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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

This is a solicitation to request Standing Offers (SO). A SO is not a contract and does not commit Public Works and Government Services Canada (PWGSC) to procure or contract for any services. Any resulting SO constitutes an Offer made by an Offeror for the provision of certain Services to Canada at prearranged prices or a prearranged pricing basis, under set terms and conditions, that is open for acceptance by Identified User on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of Services is made against a SO. Canada's liability will be limited to the actual value of the call-ups made by the duly authorized Identified User within the period specified in the call-up.

#### **1.2.1 Requirement**

PWGSC requires professional services for hazardous materials, indoor air quality and other occupational hygiene assessments within the National Capital Region (NCR) on an "as and when requested" basis. Work will consist primarily of duties within the NCA, however, projects may occur outside of the NCA in proximity to the NCR. Such work will be on exceptional basis and will likely represent less than 2% of the total work volume. See definition of NCA and NCR at section 2.16 and 2.17 respectively of the Statement of Work (SOW – Annex A).

The required services include the following:

- 1.2.1.1 Completion of Hazardous Building Material Assessments as may be relevant to the project.

- 1.2.1.2 Preparation of specification documents using National Master Specification (NMS) format as per the document Doing Business in NCA, and project plans for hazardous material abatement projects which may include engineer stamped Computer-Aided Design (CAD) drawings.
- 1.2.1.3 "Oversight" during hazardous material abatement projects including inspection of work areas, air monitoring and revision of labour requirements. See definition of oversight at section 2.9.
- 1.2.1.4 Completion of surveys of asbestos-containing material condition, inventories of asbestos-containing materials and Asbestos Management Plans (AMPs).
- 1.2.1.5 Completion of Indoor Air Quality (IAQ) Investigations and Audits.
- 1.2.1.6 Completion of monitoring surveys for radon gas in buildings.
- 1.2.1.7 Workplace Occupational Hygiene consulting services.

**1.2.2** The intent of this RFSO is to issue up to four Regional Individual Standing Offers (RISO) valid for 5 years.

**1.2.3** "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

**1.2.4** "This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method."

**1.2.5** The Phased Bid Compliance Process applies to this requirement.

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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

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

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

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

The 2006 standard instructions is amended as follows:

- Section 08, entitled Submission of offers, is amended as follows:
  - subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

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

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

or if applicable, the email address identified in the RFSO.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC regional offices is identified in the RFSO.
- b. To submit an offer using epost Connect service, the Offeror must either:
  - i. send directly its offer only to the specified PWGSC Bid Receiving Unit using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, (in order to ensure a response), an email that includes the RFSO 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.
- c. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, 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 Offeror to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.
- d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
- e. The RFSO 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 an offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
- g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete offer;
  - 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 offer;
  - v. failure of the Offeror to properly identify the offer;
  - vi. illegibility of the offer;
  - vii. security of offer 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 offer 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 offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - i. Offerors must ensure that 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. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

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

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

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

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

Delete: 60 days

Insert: 180 days

## 2.2 Submission of Offers

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note: Offers 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 [2006](#), or to send offers 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

#### *Work Force Adjustment Directive*

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

If so, the Offeror must provide the following information:

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

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

## **2.4 Enquiries - Request for Standing Offers**

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

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

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the

name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **3.1 Offer Preparation Instructions**

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (5 hard copies)  
Section II: Financial Offer (1 hard copies)  
Section III: Certifications (5 hard copies)  
Section IV: Additional Information (5 hard copies)

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

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

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

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

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

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

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

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

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

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

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

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

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

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

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

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

#### **3.1.2 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.2.1** As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 General**

- a) Canada is conducting the Phased Bid Compliance Process described below for this requirement.
- b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake,

by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

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

c) Without prejudice to its other rights, Canada shall have the right, in its absolute discretion, but shall not be obliged, to request and accept any time, before or after the solicitation closing date, and consider as part of the Bid, any document and materials from Bidders to clarify the Bid or to correct deficiencies or errors in the Bid that are not significant in Canada's absolute discretion, including all matters of form or error in computation or failure to confirm by signing or similarly verifying acceptance. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right.

d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

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

#### **4.1.1.2**

##### **Phase I: Financial Bid**

a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.

b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.

c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.

d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period")

to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

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

a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the Phased Bid Compliance Process. Mandatory technical criteria that are not identified in the solicitation as being subject to the Phased Bid Compliance Process, will not be evaluated until Phase III.

b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.

c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.

d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

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

a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 Technical Evaluation**

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

**The Phased Bid Compliance Process will apply to mandatory technical and mandatory point rated technical criteria identified by the superscript (<sup>PB</sup>). Mandatory and minimum point rated technical criteria not identified by the superscript (<sup>PB</sup>) will not be subject to the Phased Bid Compliance Process.**

***M1<sup>PB</sup>***  
***MRT1<sup>PB</sup>***  
***MRT2<sup>PB</sup>***

#### 4.1.2.1 Mandatory Technical Criteria

**MT1<sup>PB</sup>** - The Offeror must have the following resources as part of the core team identified and list the ten (10) individuals proposed for the Standing Offer.

- a) One (1) Principal Resource
- b) Two (2) Senior Resources
- c) One (1) Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH)
- d) Three (3) Intermediate Resources
- e) Three (3) Junior Resources

**a) The Principal Resource** will act as the prime contact with the PWGSC Project Authority (ies) and will be overseeing all projects under the standing offer. The principal resource **must have at least eight (8) years of relevant experience\* within the last ten (10) years** and hold a senior position in the management of the company.

**b) The Senior Resources** must be specialized in hazardous materials assessments/abatement **and/or** Indoor Air Quality Investigations. Senior resources are required for larger or more complex projects or where there is a need to lead a larger team. Each senior resource **must have at least eight (8) years of relevant experience\* within the last ten (10) years. The two senior resources must demonstrate a minimum combined experience of 8 years in each of the two aspects outlined above as described in the example below.**

**Example of acceptable combination of experience:**

**Senior Resource 1:** Five (5) years' experience in hazardous materials assessments/abatement and three (3) years' experience in Indoor Air Quality Investigations

**Senior Resource 2:** Five (5) years' experience in Indoor Air Quality Investigations and three (3) years' experience in hazardous materials assessments/abatement

**c) The CIH/ROH** must have provided occupational hygiene related services as a CIH/ROH for at least three (3) years during the last five (5) years. The offeror must provide a valid certificate for the CIH - (the American Board of Industrial Hygiene) or ROH – (the Canadian Registration Board of Occupational Hygienists).

**d) The Intermediate Resources** must be specialized in hazardous materials assessments, hazardous materials abatement oversight **and/or** Indoor Air Quality Investigations. They must be able to respond to most typical projects and lead small teams. The intermediate resource **must have at least three (3) years of relevant experience\* within the last five (5) years. Between the three intermediate resources, expertise in all three aspects described above must be demonstrated as per the example below.**

**Example of acceptable combination of experience:**

**Intermediate Resource 1:** three (3) years' experience in hazardous materials assessments

**Intermediate Resource 2:** three (3) years' experience in hazardous materials abatement oversight

**Intermediate Resource 3:** three (3) years' experience in Indoor Air Quality Investigations

**e) The Junior Resources** must be specialized in hazardous materials assessments, hazardous materials abatement oversight **and/or** Indoor Air Quality Investigations. They must be capable of independently providing services for smaller and relatively simple projects. The junior resource **must have at least one (1) year of relevant experience\* within the last three (3) years.**

\*Relevant Experience is defined as experience related to work as described in Annex A – Statement of Work

**The Offeror must provide a comprehensive and verifiable CV for each resource** to demonstrate that the proposed personnel have the capability, capacity and expertise to provide the required services and deliverables described in Annex A – Statement of Work. The CV must include the following as a minimum:

- Personnel's experience and educational background. Minimum educational is either University degree or a College diploma in Environmental Sciences or related scientific or engineering disciplines and must be demonstrated by providing copies of diploma.
- A list of projects (including project title, role of personnel, start and end dates of person's involvement [month and year] **including references**) to demonstrate the required years of experience. Only non-

overlapping time will be considered. Gaps will not count towards years of experience. For example, the following project list would count as 2 year of experience, not 3:

- Project A, Field Technician and reporting, January 2016 – December 2016.
  - Project B, Field Technician, September 2016 – March 2018.
  - Project C, Abatement inspector, October 2018 – December 2018.
- The designation of each resource must be clearly identified by one of the following titles, which is consistent with the terminology used in the Basis of Payment, located in Annex "B":
- Principal Resource.
  - Certified Industrial Hygienist or Registered Occupational Hygienist.
  - Senior Resource
  - Intermediate Resource
  - Junior Resource

#### 4.1.2.2 Mandatory Point Rated Technical Criteria

Proposals meeting the mandatory requirements will be evaluated in accordance with the following criteria. Proposals must clearly demonstrate how the offeror meets the criteria below:

#### MRT1<sup>PB</sup> - Team Approach / Management of Services (Maximum possible points – 20)

A demonstration that the offeror has the capability to provide the required services in an efficient and well-managed manner. The team approach will ensure services meet required quality standards in a cost effective and timely manner.

The offeror must provide a description of how the team will be organized in its approach and methodology in the delivery of the required services outlined in the table below. The offeror must demonstrate all the team approach criteria below **(table size maximum 2 pages)**.

<b>Team approach criteria</b>	<b>Description</b> <i>(provide supporting documentation as required)</i>
Roles and responsibilities	<i>[Describe roles and responsibilities of personnel who will perform the majority of work resulting from individual Call-ups.]</i>
Assignment of resources and availability of back-up personnel	<i>[Describe the firm's approach to handling emergencies or multiple concurrent projects and various security clearance requirements.]</i>
Management and organization reporting structure	<i>[Describe the firm's organisational structure and provide Organizational Chart if available.]</i>
Risk management strategy	<i>[Describe the company's approach to mitigating typical risks associated with the type of work outlined in the statement of work (Annex A).]</i>
Quality assurance/control techniques	<i>[Describe the methodology followed by the offeror to ensure consistent and high quality reports; and control of budget and schedule.]</i>
Response to emergency, unforeseen or urgent situations	<i>[Describe the firm's approach to meeting the project response time requirements defined in Sections 2.4, 2.10 and 10 in the statement of work (Annex A).]</i>
Specialised equipment availability	<i>[Describe the firm's approach to ensuring that specialised equipment is available and properly calibrated in order to meet the project requirements as defined in the statement of work (Annex A) and to fulfill urgent requests.]</i>

**MRT1 - Evaluation table\*\***

Rated Criteria	Technical Requirement	Maximum Points	Minimum passing points
<b>Team Approach - Management of Services</b>	<ul style="list-style-type: none"> <li>- Roles and responsibilities</li> <li>- Assignment of resources and availability of back-up personnel</li> <li>- Management and organization reporting structure</li> <li>- Risk management strategy</li> <li>- Quality assurance/control techniques</li> <li>- Response to emergency, unforeseen or urgent situations</li> <li>- Specialised equipment availability</li> </ul>	10	6

\*\* Points in MRT1 Evaluation table will be multiplied by two (2) to calculate the total on twenty points for the evaluation of MRT1.

**MRT2<sup>PB</sup> - Past Experience of Offeror (Maximum possible points – 60)**

The offeror **must** complete the following tables to demonstrate that the firm has the required experience. A brief description (within the tables) of four (4) projects completed in the last five (5) years (program management will not be considered suitable for evaluation) which must include one (1) of each of the following areas of expertise:

- 1.1** One (1) Hazardous materials assessment.
- 1.2** One (1) Asbestos abatement oversight.
- 1.3** One (1) Indoor Air Quality Investigation (may include radon assessment).
- 1.4** One (1) Occupational Hygiene Assessment.

As described in the tables below, the information provided must include:

- a)** Project related information (dates, value, etc.)
- b)** Current client reference
- c)** Project description including project team members to demonstrate the experience that resources have had working together.
- d)** Scope of service(s) rendered by offeror
- e)** Distinctive characteristics of the project (site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.)
- f)** Constraints and how they were overcome. Value added by the project (if any)
- g)** Deliverables

<b>1.1. HAZARDOUS MATERIALS ASSESSMENT</b>	
<p><b>a) Project related information:</b></p> <p>Title:-----</p> <p>Start Date: -----</p> <p>End Date: -----</p> <p>Value of services rendered by offeror: -----</p>	<p><b>b) Current client reference:</b></p> <p>Name: -----</p> <p>Address: -----</p> <p>Phone: -----</p> <p>E-mail: -----</p>
<p><b>c) Project description including names of team members with their roles</b></p>	
<p><b>d) Scope of service(s) rendered by offeror</b></p>	
<p><b>e) Distinctive characteristics of the project (<i>site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</b></p>	
<p><b>f) Constraints and how they were overcome. Value added by the project if any</b></p>	
<p><b>g) Deliverables</b></p>	

<b>1.2. ASBESTOS ABATEMENT OVERSIGHT</b>	
<p><b>a) Project related information:</b></p> <p>Title:-----</p> <p>Start Date: -----</p> <p>End Date: -----</p> <p>Value of services rendered by offeror: -----</p>	<p><b>b) Current client reference:</b></p> <p>Name: -----</p> <p>Address: -----</p> <p>Phone: -----</p> <p>E-mail: -----</p>
<p><b>c) Project description including names of team members with their roles</b></p>	
<p><b>d) Scope of service(s) rendered by offeror</b></p>	
<p><b>e) Distinctive characteristics of the project (<i>site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</b></p>	
<p><b>f) Constraints and how they were overcome. Value added by the project if any</b></p>	
<p><b>g) Deliverables</b></p>	

<b>1.3. INDOOR AIR QUALITY INVESTIGATION</b>	
<p><b>a) Project related information:</b></p> <p>Title:-----</p> <p>Start Date: -----</p> <p>End Date: -----</p> <p>Value of services rendered by offeror: -----</p>	<p><b>b) Current client reference:</b></p> <p>Name: -----</p> <p>Address: -----</p> <p>Phone: -----</p> <p>E-mail: -----</p>
<p><b>c) Project description including names of team members with their roles</b></p>	
<p><b>d) Scope of service(s) rendered by offeror</b></p>	
<p><b>e) Distinctive characteristics of the project (<i>site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</b></p>	
<p><b>f) Constraints and how they were overcome. Value added by the project if any</b></p>	
<p><b>g) Deliverables</b></p>	

<b>1.4. OCCUPATIONAL HYGIENE ASSESSMENT</b>	
<p><b>a) Project related information:</b></p> <p>Title:-----</p> <p>Start Date: -----</p> <p>End Date: -----</p> <p>Value of services rendered by offeror: -----</p>	<p><b>b) Current client reference:</b></p> <p>Name: -----</p> <p>Address: -----</p> <p>Phone: -----</p> <p>E-mail: -----</p>
<p><b>c) Project description including names of team members with their roles</b></p>	
<p><b>d) Scope of service(s) rendered by offeror</b></p>	
<p><b>e) Distinctive characteristics of the project (<i>site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients etc.</i>)</b></p>	
<p><b>f) Constraints and how they were overcome. Value added by the project if any</b></p>	
<p><b>g) Deliverables</b></p>	

**MRT - 2 Evaluation table\*\*\* :**

	Area of expertise	Technical Requirement	Maximum Points	Minimum passing points
(A)	Hazardous Materials Assessment	<ul style="list-style-type: none"> <li>- Project description including personnel resources involved.</li> <li>- Scope of service(s) rendered by offeror</li> <li>- Distinctive characteristics of the project (<i>site conditions, multiple stakeholders, high public profile, media attention, tight deadlines or public sector clients</i>)</li> <li>- Constraints and how they were overcome. Value added by the project if any</li> <li>- Deliverables</li> </ul>	10	6
(B)	Asbestos Abatement Oversight		10	6
(C)	Indoor Air Quality Investigation		10	6
(D)	Occupational Hygiene Assessment		10	6
<b>TOTAL TECHNICAL POINTS</b>			<b>40</b>	

\*\*\* Total Technical Points in MRT2 Evaluation table will be multiplied by 1.5 to calculate the total on sixty (60) points for the evaluation of MRT2.

**4.1.2.3 Point Rated Technical Criteria****RT3 Key Personnel Expertise and Experience (Maximum possible points – 20)**

Using the information on the submitted CVs in MT1 for each resource listed below additional points will be awarded for each additional year of experience (more than the minimum years required in MT1) in regard to the Statement of Work as per the table below. Any year of experience beyond the mandatory minimum will be given 0.5 points, up to a maximum score of 5 points (10 extra years' experience) per resource.

**RT 3 Evaluation table:**

Years of experience in related field	Scoring range for key personnel			
	(A) Principal Resource	(B) Senior Resource 1	(C) Senior Resource 2	(D) CIH or ROH
*Years of experience (0.5 points for each year of experience beyond the limit indicated in MT1 to a maximum of 10 years)	0-5	0-5	0-5	0-5
<b>Total points for the criteria</b>	<b>(A+B+C+D)</b>			

#### 4.1.3 Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Offeror's response to the evaluation criteria and will rate each criterion using the generic evaluation table below:

Criterion	Unsatisfactory	Weak	Satisfactory	Strong
	0 ≤ Score < 3	3 ≤ Score < 6	6 ≤ Score < 8	8 ≤ Score ≤ 10
<b>Team Approach - Management of Services</b>	Extremely poor, insufficient to meet performance requirements.	Inadequate capability, likely to not meet performance requirements.	Acceptable to satisfactory capability and should ensure adequate results.	Superior capability, should ensure very effective results with no apparent weaknesses.
<b>Past Experience of Offeror</b>	Projects are generally not related to the requirements or did not submit projects.	Projects do not cover all of the work, or overall experience is weak.	All projects are directly relevant to the work and demonstrate that the offeror has successfully delivered projects encompassing most of the aspects of the work with average complexity, size and/or constraints. Many of the team key members have worked successfully together on comparable projects.	All projects are directly relevant to the work and demonstrate that the proponent has successfully delivered projects encompassing all aspects of the work with significant complexity, size and/or constraints. The majority of the team key members has worked successfully together on comparable projects.
<b>Key Personnel Expertise and Experience</b>	As per Evaluation Table in RT3			

##### 4.1.3.1 Evaluation and Rating of Technical Criteria

Offers that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In accordance with the following table, to establish Technical Ratings:

Criterion	Rating	Weighted Rating
<b>Team Approach and Management of Services</b>	0 - 10	0 - 20
<b>Past Experience of Offeror</b>	0 - 10	0 - 60
<b>Key Personnel Expertise and Experience</b>	0 - 10	0 - 20
<b>TOTAL</b>		<b>0 - 100</b>

\*To be considered further, the following pass mark must be achieved:

- Offerors **must** achieve the minimum passing points for MRT1 and MRT2.

**4.2 Financial Evaluation**

Offerors must complete and submit a Financial Offer attached in response to this RFSO (Refer to Annex B – Basis of Payment). Upon completion of the technical evaluation, financial offers of all responsive offers will be evaluated.

SACC Manual Clause M0220T (2016-01-28) Evaluation of Price

**4.3 Basis of Selection**

To be declared responsive, an offer must:

- (a) comply with all the requirements of the Request for Standing Offer;
- (b) meet all mandatory requirements including mandatory technical requirements MT1;
- (c) obtain the **minimum points for MRT1** and MRT2 as indicated in Section 4.1.2.2 for the technical evaluation criteria that are subject to point rating.

Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

**4.4 Evaluation Procedure**

Offers will be selected using the highest compliant combined rating of technical merit and price.

1. 70% of points will be awarded for the Technical proposal received and 30% of the points to cost proposal.
2. Only proposals which receive the four highest Total Points (overall point rating for technical merit and cost) will be recommended for issuance of Standing Offer. The Work will be divided in the following proportion: 40%, 30%, 20% and 10% from the highest Total Points to the lowest.
3. The scoring of the financial offer is done using the method outlined in section 4.4.1 below.

**Example\*\*\*\*: Regular working hourly rates only for Year 1 to 5 as per Annex B template:**

i) Regular Hours 6:00 to 18:00, Monday to Friday											
For the purpose of calculating the Weighted Rate, the Hourly Rate for each resource category is multiplied by each allocated weight factor (%).	Weight Factor (%)	Year 1		Year 2		Year 3		Year 4		Year 5	
		Hourly Rate	Average Weighted rate								
<b>Principal Resource</b>	5%	110.00\$	<b>5.50 \$</b>	112.00\$	<b>5.60 \$</b>	114.00\$	<b>5.70 \$</b>	116.00\$	<b>5.80 \$</b>	118.00\$	<b>5.90 \$</b>
Certified Industrial Hygienist or Registered Occupational Hygienist;	8%	105.00\$	<b>8.40 \$</b>	107.00\$	<b>8.56 \$</b>	109.00\$	<b>8.72 \$</b>	111.00\$	<b>8.88 \$</b>	113.00\$	<b>9.04 \$</b>
Senior Specialist	16%	105.00\$	<b>16.80 \$</b>	107.00\$	<b>17.12 \$</b>	109.00\$	<b>17.44 \$</b>	111.00\$	<b>17.76 \$</b>	113.00\$	<b>18.08 \$</b>

Intermediate Specialist	34%	90.00 \$	<b>30.60 \$</b>	92.00 \$	<b>31.28 \$</b>	94.00 \$	<b>31.96 \$</b>	96.00 \$	<b>32.64 \$</b>	98.00 \$	<b>33.32 \$</b>
Junior Specialist	34%	80.00 \$	<b>27.20 \$</b>	82.00 \$	<b>27.88 \$</b>	84.00 \$	<b>28.56 \$</b>	86.00 \$	<b>29.24 \$</b>	88.00 \$	<b>29.92 \$</b>
CAD Technician	3%	45.00 \$	<b>1.35 \$</b>	47.00 \$	<b>1.41 \$</b>	49.00 \$	<b>1.47 \$</b>	51.00 \$	<b>1.53 \$</b>	53.00 \$	<b>1.59 \$</b>
<b>Combined weighted rates per year</b>			<b>89.85 \$</b>		<b>91.85 \$</b>		<b>93.85 \$</b>		<b>95.85 \$</b>		<b>97.85 \$</b>
<b><i>Average combined weighted rates (from Year 1 to Year 5) x 60%</i></b>											<b>56.31 \$</b>

\*\*\*\*Please note there are four tables to complete in Annex B (i,ii,iii,iv), only one of them was used for this example.

#### 4.4.1 Example of Collective Best Value Determination

The average price (AP) of all responsive bids will be determined by adding together the Total Assessed Proposal Price (from the Annex B Pricing Schedule) of all of the responsive bids and dividing by the number of responsive bids. In order to eliminate high bids from skewing the results, offers with Total Assessed Proposal Prices that are greater than 1.5 times the average responsive bid price will be removed from the average price recalculation.

The Price Point Score (PPS) for each responsive bid will be determined as follows:

$PPS = (AP / P) \times 30$  (to a maximum of 30 points) where P is the Total Assessed Proposal Price of each responsive bid, as identified in the Annex B Pricing Schedule.

In the example below, the initial Average Price Proposal is determined to be \$147.79. Since Offeror 4's price is greater than 1.5 times the Average Price Proposal (\$250.2), Offeror 4's price is no longer included in the recalculation of the Average Price. Therefore, the new Average Price Proposal is \$113.98.

Technical scores are prorated against the total possible score (i.e. 100).

The proposal with the highest Total Points, when adding the Technical Points and the Price Points, is considered as the proposal representing the optimum value to Canada. In this example Offeror 1 with the highest Total Points will be awarded 40% of the Work, Offeror 2, 30% of the Work, Offeror 3, 20% of the Work and Offeror 4 10% of the Work. See Section 7A.8 for details.

Highest Combined Rating: Technical Merit (70%) and Price (30%)

Bidders' proposals:

	<b>Offeror 1</b>	<b>Offeror 2</b>	<b>Offeror 3</b>	<b>Offeror 4</b>
Price Quoted	\$116.04	\$125.4	\$100.5	\$250.2
Average price	\$147.79			
cut-off limit (1.5x average price)	\$221.69			
prices to be included in the recalculation of average price	\$116.04	\$125.4	\$100.5	
Recalculated average price	\$113.98			

Calculation of Collective Best Value:

	<b>Offeror 1</b>	<b>Offeror 2</b>	<b>Offeror 3</b>	<b>Offeror 4</b>
Technical Points awarded	80	75	70	90
Technical Points calculation	$80/100*70$	$75/100*70$	$70/100*70$	$90/100*70$
Technical Points score	56	52.5	49	63
Price Points calculation	$113.98/116.04*30$	$113.98/125.4*30$	30 (lower than average)	$113.98/250.2*30$
Price Points score	29.47	27.27	30.00	13.67
Total Points	85.47	79.77	79	66.67
Rank	1	3	2	4
% Division of Work	40%	30%	20%	10%

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

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

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

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

### **5.1 Certifications Required with the Offer**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

**5.2.3.1 Status and Availability of Resources - Offer**

SACC Manual Clause M3020T (2016-01-28)

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

**6.1 Security Requirements**

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

**6.2 Employee Information for Security\***

The Offeror must specify the following information regarding resources proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

<b>POSTIION/ TITLE</b>	<b>LEGAL NAME (First and Last) (Please Print)</b>	<b>DATE OF BIRTH (Day/Month/Year)</b>
Principal Resource		
Senior Resource		
Senior Resource		
CIH or ROH		
Intermediate Resource		
Intermediate Resource		
Intermediate Resource		
Junior Resource		
Junior Resource		
Junior Resource		

**\*The (1) Principal Resource, one (1) Senior Specialist, one (1) CIH or ROH, two (2) Intermediate Specialists and two (2) Junior Specialists must hold a valid personnel security screening at the level of SECRET, all others must EACH hold a valid RELIABILITY STATUS apart from the CAD Technician.**

### **6.3 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance (FSC) SECRET** with approved **Document Safeguarding at the level of PROTECTED A**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work sites must EACH hold a valid personnel security screening at the level of **SECRET or Reliability Status**, as required, granted or approved by CISD/PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED A**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition)

#### **7.2.2 Offeror's Sites or Premises Requiring Safeguarding**

**7.2.2.1** Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number:  
City, Province, Territory / State:  
Postal Code / Zip Code:

Country:

7.2.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows: (dates will be modified prior to issuance of Standing Offers)

first quarter: April 1 to June 30

second quarter: July 1 to September 30

third quarter: October 1 to December 31

fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 (fifteen) calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

#### 7.4.3 Delivery Points

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

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: François Rosso

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch  
Directorate: Real Property Contracting Directorate

Telephone: 613-297-1315  
E-mail address: [francois.rosso@tpsgc-pwgsc.gc.ca](mailto:francois.rosso@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

*Remark to Standing Offer Authority: If the successful offeror has identified himself as a former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying call-ups against a standing offer with former public servants and reporting this information in their Proactive Disclosure of Contracts. (if this article is not applicable, delete before issuing SO)*

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Environment, Health & Safety Directorate, Public Works and Government Services Canada (PWGSC).

### 7.8 Call-up Procedures

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User.

#### 1. Ideal Distribution

Work will be called-up as follows:

- a. The Project Authority will establish the scope of work to be performed. For each individual call-up, firms will be considered using a computerized distribution system. This system will track all call-ups assigned to each firm and will maintain a running total of the Value of Business Distributed. The system will contain for each firm an Ideal Business Distribution percentage which has been established as per the table below:

Consultants	Ideal Business Distribution – 4 consultants retained	Ideal Business Distribution – 3 consultants retained	Ideal Business Distribution – 2 consultants retained	Ideal Business Distribution – 1 consultant retained
1 <sup>st</sup> Ranked	40%	50%	60%	100%
2 <sup>nd</sup> Ranked	30%	35%	40%	-
3 <sup>rd</sup> Ranked	20%	15%	-	-
4 <sup>th</sup> Ranked	10%	-	-	-
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

The computerized distribution system will track the current Business Distribution (which is the current percentage of the value of business distributed that a firm has received in relation to the other firms) The Ideal Business Distribution is shown in the table above for each of the scenarios depending on the number of consulting firms retained. The Variation from the Ideal is the difference between the Current Business Distribution and the Ideal Business Distribution will be calculated, and it will represent how far the firm is over or under its Ideal Business Distribution. The firm that has the negative difference will be the one considered for the next call-up. Where very large volumes of work are being managed, multiple call-ups may be divided up between consultants to group similar types of projects (by client, task or project manager) to improve efficiency, however the overall goal is to achieve the ideal business distribution, except as noted below.

The dollar amount assigned in the distribution system will be made up of the most accurate dollar amount available. An estimate of the value of the required services will be used when selecting the firm. The estimate will be adjusted to the actual call-up dollar amount and further adjusted to include any amendments, if applicable.

#### **Exceptions to the above distribution system:**

In the following circumstances consultants may not achieve their Ideal Business Distribution if in Canada's opinion:

1. The firm is currently providing unsatisfactory service; or
2. The firm does not provide, a fair and reasonable price estimate for the work requested; or
3. The firm is not adequately able to meet all requirements as stated in the SOW; or
4. The firm has recently provided unsatisfactory service and has not yet sufficiently demonstrated that it has addressed outstanding issues.

Each firm will be monitored and evaluated on an ongoing basis during the standing offer period. Formal written feedback may be provided to the firms. Verbal feedback will occur frequently and written comments are normally provided with each submitted report, however, firms must take responsibility for monitoring their own commitments with respect to deliverables.

The purpose of the monitoring is to ensure that firms are meeting their commitments with respect to delivery of service and are adequately able to meet the requirements as stated in the SOW. Three factors will be evaluated and rated: cost effectiveness, timeliness and quality. Should a firm be incapable of taking on additional work, as evidenced by a lack of ability to deliver services on previous or current call-ups or as described above, it will not be considered for additional call-ups at that time. Canada reserves the right to apply other remedial action if unsatisfactory performance is continued.

Examples of an unsatisfactory level of service are: schedules not being met; or quality control problems causing significantly reduced cost effectiveness.

Examples of not adequately meeting the requirements of the SOW are: lack of sufficient resources with requisite security clearance; or lack of requisite equipment available for timelines of project.

In order to be moved back into the call-up process a firm will need to demonstrate to the Departmental Representatives that it has corrected outstanding problems and resolved issues that caused the problems. Periods during which firms are not meeting their commitments may result in the Ideal Business Distribution being permanently altered as a result of inactivity. However, firms that occasionally turn down work due to other commitments will not be penalized.

- b. The firm will submit an offer to the Project Authority in accordance with the fixed hourly rates established under the Standing Offer. The offer shall include the category of personnel and the number of hours estimated/required to perform the work, as well as an estimate of proposed disbursements, if applicable.
  - c. For the preparation of bilingual documents, the firm would estimate the required number of hours and multiply by the hourly rates established in the Standing Offer. If the services of a translation firm are required to produce bilingual documents, these costs shall be treated as a disbursement.
  - d. A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established in accordance with the hourly rate(s) established in the Standing Offer.
2. The firm will be authorized by the Identified User to proceed with the work by issuance of a Call-up against the Standing Offer.
  3. Any proposed changes to the scope of work are to be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Identified User.

### 7.9 Call-up Instrument

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

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

or

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

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$300,000.00 (Applicable Taxes included).

### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2035](#) (2018-06-21), - Higher Complexity – Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;

- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*),
- j) Annex E, Quarterly Reporting
- k) Annex F, Electronic Payment

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

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

### **7.12.2 SACC Manual Clauses**

M3020C (2016-01-28) Status and Availability of Resources – Standing Offer

### **7.13 Applicable Laws**

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

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

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

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

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

### **7.15 SACC Manual clause**

M3800C (2006-08-15) Estimates

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer

### 7.3.2 Delivery Date

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

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

***Remark to Standing Offer Authority:** If the successful offeror has identified himself as a former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying call-ups with former public servants and reporting this information in their Proactive Disclosure of Contracts. (if this article is not applicable, delete before issuing SO).*

### 7.5 Payment

#### 7.5.1 Basis of Payment

The Contractor will be paid firm rates specified at Annex B - Basis of Payment for work performed in accordance with the Contract. Applicable Taxes are extra.

#### 7.5.2 Terms of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.
- b) Invoices must be submitted in accordance with the instructions contained in the article entitled "Invoicing Instructions".
- c) Travel and Living Expenses - Travel and Living Expenses must be included in the base fee. No travel outside the National Capital Region is anticipated for this requirement.
- d) Disbursements – the following disbursements incurred by the Contractor that are related to the services authorized by the Project Authority will be reimbursed to the Contractor at actual cost.
  - i. Laboratory Testing or Analysis.  
The contractor must complete all required laboratory testing/analysis through a third party accredited laboratory. PWGSC will pay such testing/analysis based on the actual cost charged by the accredited laboratory. Contractor must submit invoice from the accredited laboratory in order to claim for payment of the identified laboratory services.

e) Payment to the Contractor

**(i) Where delivery of services under a call-up will be less than 60 days**, payment by Canada for the work shall be made within thirty (30) days following the date of which all of the Work has been delivered at the location(s) specified on the call-up document and all other Work required to be performed by the Contractor under the terms of the Standing Offer has been completed; or thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the Standing Offer; whichever is later. For a project duration of less than 60 days, two invoices will be accepted; one at seventy-five (75) percent completion represented by submission of the draft final report and one for the remainder twenty-five (25) per cent upon completion and receipt of the final report.

**(ii) Where delivery of services under a call-up will be more than 60 days**, the Contractor shall be entitled to receive progress payments at monthly or other agreed intervals. Such payments shall be made not later than the due date. The due date shall be the 30th day following receipt of a properly submitted invoice. The monthly progress payment shall be calculated based on percentage task completion and/or productive hours performed times the appropriate hourly rate indicated in Pricing Schedule 1 – Basis of Payment. The sum total of progress payments against any call-up shall not exceed 90% of the fixed lump sum established for the call-up.

Upon the satisfactory completion of all Services, the amount due, less any payments already made, shall be paid to the Contractor not later than 30 days after receipt of a properly submitted invoice.

f) Invoice Submission - The properly submitted invoice shall be an invoice delivered to the Project Authority in the agreed format with sufficient detail and information to permit verification. The invoice shall also identify, as separate items:

- i. the amount of the payment being claimed for Services satisfactorily performed;
- ii. the amount for any tax calculated in accordance with the applicable federal legislation, and
- iii. the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the payment for Services satisfactorily performed.

### 7.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

### 7.5.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

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

*Instructions to Contracting Officer*

*Contracting officers must reproduce below, the information from Annex "X" Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

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

### **7.7 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 Standing Offer. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Standing Offer.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer 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 issuance of the Standing Offer, 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.

### **7.8 Standard of Care**

In performing the services, the Contractor shall provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures developed by professional bodies in the performance of similar services at the time when and at the location in which the services are provided.

### **7.9 Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### **7.10 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Project Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

## **CONSULTING SERVICES FOR HAZARDOUS MATERIALS, INDOOR AIR QUALITY AND OTHER OCCUPATIONAL HYGIENE ASSESSMENTS**

### **1. Objective**

1.1. To provide professional services for hazardous materials, indoor air quality and other occupational hygiene assessments within the National Capital Region (NCR) on an "as and when requested" basis. Work will consist primarily of duties within the NCA, however, projects may occur outside of the NCA in proximity to the NCR. Such work will be on exceptional basis and will likely represent less than 2% of the total work volume. See definition of NCA and NCR at section 2.16 and 2.17 respectively.

### **1.2. Tasks**

- 1.2.1. Completion of Hazardous Building Material Assessments as may be relevant to the project.
- 1.2.2. Preparation of specification documents using National Master Specification (NMS) format as per the document *Doing Business in NCA*, and project plans for hazardous material abatement projects which may include engineer stamped Computer-Aided Design (CAD) drawings.
- 1.2.3. "Oversight" during hazardous material abatement projects including inspection of work areas, air monitoring and revision of labour requirements. See definition of oversight at section 2.9.
- 1.2.4. Completion of surveys of asbestos-containing material condition, inventories of asbestos-containing materials and Asbestos Management Plans (AMPs).
- 1.2.5. Completion of Indoor Air Quality (IAQ) Investigations and Audits.
- 1.2.6. Completion of monitoring surveys for radon gas in buildings.
- 1.2.7. Workplace Occupational Hygiene consulting services.

### **2. Definition of Terms**

- 2.1. "Asbestos-related projects" refers to any project wherein asbestos materials will be destroyed, damaged, removed, or otherwise affected during the course of the project, or may require the disposal of asbestos-contaminated wastes.
- 2.2. "Call-up" against a Standing Offer (SO) is an order issued under the authority of a duly authorized user against a particular SO. Communication of a call-up against a SO to the Offeror constitutes acceptance of the SO to the extent of the services being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a SO is made are Canada, as represented by PWGSC and the Offeror.

- 2.3. "Designated substance" is a substance defined as such in the Ontario Occupational Health and Safety Act (OHSA).
- 2.4. "Emergency Response" refers to a request for mobilisation of services within 4 hour time frame.
- 2.5. "Hazardous materials" are substances that could cause illness, injury or death; or damage or pollute land, air, or water. In the context of this requirement hazardous materials includes but is not limited to designated substances, polychlorinated biphenyl (PCBs), crystalline silica, mercury, mould, bird droppings and halocarbons.
- 2.6. "National Capital Area" means the seat of the Government of Canada and its surrounding area as defined in the National Capital Act (R.S.C., 1985, c. N-4).
- 2.7. "National Capital Region" is bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki and Masson-Angers areas).
- 2.8. "Outside regular hours" refers to times when building occupancy loads are minimal, typically during evenings and weekends. Evening hours are considered by PWGSC to be between 6:00 p.m. and 6:00 am.
- 2.9. "Oversight" includes inspection of work areas and air monitoring, revision of labour requirements and report review and quality assurance. It may also include providing direction to the contractor on an "as and when requested basis" as defined in individual call-ups
- 2.10. "Rapid Response" is understood to mean that within 24 hours the service provider would respond to a call-up request made against the Standing Offer. In this case the response would be the provision of cost estimates, a schedule of work and mobilisation to be implemented in the shortest possible time within a 24 hour time frame, including on weekends and holidays.
- 2.11. "Work area" refers to the specific area in which asbestos work operations take place, in which engineering controls are used to control the spread of airborne fibre caused directly or indirectly by any work operation. Consultant must provide the required protective equipment in accordance with applicable guidelines at no additional cost to the call-up.

### **3. Scope of Work**

Responsibilities of the Consultant must include:

#### **3.1. Completion of Hazardous Building Material Assessments**

- 3.1.1. Conduct site investigations, consisting of activities that may include document reviews, site visits, building material sampling, laboratory analysis and report preparation, in compliance with applicable regulations (e.g. Ontario Occupational Health and Safety Act, Province of Quebec's An Act Respecting Occupational Health and Safety, and the Canada Labour Code) to identify hazardous building materials in project areas.

- 3.1.2. Bulk material samples must be analyzed using an accredited laboratory as per section 4. Appropriate testing method must be used as required by PWGSC.
  - 3.1.3. Reports must clearly describe hazardous materials (e.g. visual description, texture, type of material, where observed, etc.) as well as the location of samples collected in both writing and on floor plans.
  - 3.1.4. Projects may require estimated quantities of hazardous materials, and locations/extent.
  - 3.1.5. Reports must include a description of required and/or recommended work procedures/precautions to be implemented based on the hazardous materials identified. These descriptions must include specific direction with respect to the management, repair, removal and/or disposal of these materials.
  - 3.1.6. Provide other Hazardous Building Material Consulting Services as outlined in project specific requests for proposals.
- 3.2. Specifications and Project Plans for hazardous materials abatement Projects**
- 3.2.1. Prepare hazardous material abatement/remediation specifications according to most recent version of National Master Specification (NMS) format.
  - 3.2.2. Prepare estimates of abatement costs including inventory of hazardous materials. To be submitted in a format as specified in the project-specific request for proposal.
  - 3.2.3. Prepare site plan drawings (CAD) according to PWGSC approved format, stamped by a licensed Engineer (if required).
- 3.3. Oversight of hazardous material abatement projects including inspections and air monitoring**
- 3.3.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader and when necessary the hazardous materials abatement contractor.
  - 3.3.2. Review and comment of project-related documents provided by PWGSC.
  - 3.3.3. Provide project management and/or project oversight consisting of inspections during work set-up, periodically during work and upon final completion of hazardous material abatement work operations
  - 3.3.4. Provide air sampling using Phase Contrast Microscopy (PCM) according to National Institute for Occupational Safety and Health (NIOSH) method 7400 and conduct air sampling in compliance with applicable federal/provincial regulations.
  - 3.3.5. Where on-site PCM air sample analysis is required during asbestos abatement activities, fiber counting must be done by a qualified person who has received the required training.

- 3.3.6. Provide inspection reports verbally or in writing as requested by the PWGSC project leader. Written reports must include detailed project information, work-site observations, details of any contravention made by contractors, air monitoring results and all contract information necessary for document tracking. The use of the specific electronic reporting templates to be provided by PWGSC, may be required. Verbal or e-mail reports may be required to provide preliminary information following the site visit.
  - 3.3.7. Provide bulk material sampling and analyses for materials discovered during the course of projects, where directed by PWGSC.
  - 3.3.8. Provide upon PWGSC request, a Transmission Electron Microscopy (TEM) verification analysis of any PCM air sample taken during the course of the project.
  - 3.3.9. Attend job start up meetings, job showings and project meetings as per the direction of the PWGSC project leader.
  - 3.3.10. Through inspections, assess contractor's work practices and procedures to ensure compliance with specification requirements, regulatory requirements, industry standards, and proper health and safety procedures.
  - 3.3.11. Provide professional opinion that price is fair and reasonable for planned projects or unexpected abatement works. Also review contractor invoices in terms of work completion percentage.
- 3.4. Survey of Condition and Inventory of Asbestos-Containing Materials (ACMs).**
- 3.4.1. Conduct building walk through and survey of condition of ACMs as per the requirements of the PWGSC Asbestos Management Standard. The survey will generally be completed on a floor-by-floor and room-by-room basis in all building areas to identify the location, accessibility to personnel (maintenance employees, tenants, etc.), type and condition of confirmed or suspected ACMs.
  - 3.4.2. Complete bulk material sampling and analyses for suspected materials. The analytical laboratory used must be accredited by a third party accreditor such as NVLAP.
  - 3.4.3. Tabulate information on ACMs on spreadsheets in the format specified by the PWGSC project leader and prepare reports of findings and summary of costs for repair, encapsulation or removal of ACMs sorted by priority.
  - 3.4.4. Prepare Asbestos Management Plans within the time frame specified in the call-up and using the format specified by the PWGSC project leader.
- 3.5. Indoor Air Quality Investigations and Audits**
- 3.5.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader.
  - 3.5.2. Review and comment of project-related documents provided by PWGSC.

- 3.5.3. Verify sufficient quantity of calibrated equipment is available, appropriate to project requirements and timelines
- 3.5.4. Completion of building IAQ audits. Audits will assess workspace for one or more of the following parameters, with readings collected as instructed by PWGSC Project Leader:
- Ventilation- Based on carbon dioxide (CO<sub>2</sub>) measurements.
  - Temperature.
  - Relative humidity percent.
  - Carbon monoxide.
  - Airborne dust particulate - One spot reading per area for both PM<sub>2.5</sub> and PM<sub>10</sub>, in same location as ventilation equipment installation.
  - Airborne microbial - Determination of viable (Reuter Centrifugal Sampler (RCS)) (viable) and/or total (non-viable) using the spore trap method.
  - Total volatile organic compounds (TVOC)
- 3.5.5. Completion of water damage/mould/microbial investigations.
- 3.5.5.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader.
- 3.5.5.2. Review and comment of project-related documents provided by PWGSC.
- 3.5.5.3. Verify sufficient quantity of sampling media and calibrated equipment is available, appropriate to project requirements and timelines
- 3.5.5.4. Completion of inspections identifying visual mould contamination and water damage to building materials, delineation of the extent of such contamination and water damage and determination of extent of each of water damage and mould contamination in square meters using moisture measurement techniques. Inspections may include bulk and/or tape lift microbial sampling.
- 3.5.5.5. Preparation of water damage restoration and mould remediation work procedures and specifications outlining recommendations from visual inspections. Recommendations should be based on the most recent versions of the Canadian Construction Association (CCA) Mould Guidelines, the Environmental Abatement Council of Ontario's Mould Abatement Guideline and the Institute of Inspection, Cleaning, Restoration Certification's Standard and Reference Guide for Professional Water Damage Restoration. PWGSC may verify if the recommendation is in accordance with the most recent guidelines.
- 3.5.5.6. Where specifically directed by PWGSC to be part of the investigation, completion of microbial sampling for both viable and/or total airborne

microbial according to approach specified by the PWGSC project leader. Completion of all laboratory analyses through a third party laboratory, as per section 4.

- 3.5.6. Completion of IAQ investigations in response to occupant complaints.
- 3.5.7. Completion of IAQ investigation as directed by the PWGSC project leader.
- 3.5.8. Sampling and monitoring for any identified agents as identified in the initial investigation as directed through consultation with PWGSC project leader
- 3.5.9. Preparation of reports outlining findings and recommendations as required in the call-up.

### **3.6. Completion of monitoring surveys for radon gas in buildings.**

Completion of surveys for radon in buildings including but not limited to:

- 3.6.1. Pre-project site visits to confirm details of project scope with the PWGSC project leader.
- 3.6.2. Review and comment of project-related documents provided by PWGSC
- 3.6.3. Pre-monitoring assessment and risk characterization of building
- 3.6.4. Completion of short-term monitoring using an electron-ion chamber (EIC), electron-integrating device (EID) or continuous radon monitor (CRM) method in a manner acceptable to the PWGSC project leader.
- 3.6.5. Completion of long-term monitoring using alpha-track detector (ATD), activated charcoal detector (ACD) or Electron Ion Chamber (EIC) method for a minimum of 90 days in a manner acceptable to the PWGSC project leader.
- 3.6.6. Analysis of all samples to be carried out at a Canadian National Radon Proficiency Program (C-NRPP) or National Radon Proficiency Program (NRPP) certified laboratory.
- 3.6.7. Preparation of reports outlining findings and recommendations as required in the call-up.

### **3.7. Workplace Occupational Hygiene Assessments**

Completion of Occupational Hygiene Assessments (i.e. chemical, lighting, noise exposure) in response to the Canada Occupational Health and Safety Regulations requirements, employee concerns or as a due diligence initiative. The Occupational Hygiene Assessment will include as a minimum:

- 3.7.1. Review existing documentation
- 3.7.2. Conduct an initial walkthrough of the site to obtain the necessary background information required to develop an investigation strategy.
- 3.7.3. Conduct a two phased investigative process which may require a Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH) to.

### Phase I

- 3.7.3.1. Provide a mechanism (e.g., survey or complaint log over time and space and interview format) to gather relevant information regarding the site, building systems (HVAC, lighting, etc.) as appropriate, and/or occupant building concerns/complaints for the purpose of distribution to building occupants and/or maintenance personnel.
- 3.7.3.2. Establish a mechanism for the collection and evaluation of site related information above.
- 3.7.3.3. Provide a hypothesis of possible contributing factors which can either be addressed or used as a basis for further assessment of the space and/or occupational exposure factors that may account for the occupant concerns/complaints.

### Phase II

- 3.7.3.4. Recommend for approval additional site related assessments and/or standard occupational exposure assessment protocols to obtain quantitative evidence of occupant risk factors (i.e., Chemical, biological or physical agents) that may explain or identify the cause of occupant concerns or reported adverse health effects.
- 3.7.3.5. Conduct approved quantitative occupational exposure assessments of potentially offending agents and compare results to regulated occupational exposure limits and standards.
- 3.7.3.6. Provide recommendations for corrective action to address the identified contributing causes within the context of federal workplace legislation.
- 3.7.3.7. Preparation of reports outlining findings and recommendations as required in the call-up.

## **4. Laboratory testing/analysis**

The Consultant must complete all required laboratory testing/analysis through a third party accredited laboratory. PWGSC will pay such testing/analysis based on the actual cost charged by the accredited laboratory. Consultant must submit invoices from the accredited laboratory in order to claim for payment of the identified laboratory services.

- 4.1. The Consultant is responsible for ensuring that all PCM samples taken are analyzed in accordance with NIOSH methodology 7400, by an accredited PCM microscope operator who participates in a recognized third-party Quality Assurance and Quality Control (QA/QC) Program, and maintains valid standing.

## **5. PWGSC Responsibilities**

PWGSC will provide the following support:

- 5.1. Co-ordination with building representatives and/or occupant contacts for access to sites for job shows, investigation or oversight work.

5.2. Project-specific documentation and background information.

5.3. Floor plans or diagrams for planning and reporting purposes

## **6. Consultant Responsibilities**

6.1. The Consultant must provide the following project-specific information and documentation with every cost estimate submitted for call-ups against the SO

6.1.1. Project scope

6.1.2. Methodology

6.1.3. Health and Safety Plan

6.1.4. Schedule

6.1.5. Budget

6.1.6. Proposed personnel and their security clearance

6.2. It is the responsibility of the Consultant to ensure that there are sufficient staff who possess the required security clearances and that these security clearances do not lapse during the course of this standing offer.

6.3. It is the responsibility of the Consultant to ensure any hired sub-contractor meets the security requirements and has the required training and certifications for the work that is part of a call-up.

6.4. Ensure that all specialised tools, equipment, and safety devices are maintained in good working order and appropriately calibrated (with certification) and available to be used within the timeframe specified by the project leader.

## **7. Language Capability**

Call-ups may require service(s) to be performed and reports to be submitted in either or both of Canada's Official Languages. The Consultant must meet any and all language requirements as necessary. Reporting terminology must be clear, concise and technically accurate.

## **8. Training and equipping of Resources**

The Consultant must ensure that all resources providing service under this Statement of Work (SOW) receive adequate training with respect to their job duties in order that the work is conducted properly and safely.

Where resources providing services require specialized tools, equipment or safety devices, the Consultant is responsible to ensure these items are provided at flow-through cost.

## **9. Information Sharing and safeguard of files**

The Consultant is responsible for ensuring that all documents, drawings, and other information is secured in accordance with the TB Policy on Government Security and associated references. All files and drawings remain property of the government of

Canada and may only be shared with officials of the department for which the files are associated. Except where the Consultant has legal obligation to retain specific documentation, all documentation must be surrendered to the appropriate departmental officials (PWGSC Project Leader) prior to the termination of the call-up.

The Consultant must make all building files and records related to services provided under the SOW available to the PWGSC Project Leader within 10 working days of request. Storage of records must be done in a manner consistent with government record storage and disposal requirements and may in certain instances require records to be maintained at the site of work only.

## **10. Hours of Work**

The Consultant is responsible for ensuring that sufficient resources are available to respond to requests as may be identified by the PWGSC Project Leader. In addition, appropriate technology is to be made available to resources so they are accessible as required.

A significant number of services are intended to be delivered by the Consultant during core government working hours between 6 am and 6 p.m., Monday to Friday. However, on an “as and when requested” basis, work may be required outside regular hours, on weekends and Statutory Holidays. Project specific details will be identified at the time of the Request for Proposal.

The Consultant must provide back up support to cover for illness, holidays or other absences. The Consultant must accept and prepare for emergencies, unforeseen situations, or pre-planned activities that may require additional resources.

## **11. Reporting**

The Consultant must provide reports listed under each required service(s) identified by the call-up within timeline and format specified by PWGSC project leader.

In addition to written reports, the consultant may be requested to provide oral presentations on any of the aspects described in section 3 on an “as and when requested” basis, as outlined in project specific requests for proposals.

Along with the monthly invoices, the Consultant must provide time sheets and cost summaries for services rendered and a summary of which services have been provided. Signed time sheets or similar electronic records must be made available upon request for review by the Identified User.

## **12. Travel**

When travel is required, the Consultant is responsible for all travel arrangements to perform the work at no additional cost to each call-up. Travel outside of NCA will be paid in accordance with the “Basis of Payment”.

## **13. References**

- American Industrial Hygiene Association

- ASHRAE Standard 62 entitled Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy
- Canadian Construction Association, 2004. Mould Guidelines for the Canadian Construction Industry
- Canada Labour Code
- Canada Occupational Health and Safety Regulations
- Environmental Abatement Council of Ontario (EACO) Mould Abatement Guideline
- National Joint Council Occupational Health and Safety Directive (NJC OHSD)
- New York City Department of Health Protocol
- Ontario Ministry of Labour Guideline: Silica on Construction Projects
- Ontario Ministry of Labour Guideline: Lead on Construction Projects
- Ontario Regulation O.Reg. 490/09 - Designated Substances
- Ontario Environmental Protection Act R.R.O. 1990, Regulation 362 Waste Management - PCB'S
- Ontario Environmental Protection Act R.R.O. 1990,
- Ontario Occupational Health and Safety Act
- PWGSC Asbestos Management Standard
- PWGSC MD15000-2012, Mechanical Environmental Standard for Federal Office Buildings
- Province of Quebec's *An Act Respecting Occupational Health and Safety*.
- Province of Quebec Environment Quality Act Regulation respecting hazardous materials.
- Regulation 347 General - Waste Management
- The American Conference of Governmental Industrial Hygienists
- United States Environmental Protection Agency

#### **14. Acronyms**

- ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers
- CAD - Computer-aided Design
- CALA - Canadian Association for Laboratory Accreditation
- CRM – Continuous radon monitor

- EIC – Electron-ion chamber
- EID – Electron-integrating device
- IAQ - Indoor Air Quality
- NIOSH - National Institute for Occupational Safety and Health
- NMS - National Master Specification
- NVLAP - National Voluntary Laboratory Accreditation Program
- PCBs – Polychlorinated Biphenyls
- PCM - Phase Contrast Microscopy
- QA - Quality Assurance
- QC - Quality Control
- RCS - Reuter Centrifugal Sampler
- TEM - Transmission Electron Microscopy

**Annex B**

**Basis of Payment**

**1. Firm Hourly Rates (i, ii, iii) = A and Firm Price Per Sample (iv) = B**

In order to ensure that fair and competitive rates/prices are received, the following requirement must be strictly adhered to: offerors must provide an hourly rate for each listed position and price per sample. The hourly rate provided must be equal to or greater than the rate provided for the position listed below it. Hourly rates in sections (ii) and (iii) must be equal to or greater than the corresponding resource hourly rates at section (i). Hourly AND Sample rates in subsequent years must be equal to or greater than the rates from previous year/s.

**The price per sample or hourly rate for any given category cannot be \$0 or nil value.**

**The maximum Firm Price Per Sample in table iv must not be over \$60.**

**(Instruction only, therefore this paragraph will be removed prior to issuance of Standing Offer).**

Submit Firm All-inclusive Hourly Rate and price per sample (including profit, overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, office supplies, other operating costs and travel within NCA) in Canadian funds. Firm All-inclusive Hourly Rate and price per sample will be used as the basis of payment for each call-up. The Contractor will be paid firm rates and price per sample as follows, for work performed in accordance with the Contract. Applicable Taxes are extra.

**2. Weight Factor for Evaluation Only**

For the purpose of calculating the Weighted (W'ted) Rate, the Hourly Rate for each resource is multiplied by each allocated weight factor (%). See sample calculation below and apply the same principle to i, ii and iii. Weighted rate is for financial evaluation purposes only.

Example: If the hourly rate is \$60 and weight factor is 10%, the weighted rate is  $\$60 \times 10\% = \$6$

**For evaluation purposes only, the total average combined weighted rates (i+ii+iii = A) will be calculated at 98% of the offeror's evaluated price and the average combined Firm Price Per Sample (B) will be calculated at 2% of the offeror's evaluated price.**

**(Instruction only, therefore this paragraph will be removed prior to issuance of Standing Offer).**

i) Regular Hours 6:00 to 18:00, Monday to Friday

List of Resources	Weight Factor (%)	Year 1		Year 2		Year 3		Year 4		Year 5	
		Hourly Rate	W'ted rate								
Principal Resource	5%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Certified Industrial Hygienist or Registered Occupational Hygienist;	8%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Senior Resource	16%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Intermediate Resource	34%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
Junior Resource	34%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
CAD Technician	3%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>Combined weighted rates per year</b>			- \$		- \$		- \$		- \$		- \$
<b>Average combined weighted rates (from Year 1 to Year 5) x 60%</b>											
<b>- \$</b>											

ii) Outside regular hours and weekends												
List of Resources	Weight Factor (%)	Year 1		Year 2		Year 3		Year 4		Year 5		
		Hourly Rate	W'ted rate									
Principal Resource	5%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Certified Industrial Hygienist or Registered Occupational Hygienist;	8%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Senior Resource	16%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Intermediate Resource	34%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Junior Resource	34%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
CAD Technician	3%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
<b>Combined weighted rates per year</b>			- \$		- \$		- \$		- \$		- \$	
<b>Average combined weighted rates (from Year 1 to Year 5) x 30%</b>											- \$	

iii) Statutory Holidays												
List of Resources	Weight Factor (%)	Year 1		Year 2		Year 3		Year 4		Year 5		
		Hourly Rate	W'ted rate									
Principal Resource	5%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Certified Industrial Hygienist or Registered Occupational Hygienist;	8%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Senior Resource	16%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Intermediate Resource	34%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Junior Resource	34%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
CAD Technician	3%	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Combined weighted rates per year			- \$		- \$		- \$		- \$		- \$	
<i>Average combined weighted rates (from Year 1 to Year 5) x 10%</i>												- \$

<i>A) Total average combined weighted rates (i+i+ii)*</i>		- \$
<i>*For evaluation purposes only, the weight factor of the total average combined weighted rates will be 98% (A x 98%)</i>		- \$

iv) Firm Price Per Sample					
In-house onsite PCM analysis (maximum rate of 60\$ per sample)	Year 1 per sample	Year 2 per sample	Year 3 per sample	Year 4 per sample	Year 5 per sample
	- \$	- \$	- \$	- \$	- \$
<b>B) Average Firm Price Per Sample (from Year 1 to Year 5)**</b>					
<b>**For evaluation purposes only, the weight factor of the Average Firm Price Per Sample will be 2% (B x 2%)</b>					
					- \$
					- \$

**Total average combined weighted rates (i,ii,iii) = A \* + Average Firm Price Per Sample = B\*\* (A\*+B\*\*)**      - \$

**3. Travel**

When travel is required, the Contractor is responsible for all travel arrangements to perform the work at no additional cost to each call-up. Travel outside of National Capital Area (NCA) will be paid in accordance with the following:

For Work to be performed at a **work location** outside of NCA.  
 3.1. The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle expense allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<https://www.njicnm.gc.ca>), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".  
 and living expenses incurred by the

3.3. All travel must have the prior authorization of the Identified User. All payments are subject to government audit.  
 Travel Time:

The Contractor will not be paid any firm hourly rates for travel time.  
 \*Travel Status Time will be limited to 50% of the hourly rate.

Time spent by a contracted individual travelling to and from specific pre-authorized work assignments (not commuting) that are outside of NCA may be billed at 50% of the firm hourly rate.

**4. Sample analysis by a certified third party laboratory**

The contractor must complete all required laboratory testing/analysis through a third party accredited laboratory. PSPC will pay such testing/analysis based on the actual cost charged by the accredited laboratory. Contractor must submit invoice from the accredited laboratory in order to claim for payment of the identified laboratory services.

**5. Sample analysis using in-house resources (iv)**

For specific on-site testing such as Phase Contrast Microscopy (PCM) for asbestos fibers during remediation operations, the offeror will be paid based on the price per sample identified in table *iv* (which encompasses the use or rental of equipment and its calibration of equipment) in addition to the hourly rates above.

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**



Contract Number / Numéro du contrat EP914191623
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch
---	--

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  
Standing offer to provide various occupational Health and Safety Services to our clients

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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?  No  Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

If Yes, will unscreened personnel be escorted?  No  Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté?  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?  No  Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No  Yes  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

**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?  No  Yes  
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?  Non  Oui

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?

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

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Contract Number / Numéro du contrat EP914191623
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

**Security Classification Guide – EP914-191623 - Hazardous Materials, indoor air quality and other occupational hygiene assessments - RFSO**

LEVEL	Description
<p>Reliability Status</p>	<p>Hazardous Materials, indoor air quality and other occupational hygiene assessment work will be conducted throughout the NCR at various PWGSC/OGD sites where security is an issue. Some sites require Reliability Status such as L'Esplanade Laurier, Les Terrasses de la Chaudière Complex, Portage I, II, III &amp; IV complexes, Supreme Court of Canada and Central Heating and Cooling Plants. The list above is not all inclusive since we cannot determine future client requests.</p>
<p>Secret</p>	<p>Hazardous Materials, indoor air quality and other occupational hygiene assessment work will be conducted throughout the NCR at various PWGSC/OGD sites where security is an issue. Some sites require Secret Level such as the Shirley's Bay Campus and some Parliamentary Precinct Buildings. The above list is not all inclusive since we cannot determine future client requests.</p>

## ANNEX "E"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.  
**For the province of Quebec, send to:**

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

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

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

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

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

**Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

**Annex E - Quarterly Usage Report  
EP914-191263  
GENERAL INSTRUCTIONS**

**Introduction**

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage Report to the Standing Offer (SO) Authority on a quarterly basis.

**Response Due Date**

Your cooperation in returning the completed report by the appropriate date is **MANDATORY**.

<b>Quarter</b>	<b>Period to be Covered</b> <small>(dates will be modified prior to issuance of Standing Offers)</small>	<b>Due on or before</b> <small>(dates will be modified prior to issuance of Standing Offers)</small>
1st	October 1 to December 31	January 15
2nd	January 1 to March 31	April 15
3rd	April 1 to June 30	July 15
4th	July 1 to September 30	October 15

**Returning the Completed Report**

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

*Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.*

**Complete All Questions**

Contractor must complete all applicable portions of the report.

**Currency**

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

**Changing the Format**

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

**Questions**

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

**Summary of Table**

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

Annex E  
**Quarterly Usage Report**  
 EP914-191263

SON <sup>o</sup> : EP914-191263		Period to be covered:									
SO Title : hazardous materials, indoor air quality and other occupational hygiene assessments										PWGSC SO Authority: François Rosso	
Call-up No.	Call-up amend't no.	Issuance date of the Call-up or Amend't (YYYY-MM-DD)	Start date of the Call-up (YYYY-MM-DD)	End date of the Call-up (YYYY-MM-DD)	Project Description	Location/Building Name	Client contact information (name, e-mail and tel.#)	Call-up Value or amend't value (taxes included)			
1								\$			
2								\$			
3								\$			
4								\$			
5								\$			
6								\$			
7								\$			
8								\$			
9								\$			
10								\$			
11								\$			
12								\$			
13								\$			
14								\$			
15								\$			
16								\$			
17								\$			
18								\$			
19								\$			
20								\$			
21								\$			
22								\$			
23								\$			
24								\$			
25								\$			
26								\$			
<b>Total value of call-up for this quarter: (i)</b>								\$			
<b>Cumulative call-ups for previous periods: (ii)</b>								\$			
<b>Total value of call-up to date = (i) + (ii)</b>								\$			

Prepared by: *(insert company name and individual's name preparing this report)*

**ANNEX “F” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

*(insert if applicable)*

**ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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