clause [H100C](#) (2008-05-12) Monthly Payment

7.7.4 T1204 - Direct Request by Customer Department

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

7.7.5 Discretionary Audit

SACC Manual Clause [C0705C](#) (2010-01-11) Discretionary Audit

7.7.6 Electronic Payment of Invoices – Contract

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

To be determined

7.7.7 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

7.8 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.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;

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- (c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____,

7.12 Insurance Requirements

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

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

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

7.13 SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

ANNEX A

STATEMENT OF WORK

TEMPORARY KITCHEN HELP SERVICES

1. Overview

A Contractor is required to provide food services support personnel, specifically kitchen helpers, and a contract coordinator for the Department of National Defence (DND), Canadian Forces Base (CFB) 17 Wing located in Winnipeg Manitoba.

Food services support personnel will be involved in the preparation of food, serving meals; receiving or shipping to/from the storeroom and providing cleaning duties in the kitchen or dining areas.

The intent of the contract is to supplement the current CF food services workforce comprised of members of the Canadian Forces, Public servants and non-publicly funded employees.

2. Work Sites

Service will be provided in the following DND Kitchens:

Building Combined Mess 61

Building Officers Mess 76

3. Language of Work

The Contractor must provide resources that are capable of fluently expressing themselves in English.

4. Reference Document

- 4.1 Food Safety Code of Practice for Canada's Foodservice Industry (Canadian Restaurant and Foodservices Association.)

5 Resource Requirements

5.1 Coordinator

- 5.1.1 The Contractor must provide the services of a Coordinator to be available during regular working hours, early shift 06:00 till 14:30, late shift runs from 10:30 till 19:00. When operational requirements require, shifts may be increased to provide feeding 24 hours a day. The Coordinator will be responsible for acting on behalf of the Contractor, ensuring the smooth conduct of operations and compliance with deadlines including liaising with the Project Authority (PA). The services of the Coordinator will be considered as part of the overhead for this contract and will not be included as a category of personnel.

5.1.2 The Coordinator must be available within 2 hours of notification by the PA and be prepared to appear on site during any incident where a Contractor representative is required to oversee its resources.

5.1.3 The Contractor must provide the Coordinators name(s), telephone numbers(s) and email address(s) to the PA.

5.1.4 Minimum Qualifications. At a minimum, the Coordinator must have:

A minimum of three (3) years experience within the last ten (10) years in the field of personnel management and a demonstrated ability to recruit, coordinate, assign, train and supervise personnel; and

A minimum of two (2) years of experience with institutional food services facilities within the last ten (10) years.

5.2 Kitchen Helper

The Contractor must supply resources to meet the requirements and perform the duties set out in Annex A1.

5.2.1 Schedule of Services

5.2.2 Estimated quantity and category of resources required on a daily as and when requested basis are as follows:

5.2.3 Daily Services- Estimated Number of Persons required by resource category.

| Resource Category | General Daily Service | | |
|-------------------|-----------------------|--------------------|--------------------|
| | # of People | # of days per year | # of hours per day |
| Kitchen Helper | 2 | 261 | 8 |
| Kitchen Helper | 2 | 104 | 8 |

*The hours in question reflect actual hours worked and do not include break of a half hour for lunch or supper. The two employees set at 104 days per year are the back fill for the main workers set at 261 days a year.

5.3 Estimated Surge, Special Events and Extraordinary Circumstances

The following estimate Surge is provided as information only. As a minimum, sufficient resources must be available to fulfill these requirements.

Resources may be required for major events, extraordinary circumstances/disaster, as and when requested by use of a task Authorization.

| Labour Category | Estimated As and When Requested Service to be Available | | |
|------------------|---|--------------------|--------------------|
| | # of People | # of Days per year | # of Hours per day |
| Kitchen Helper | 9 | 30 | 8 |
| Cleaner | 1 | 30 | 8 |
| Line Cook | 4 | 30 | 8 |
| Short Order Cook | 3 | 30 | 8 |

* The hours per day reflect the actual hours to be worked and do not include breaks (subject to change if facility requires).

5.4 Kitchen Hours: Services will be required between 0600 and 1900 hrs, daily. Services are required daily, year round, with the exception of the Christmas break (normally 20 December- 5 January).

5.5 Schedule Notification: The schedule of each shift may vary depending on the work site and time of year. The PA will normally inform the contractor Coordinator seven (7) days in advance of the requirement. However, in order to meet critical operational demands, advanced notice may be shorter (eg three (3) hours notice).

5.6 Schedule Changes: Whenever possible, the PA will advise the Contractor of any change to the schedule with seven (7) days advanced notice, but the schedule may be subject to change on a daily basis due to operational requirements.

Example: On Monday, October (7) the PA will notify the Contractor, in Writing/email as to the number of staff required for the period from Monday, October 14 to Sunday, October 20th.

6. Availability of the Contractor and Resources

The Contractor must provide the PA with contact information that ensures the Contractor can be reached twenty-four hours a day, seven days a week, year round.

7. Resource Availability On-site

The Contractor must ensure that the resources are on site and ready to work on time, in accordance with each scheduled work shift.

8. Assignment and Replacement of resources

8.1 The Contractor must provide a replacement for any resource who:

- a. is unable to provide services as required and scheduled;
- b. fails to comply with DND's food services and hygiene and sanitation directives or order in effect; and
- c. becomes a disturbance to the effective operation of the facility through disruptive behaviour.

Depending on the confirmed requirements and the instructions of the PA, the Contractor must replace his resources no later than two (2) hours after being notified that a resource has left during scheduled working hours.

If a requirement cannot be fulfilled, the Contractor will notify the PA in writing. This notification must be received within two hours of failing to meet the requirement. The PA will file the notices and if the Contractor repeatedly display negligence, carelessness or abuse in failing to meet the requirement set out in this document, a "Notice of Non-Compliance" (See Annex A3) must be initiated by the PA, and forwarded to the PWGSC Contracting Authority.

Contractor's failure to provide resources

9.1 In Circumstances where the PA provides more than 24 hours advance notice of a requirement and the Contractor is unable to provide or replace resources(s), the Contractor may be financially responsible for all costs incurred by DND to find a replacement. This may include the DND military or civilian overtime costs, travel costs of personnel and any other costs incurred by DND to provide a replacement. The amount of damages calculated by DND will be deducted from the next invoice after the Contractor failure to provide resource(s).

If the Contractor requires an individual to work more than the regular hours the Contractor will be responsible to pay for any overtime incurred.

In the event that a resource employed by the Contractor repeatedly displays negligence, carelessness or abuse in failing to meet the requirements set out in this document, a "Unsatisfactory Performance Report" must be initiated by the PA, and forwarded to the PWGSC Contracting Authority.

A resource who has received three (3) unsatisfactory performance reports will not be assigned to any other work in DND kitchens.

10. Resources Training and Requirements

Prior to commencement of services, the Contractor must ensure each resource has received the following minimum training and orientation:

General explanation of the individuals' duties and assignment;

Explanation of the operation of kitchen equipment with the assistance of a qualified individual and of the safety procedures to be followed when using and cleaning within the kitchen;

Basic training on the WHMIS (Workplace Hazardous Materials Information System) program. The minimum length of training required varies according to the duties of each resource and the number of materials with which he or she is in daily contact. In each case, the Contractor must insure that the resource has received the appropriate training;

The applicable provisions of the Canada Labour Code, in order to ensure that work procedures are carried out in complete safety. Including, but not limited to the reporting, to the

Coordinator, of any hygiene and safety problems encountered in the performance of his or her duties, with a view to preventing accidents, injuries, infestations and the transmission of disease;

Explanation of the procedure in the event of an accident and first aid procedures;

Explanation of the procedure in the event of fire and location of alarms, fire protection and firefighting equipment;

Location of the notice board where local directives on safety are posted;

The Food Safety code of Practice published by the Canadian Restaurant and Foodservices Associations (CRFA);

The policy of the federal government and of DND regarding harassment in the workplace;

Explanation of the rules and principles of hygiene;

Explanation of the Contractors time monitoring methodology and work schedules;

Visit to and Familiarity with the premises and introduction to the PA and other DND personnel and/or co-workers;

Explanation of the context, organization and line of reporting (immediate supervisor, etc); and

Explanation of the policy on parking visits and use of telephone.

11 Certification of Compliance

Prior to commencement of services, the PA must receive proof the resource has received the aforementioned training and orientation.

Within twenty-four (24) hours of request by PA, the Contractor must provide all relevant information confirming the resources have all minimum required qualifications.

The PA reserves the right to request, from the Contractor, any resume for any resource.

Dress

12.1 The Contractor must ensure that the resources are properly and appropriately dressed. DND requires all food services support staff to respect the following:

Underwear must be out of sight;

T-Shirt must not be worn; and

Jeans must not be worn.

Resources assigned to meal preparation and service must wear:

a white or black cotton uniform (white/black pants and shirt/blouse, with no lettering, symbols or designs), as normally used for food services (supplied by DND);

a hat and hairnet (supplied by DND); and

A white/black apron (supplied by DND).

Personnel assigned to the dining rooms must wear:

Black pants or skirt (traditional, knee-length) and a white shirt/blouse;

Socks or nylon stockings at all times

The Contractor must ensure that each resource wears the standard footwear required in the food service industry.

13. Time Sheets

The Contractor must provide an effective system for monitoring the hours of work performed by his resources. The system must provide detailed reports of the hours worked by each resource on a daily, weekly and monthly basis.

The PA may at any time request a report from the Contractor in order to verify the hours of work performed by any resource.

A copy of the time sheets must be submitted with the monthly invoice for the purpose of verifying the hours worked.

14. Facilities and equipment Supplied by DND

DND will provide office space to the Contractor for occasional counselling of their personnel.

Included in this space will be:

One (1) standard work table or desk;

One (1) office chair; and

One (1) chair for visitors.

15. Security

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15.1 Resource provider is responsible for coordinating security clearance for resources. The security level required is reliability. All employees' will be accompanied at all times in the kitchen and will not have access to protected areas.

Annex A1- Resource Requirements

General

At all times, every resource must:

- a. Greet and serve customers in a courteous and polite manner;
- b. Listen to customer suggestions and complaints and forward them to the Coordinator; and
- c. Report any irregularities related to hygiene and safety to the Coordinator, in order to prevent accidents, injuries, infestations or the transmission of diseases;

Communicable Diseases: No resource who is known to be infected with a disease likely to be transmitted through food, or showing symptoms of such disease, is to be permitted to work in the kitchens. The Contractor is required to report to the PA when any resource handling food is suffering from a communicable disease or from symptoms which may be indicative of a communicable disease. Such symptoms could include, but not limited to, jaundice, diarrhea, vomiting, fever, sore throat with fever, visible infected skin lesions, and discharge from the ears, eyes or nose. Proof of a clean bill of health must be provided to the PA before the resource(s) will be allowed to return to work in the kitchen.

A1. Line Cook

A1.1 At a minimum, the following services must be provided:

1. If requested, adapt recipes to adjust to fluctuations in the number of customers;
2. Cook, roast, broil and fry a variety of foods;
3. Prepare soups, sauces, gravies and casseroles, etc;
4. Prepare desserts ;
5. Cut and slice meat ;
6. Prepare salads and vegetables ;
7. Prepare box lunches, sandwiches and fish ;
8. Prepare meal portions as well as cafeteria, food fair, table and buffet type services;
9. Prepare decorative dishes for special occasions;
10. Clean cooking utensils and accessories, equipment, materials and the workplace in general;
11. Use and clean commercial fryers and steamers, compartmentalized steam heated tables, conventional steamers, meat-cutters, mixers, grills, rotisseries, stove-tops, etc;
12. Use, clean and make minor adjustments to the blades of meat cutters, vegetable choppers and food mills;
13. Ensure the use of correct products or soaps for cleaning kitchen equipment and accessories (steamers, ovens, microwave ovens, conventional steamers, refrigerators etc.) as well as determine the timing for wiping, washing and rinsing floor surfaces.
14. Receive, transport and store food and non-food products;

15. Use a trolley to transport large quantities of food from the refrigerators to the ovens, etc;
16. Share information with DND personnel;
17. Request direction if a menu item is to be substituted;

A1.2 Minimum Qualifications

A1.2.1 At a minimum, all line cooks must have:

- a) A post-secondary school level vocational certificate in cooking, consisting of a minimum of one thousand three hundred fifty (1350) hours, from a recognized institution,
- or
- b) At least (3) years of experience within the last ten (10) years (from the RFP's closing date) in an institutional kitchen setting.

A2 Short Order Cook

A2.1 At a minimum the following services must be provided:

1. Participation in the preparation and serving of meals, eg. Simple cooked dishes, deserts, lunches, box lunches and salads;
2. Clean the kitchen, dining rooms, service area, reception and storage areas and equipment;
3. Peel and cut vegetables and fruits;
4. Prepare sandwiches and drinks;
5. Assemble the foods needed for the preparation of a dish;
6. Perform basic cooking of such dishes as potatoes, pasta, vegetables, pancakes and French toast. Cooking food quickly on the hot plate (eg. Steak, eggs) and frying prepared foods (eg. French fries, chicken wings, breaded fried chicken);
7. Use commercial fryers and steamers, compartmentalized steam heated tables, conventional steamers, meat-cutters, mixers, grills, rotisseries, stove-tops, etc;
8. Transport food and supplies from the storage areas to the work areas;
9. React efficiently to unexpected or last minute changes to menu items or number of customers;
10. Utilize food intelligently, efficiently and economically in order to minimize waste;

A2.2 Minimum Qualifications for Short Order Cook

A2.3 At a minimum, all short order cooks must:

- a) Be a registered apprentice cook;
- or
- b) Have at least six (6) months experience working as a short order cook within the past five years (from the RFP's closing date).

A3. Kitchen Helper

A3.1 At a minimum, the following services must be provided:

1. Take orders from customers, pass them on or carry them out;
2. Serve food to customers by providing either table service, cafeteria service or counter service;
3. Clean the Kitchen, dining rooms, reception and storage areas, as well as the equipment, utensils and dishes, food service glassware and floors;
4. Peel and cut vegetables and fruits, prepare sandwiches, salads, box-lunches and drinks;
5. Transport food and supplies from the storage areas to the work areas;
6. React efficiently to unexpected or last minute changes to menu items or number of customers;
7. Use food intelligently, efficiently and economically in order to minimize waste;
8. Use Commercial fryers and steamers, compartmentalized steam heated tables, conventional steamers, meat cutters, mixers, grills, rotisseries, stovetops, dishwashers etc;
9. Provide services in all kitchen areas such as the dish room, pot room, deli, rations, flight feeding or salad room.

A3.2 Minimum Qualifications for Kitchen Helper

A3.3 At a minimum all Kitchen Helpers must have:

- a) Food Safety training National or Provincial Food Safety Training;

A4 Cleaner

A4.1 At a minimum, the following services must be provided:

1. Ensure all customer areas are clean and clear of obstructions at all times. Specific areas are:
 - a. Bathroom upstairs and downstairs;
 - b. Entrance to the kitchen (outside and inside);
 - c. Serving area;
 - d. Dining room;
 - e. East side dining room; and
 - f. Patio (during seasonal use).
2. Sweep, mop, scrub and polish floors daily in the following locations:
 - a. entrances;
 - b. Serving areas including mopping of any spills from customer accidents;
 - c. Bathrooms.

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3. Vacuum the dining room carpet (as required).
4. Clean walls and windows, as required.
5. Clean and disinfect kitchen, toilet and bathroom fixtures and floors.
6. Empty and clean ashtrays and waste containers.
7. Clean and shovel areas surrounding the building, such as paths and entrance and apply salt/sand to entrances (up to 30 feet away from building).
8. Pick up debris and empty trash containers.

Note: On any given shift a resource working as a cleaner must not work in any food position.

ANNEX A2

EVALUATION CRITERIA

Bidder Name: _____

MINIMUM MANDATORY CRITERIA

INSTRUCTIONS

A complete list of the minimum mandatory criteria are detailed below. Bidders are to clearly demonstrate compliance with each mandatory criteria.

1. It is requested that the supporting documentation be provided with the bid at solicitation close and be cross-referenced for each mandatory criteria to outline where in the supporting documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting documentation provides detail to prove that the mandatory criteria is met.
2. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
3. Canada will not evaluate information such as references to Web site addresses where additional information can be found.
4. Bidders must address any concerns with the mandatory criteria in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
5. Failure to meet all mandatory criteria will result in the bid being deemed non-responsive, and be given no further consideration.

| ITEM | MANDATORY CRITERIA | PROPOSAL REFERENCE |
|-------------|--|---------------------------|
| M1 | Bidding Firm | |
| M1a | The Bidder must have a minimum of three (3) years continual experience (within 5 years from the RFP's closing date) in the provision of food services resources. The Bidder must demonstrate compliance through submission of document(s) such as a company profile or summary statement, or resume, or narrative | |

| ITE M | MANDATORY CRITERIA | PROPOSAL REFERENCE |
|----------|---|-----------------------|
| M1b | <p>The Bidder must demonstrate it is capable of providing the Resources as described in the Statement of Work.</p> <p>The Bidder must demonstrate compliance through submission of document(s) such as a company profile or summary statement or narrative</p> | |
| M2 | <p><u>Coordinator</u></p> <p>The Bidder must provide for the proposed coordinator a detailed resume that clearly demonstrates the following experience:</p> <ul style="list-style-type: none"> - A minimum of three (3) years experience within the last ten (10) years (from the RFP's closing date) in the field of personnel management and a demonstrated ability to recruit, coordinate, assign, train and supervise personnel; <p>AND</p> <ul style="list-style-type: none"> - A minimum of two (2) years of experience with institutional food services facilities within the last ten (10) years (from the RFP's closing date). | |
| M3 | <p><u>Line cooks</u></p> <p>The Bidder must provide detailed resumes for two (2) proposed personnel. The resumes will clearly demonstrate how each resource meets the following :</p> <ul style="list-style-type: none"> - A post-secondary school level vocational certificate in cooking, consisting of a minimum of one thousand three hundred fifty (1,350) hours, from a recognized institution; <p>OR</p> <ul style="list-style-type: none"> - At least three (3) years of experience in an institutional kitchen setting within the last ten (10) years (from the RFP's closing date). | |
| M4 | <p><u>Short order cook</u></p> <p>The Bidder must provide, a detailed resume for one (1) proposed personnel that clearly demonstrates how the resource meets the following:</p> <ul style="list-style-type: none"> - Resource is a registered apprentice cook; <p>OR</p> <ul style="list-style-type: none"> - At least six (6) months experience working as a short order cook within the last five (5) years (from the RFP's closing date). | |

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ANNEX A3 - NOTICE OF NON-COMPLIANCE

Notice of: ☐ Non-compliance by Resource ☐ Non-compliance by Contractor

Name of Contractor: _____

Contractor's Representative: _____

Date and Time of Notice: _____

Rank and Name of Complainant: _____

Kitchen: _____

PWGSC Reference Number: W0117-18V026/001/WPG

1. Reason(s) for Notice (Check as appropriate and give details below)

The Contractor was unable to provide the personnel requested.

The Contractor failed to provide the personnel requested on time.

The Contractor was unable to replace personnel who did not meet the requirements of the contract

The Contractor failed to comply with some requirements of the contract

The invoices are not in compliance with the terms of the contract

The personnel requested arrived late.

The personnel requested lacked the appropriate training as specified in the statement of work.

The personnel provided, have received three (3) unsatisfactory performance reports

The personnel provided failed to meet the established criteria (dress, deportment, etc.)

No response to a letter

Other: _____

2. Corrective Action Taken

Requested resources replaced by DND employees.

Acknowledgement of a complaint to the Contractor's coordinator

Other: _____

3. Remarks (Give details of non-compliance)

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ANNEX B

BASIS OF PAYMENT

ANNEX B

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders must provide bids as per unit of issued requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing it shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Prices quoted must remain firm for the period of the Contract. Prices MUST include ALL costs, including customs if applicable, associated with providing the work in accordance with the Requirement, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. Pricing must be in Canadian funds.

B1. Pricing Periods:

Year #1: 01 June 2019 to 31 May 2020

Option Year #1: 01 June 2020 to 31 May 2021

Option Year #2: 01 June 2021 to 31 May 2022

Option Year #3: 01 June 2022 to 31 May 2023

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| RESOURCE CATEGORY | Estimated Yearly Usage in hours | Firm Hourly Rates | | |
|-------------------|---------------------------------------|-------------------|----------------|----------------|
| | | Year #1 | Option Year #1 | Option Year #2 |
| KITCHEN HELPER | 4,000 | | | |
| LINE COOK | 6,000 | | | |
| CLEANER | 240 | | | |
| SHORT ORDER COOK | 720 | | | |

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

| | | | |
|--|---|---|--|
|  Government of Canada / Gouvernement du Canada | | Contract Number / Numéro du contrat W0117-18-V026 | |
| | | 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 | | 2. Branch or Directorate / Direction générale ou Direction | |
| 17 MSS/CFB Winnipeg | | | |
| 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 Temp Help 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 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 <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 et/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 checked="" type="checkbox"/> | | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | |
| No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> | | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable À ne pas diffuser <input type="checkbox"/> | | | |
| Restricted to: / Limité à: <input type="checkbox"/> | | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: | | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of Information / Niveau d'information | | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> | |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B PROTÉGÉ B <input type="checkbox"/> | |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C PROTÉGÉ C <input type="checkbox"/> | |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET NATO SECRET <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | |
| SECRET SECRET <input type="checkbox"/> | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> | |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | | TOP SECRET TRÈS SECRET <input type="checkbox"/> | |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | |

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PART A (continued) / PARTIE A (suite)

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMBLEMES

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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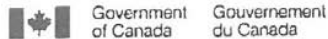
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PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | NATO | | | | | COMSEC | | | | | |
|--|----------------------|---|---|------------------------------|--------|---------------------------|--|--|-------------|---|----------------------|---|---|--------------|--------|---------------------------|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET | NATO RESTRICTED NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET COSMIC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL | 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).

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ANNEX D

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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| National Défense Défense nationale | | TASK AUTHORIZATION AUTORISATION DES TÂCHES | |
|---|--|---|--|
| All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche. | | Contract no. - N° du contrat <hr/> Task no. - N° de la tâche <hr/> | |
| Amendment no. - N° de la modification <hr/> To - A <hr/> Delivery location - Expédié à <hr/> Delivery/Completion date - Date de livraison/achèvement <hr/> | Increase/Decrease - Augmentation/Réduction <hr/> TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. <hr/> Date _____ | Previous value - Valeur précédente <hr/> <hr/> <div style="text-align: right; padding-right: 20px;"> for the Department of National Defence pour le ministre de la Défense nationale </div> | |
| Contract item no. N° d'article du contrat | Services | Cost Prix | |
| | | | |
| | | GST/HST TPS/TVH | |
| | | Total | |
| APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat. | | | |
| _____ for the Department of Public Works and Government Services pour le ministre des Travaux publics et services gouvernementaux | | | |

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Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

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

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

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

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

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

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

GST/HST
The GST/HST cost as appropriate.

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

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

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

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

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

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

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

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

A
Nom de l'entrepreneur.

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

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

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

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

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

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

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

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

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

ANNEX F

TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

| REPORT DUE | WORK PERIOD START DATE | WORK PERIOD END DATE |
|------------|------------------------|----------------------|
| 10 July | 01 April | 30 June |
| 10 October | 01 July | 30 September |
| 10 January | 01 October | 31 December |
| 10 April | 01 January | 31 March |

| | |
|---------------|----------------------|
| Contract No.: | W0117-18V026/001/WPG |
| Work Period: | |

The Contractor must provide information on each completed TA using the following format:

| TA NUMBER | TA DOLLAR VALUE (GST INCLUDED) | CUMULATIVE TA DOLLAR VALUE (GST INCLUDED) | COMMENTS |
|--|--------------------------------|---|----------|
| | | | |
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| | | | |
| | | | |
| Total Dollar Value of TAs for this Period: | | | |
| Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value): | | | |

[] Check this box if you are submitting a NIL REPORT (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Christie.maki@pwgsc-tpsgc.gc.ca Or

Facsimile: (204) 983-7796 Attn: Christie Maki

Solicitation No. - N° de l'invitation
W0117-18V026/B
Client Ref. No. - N° de réf. du client
W0117-18V026

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41102

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

ANNEX G to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);