



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Service de Manoeuvres AF19-20	
Solicitation No. - N° de l'invitation W7701-197077/A	Date 2019-07-29
Client Reference No. - N° de référence du client W7701-197077	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-043-17734	
File No. - N° de dossier QCL-8-41282 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-20	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beauchesne, Sonia	Buyer Id - Id de l'acheteur qcl043
Telephone No. - N° de téléphone (418) 649-2702 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Defence R&D Canada-Valcartier Bâtiment 243 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes and Attachments include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Insurance Requirements, the evaluation criteria and the Electronic Payment Instruments.

1.2 Summary

- 1.2.1 The Munitions Experimental Test Centre (METC) offers a wide range of technical and engineering services to the Department of National Defence (DND), the Canadian Armed Forces (CAF) and other government or private-sector organizations in the field of weapons, protection systems, ammunition and explosives. Due to an increase in testing requests, the METC requires general labour services to address the shortfall in support to its operations.

METC Valcartier requires 2 resources detaining a valid class 3 driver's licence.

METC Nicolet requires 1 resource detaining a valid class 5 driver's licence.

Contract will start at the latest date between date of Contract and October 1, 2019 for one firm year with a possibility of two optional years.

Up to 3 Contracts may be awarded (one per resource).

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

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- 1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.4 The requirement is limited to Canadian services.
- 1.2.5 This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- 1.2.6 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

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

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
601-1550, Avenue d'Estimauville
Québec, (Québec) G1J 0C7

Facsimile: 418-648-2209

ePost connection address for Quebec region :

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by

the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites

as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (sonia.beauchesne@tpsgc-pwgsc.gc.ca) no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (5 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 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 Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

A maximum of three (3) contracts can be awarded as a result of this procurement process based on the highest combined rating of technical merit and price per resource (see section 4.2.1 below).

For example, if a supplier scores the highest combined rating of technical merit and price for Resources 1, 2 and 3, only one contract will be awarded.

4.1.1 Technical Evaluation

Proposals should demonstrate the experience and ability to perform the tasks outlined in the Statement of Work. Providing only a list of experience without providing supporting data to describe responsibilities, duties and relevance to requirements will not be considered "evidence" for the purpose of this evaluation. The bidder should provide full details of where, when (month and year) and how (by which activities / responsibilities) the declared qualification / experience was obtained. Experience gained during formal education should not be considered as work experience. All work experience requirements must be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria (MC)	
The resource(s) proposed by the supplier must meet all the following mandatory criteria :	
NUMBER	Mandatory Technical Criteria
MC.1	<p>For METC Valcartier : Each of the proposed resources must detain a valid driver's licence – Class 3</p> <p>For METC Nicolet : The resource must detain a valid driver's licence – Class 5</p> <p><i>[The supplier must provide a copy of the valid driver's licence proving the resource(s) proposed meet this criterion]</i></p>

4.1.1.2 Point Rated Technical Criteria

(next page)

Rated Technical Criteria (RC)			
The resource(s) proposed by the supplier should meet the following criteria :			
NUMBER	Rated Technical Criteria	MIN	MAX
RC1	<p>High School Diploma before solicitation closing date</p> <p>The following rating scale will be used to quantify the level of education of the resource proposed.</p> <ul style="list-style-type: none"> • No high school diploma : 0 point • High School Diploma : 5 points <p><i>[The supplier must provide a copy of the diploma proving the resource proposed meet this criterion.]</i></p>	0	5
RC2	<p>Experience as a General Labourer</p> <p>The following rating scale will be used to quantify the level of experience of the resource proposed.</p> <ul style="list-style-type: none"> • Less than 2 months : 0 point • From 2 months to less than 12 months : 5 points • From 12 months to less than 24 months : 10 points • From 24 months to less than 36 months : 15 points • 36 months or more : 20 points <p><i>[The supplier must provide a copy of the CV or a similar document proving that each resource proposed meet the criterion (see section 4.1.1).]</i></p>	0	20
Total	RC1 + RC2	10	25

A minimum of 10 points is established for the overall rated technical criteria.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

See Attachment 2 – Financial evaluation

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and

- c. obtain the required minimum of ten (10) points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of twenty-five (25) points.
2. Bids not meeting (a), (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 30 % for the technical merit and 70 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 30 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 70 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 30/70 ratio of technical merit and price, respectively. The total available points equals 25 and the lowest evaluated price is \$50,000.

Basis of Selection - Highest Combined Rating Technical Merit (30%) and Price (70%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		10/25	15/25	25/25
Bid Evaluated Price		\$50,000.00	\$50,000.00	\$55,000.00
Calculations	Technical Merit Score	$10/25 \times 30 = 12.00$	$15/25 \times 30 = 18.00$	$25/25 \times 30 = 30.00$
	Pricing Score	$50/50 \times 70 = 70.00$	$50/50 \times 70 = 70.00$	$50/55 \times 70 = 58.33$
Combined Rating		82.00	88.00	88.33
Overall Rating		3rd	2nd	1st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Copy of the driver's licence

To meet mandatory criterion 1 of Part 4.1.1.1, the supplier must provide a copy of the valid driver's license (both sides) for the proposed resource.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.4.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06), Canadian Content Definition

5.2.4.2 Status and Availability of Resources

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

5.2.4.3 Education and experience

[A3010T](#) (2010-08-16), Education and experience

Signature and date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Controlled Goods Requirement

SACC Manual clause [A9130T](#) (2014-11-27) Controlled Goods Program

6.3 Insurance Requirements

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

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

6.4 Visit clearance request

As soon as the contract is awarded, the supplier will be required to obtain, without delay, visit clearance from ISS. A minimum lead time of 25 working days is required to obtain a visit V clearance from ISS. Without visit clearance, the supplier's employees will not have access to DRDC / METC –Valcartier or DRDC/METC – Nicolet facilities, leaving the supplier liable for delays in delivery. Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html>, chapter 6.

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award. Numbering will change at contract award.

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2010C \(2018-06-21\)](#), General Conditions – Services (medium complexity), apply to and form part of the Contract.

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER : **PWGSC FILE N° W7701-197077**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **SECRET** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes *access to controlled goods*. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to *sensitive work site(s)* must EACH hold a valid personnel security screening at the level of **SECRET** granted or approved by CISD/PWGSC.
4. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ (to be completed by PWGSC at Contract Award) for one year.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Sonia Beauchesne
Title : Intern officer
Public Works and Government Services Canada
Acquisitions Branch
601-1550, avenue d'Estimauville
Québec, (Québec), G1J 0C7

Telephone : 418-649-2702
Facsimile : 418-648-2209
E-mail address: sonia.beauchesne@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is (to be completed by PWGSC at Contract award) :

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-____
Facsimile: ____-____-____

E-mail: _____.

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

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name : _____

Title : _____

Address: _____

Telephone : _____

Facsimile : _____

E-mail address : _____

7.5.4 Procurement Authority

The Procurement Authority for the Contract is [\(to be completed by PWGSC at Contract award\)](#) :

Name : _____

Title : _____

Address: _____

Telephone : _____

Facsimile : _____

E-mail address : _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Statement of Work. Changes to the scope of Statement of Work can only be made through a contract amendment issued by the Contracting Authority.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Terms of Payment

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

7.7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

To be completed by PWGSC at Contrat award as per Attachment 1

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)

7.7.6 Time Verification

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

7.8 Invoicing Instructions

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

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;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions – Services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated _____, (*insert date of bid*).

7.12 Canadian Forces Site Regulations

SACC *Manual* clause A9062C (2011-05-16), Canadian Forces Site Regulations

7.13 Insurance Requirements

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

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

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

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7.14 Controlled Goods Program

SACC Manual clause [A9131C](#) (2014-11-27), Controlled Goods Program
SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

7.15 Replacement of Specific Individuals

SACC Manual clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals

ANNEX "A" – STATEMENT OF WORK

1. TITLE

General laborer services

2. BACKGROUND

The Munitions Experimental Test Centre (METC) offers a wide range of technical and engineering services to the Department of National Defence (DND), the Canadian Armed Forces (CAF) and other government or private-sector organizations in the field of weapons, protection systems, ammunition and explosives. Due to an increase in testing requests, the METC requires general labour services to address the shortfall in support to its operations.

3. ACRONYMS

AD	Applicable Document
ATV	All-Terrain Vehicle
CAF	Canadian Armed Forces
DND	Department of National Defence
DRDC	Defence Research and Development Canada
METC	Munitions Experimental Test Centre
SOW	Statement of Work
SRCL	Security Requirements Check List
TA	Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

The following legislation and regulations, which apply to DND, help to ensure safe work procedures in labs, at METC Valcartier and METC Nicolet Detachment test sites.

- 4.1 *Transportation of Dangerous Goods Act* (S.C. 1992, c. 34, amended by 2009, c. 9) and Regulations.
- 4.2 *Quebec Transportation of Dangerous Substances Regulation* (R.R.Q., c. Q-2, C-24.2, r.43, order in council 866-2002, amended by order in council 1349-2011).
- 4.3 *Canada Labour Code* and *Canada Occupational Safety and Health Regulations* (SOR/86-304).

5. TASKS

5.1 General labourer for METC Valcartier – Two resources are required

The Resources may have to, but are not limited to:

- 5.1.1 Use various basic and specialized electrical tools. The equipment may include, but is not limited to: grinders, hacksaws, pneumatic tools, hydraulic jacks, etc. *These tools may be*

used to cut pieces of wood or metal when necessary, or as clamping tools. Adjust jacks manually to level trailers and portable offices used at test sites.

- 5.1.2 Operate specialized vehicles, including 10-tonne trucks, multi-function Bobcat vehicles and 6,000-lb lift trucks.
- 5.1.3 Secure equipment safely and transport it from the storage area to test sites. Using the truck's existing straps, tie down equipment such as concrete blocks, plywood boards, planks or metal beams. In summary, anything that can be transported by flatbed truck or utility trailer, in accordance with highway transportation regulations.
- 5.1.4 Assemble and disassemble equipment and material at test sites. The equipment used may include, but is not limited to, scaffolding, concrete blocks, bags of gravel, dry materials (planks, plywood), stepladders, ladders, cameras and wiring.
- 5.1.5 Maintain equipment and accessories, and inspect it for minor problems. Notify the Technical Authority (TA) if a piece of equipment is broken or defective. Such items may include, but are not limited to: broken shovel handles, hazardous stepladders, broken axe handles, twisted chainsaw chains, frayed or broken electrical wires.
- 5.1.6 Prepare, set up, execute and dismantle experimental trials based on the TA's instructions.
- 5.1.7 Perform construction work, notably including, but not limited to: set-up and dismantling of scaffolding; collection of debris from demolition such as pieces of wood, metal or cement; performing heavy work such as carrying material not exceeding 30 kg (e.g. bags of sand or gravel); shoveling using a handheld shovel or blower to clean outdoor work areas; chipping using a gas-powered wood chipper to chip pieces of trees or branches, etc.
- 5.1.8 Perform work at a maximum height of 10 feet. This work may include, but is not limited to: climbing ladders to place concrete blocks with chains so the blocks can be moved by the transportation team (loader).
- 5.1.9 Use motorized equipment such as trucks to travel to test sites or transport material. Use ATVs or Argos to travel around the test site between the firing point and target. Use multi-purpose vehicles (Thomas) to perform light excavation or leveling work at sites where necessary.

The list of vehicles that the Resources may have to operate includes:

- Standard automobile
- ½-ton, ¾-ton and 1-ton pickup truck
- Cube van
- Tandem-axle truck (Class 3 driver's licence and airbrake qualification)
- Electric and propane lift truck
- Multi-function vehicle (Thomas)
- All-terrain vehicle (ATV)
- Argo utility vehicle
- Snowmobile

5.2 General labourer for METC Nicolet Detachment – One resource is required

The Resource may have to, but are not limited to:

- 5.2.1 Use various basic and specialized electrical tools. The equipment may include, but is not limited to: grinders, hacksaws, pneumatic tools, hydraulic jacks, etc. These tools may be used to cut pieces of wood or metal when necessary, or as clamping tools. Adjust jacks manually to level trailers and portable offices used at test sites.
- 5.2.2 Operate specialized vehicles, including Polaris multi-function vehicle and 5,000-lb lift truck.
- 5.2.3 Secure equipment safely and transport it from the storage area to the test sites. Using the truck's existing straps, tie down equipment that may include, but is not limited to, concrete blocks, plywood boards, planks or metal beams. In summary, anything that can be transported by flatbed truck or utility trailer, in accordance with the highway transport regulations.
- 5.2.4 Assemble and disassemble the equipment and material at the METC Nicolet site. This equipment may include scaffolding, concrete blocks, bags of gravel, dry materials (planks, plywood), stepladders, ladders, cameras, wiring, etc.
- 5.2.5 Maintain equipment and accessories, and inspect it for minor problems. Notify the TA if a piece of equipment is broken or defective, such as: broken shovel handle, hazardous stepladder, broken axe handle, twisted chainsaw chain, frayed or broken electrical wire, etc.
- 5.2.6 Perform operator maintenance of equipment associated with the generator, chainsaw, pressure washer, trailer, lift truck, etc.
- 5.2.7 Perform construction work, notably including, but not limited to: set-up and dismantling of scaffolding; collection of debris from demolition such as pieces of wood, metal or cement; performing heavy work such as carrying material not exceeding 30 kg (e.g. bags of sand or gravel); shoveling using a handheld shovel or blower to clean outdoor work spaces; chipping using a gas-powered wood chipper to chip pieces of trees or branches, etc.
- 5.2.8 Perform work at a maximum height of 10 feet. This work may include, but is not limited to: climbing ladders to place concrete blocks using chains so that the blocks can be moved by the transportation team (loader).
- 5.2.9 Use motorized equipment such as trucks to travel to testing sites or to transport material. Use a Polaris or Argo to travel around the METC Nicolet Detachment site.

The list of vehicles that the Resource may have to operate includes:

- Standard automobile
- ½-ton, ¾-ton and 1-ton pickup truck
- Electric and propane lift truck
- All-terrain vehicle (ATV)
- Argo utility vehicle

6. HOURS OF WORK

6.1 METC Valcartier: 07:30 – 15:30 and 07:30 – 16:00

From September to June, the Contractor shall provide general labour services 5 days a week, from Monday to Friday, except on federal statutory holidays, for 8 hours a day Monday to Thursday inclusive, and 7.5 hours per day on Fridays (or a maximum of 40 hours per week).

For the 13 weeks from June to September (to be determined annually), the Contractor shall work 4 days per week from Monday to Thursday inclusive, except on federal statutory holidays, for 8 hours per day (or a maximum of 34 hours). No overtime will be required.

6.2 METC Nicolet Detachment 07:30 – 16:00

The Supplier shall provide the services of one general labourer five (5) days per week, Monday to Friday, except on federal statutory holidays, for eight (8) hours per day (maximum of 40 hours per week). No overtime is required.

7. LANGUAGE OF WORK

French.

8. LOCATION OF WORK

8.1 The work must be performed at DRDC/METC Valcartier at the following address:

Munitions Experimental Test Centre (METC)/
Centre d'essais et d'expérimentation en munitions (CEEM)
2459 Route de la Bravoure
Québec, Quebec
Canada
G3J 1X5

8.2 The work must be performed at DRDC/METC Nicolet Detachment at the following address:

Munitions Experimental Test Centre (METC) Nicolet
Nicolet National Defence Garrison
695 Route Marie Victorin,
Nicolet, Quebec
J3T 1T5

9. GOVERNMENT FURNISHED EQUIPMENT (GFE)

9.1 METC Valcartier

For the Work described in this Annex section 5, the tools, equipment, vehicles and machinery to perform the Work described will be made available to the resources.

Personal safety equipment to comply with current safety standards is not provided (eg boots, goggles, helmets, gloves, visibility coat).

9.2 METC Nicolet Detachment

For the Work described in this Annex section 5, the tools, equipment, vehicles and machinery to perform the Work described will be made available to the resources.

Personal safety equipment to comply with current safety standards is not provided (eg boots, goggles, helmets, gloves, visibility coat).

10. SPECIAL CONSIDERATIONS

METC Valcartier is generally closed on Fridays between June and September.

11. ESTIMATED LEVEL OF EFFORT

The estimated level of effort for the initial period of the contract and option years is as follows:

<i>Estimated level of effort (day) per resource</i>		
Initial Contract Period	Option Year One	Option Year Two
Min: 190 days	Min: 190 days	Min: 190 days
Max: 240 days	Max: 240 days	Max: 240 days

- 11.1 These levels of effort are only estimates made in good faith and must not be considered a commitment by Canada.

ANNEX "B" - BASIS OF PAYMENT

The prices included in the table below represent the hourly rates per resource, including firm hourly rates, including overhead and profit, GST /HST extra.

		Period of contract From XX to XX	Optional year 1 From XX to XX	Optional year 2 From XX to XX
Valcartier	Resource 1	CAD \$ _____/hour (A)*	CAD \$ _____/hour (B)	CAD \$ _____/hour (C)
	Resource 2	CAD \$ _____/hour (D)	CAD \$ _____/hour (E)	CAD \$ _____/hour (F)
Nicolet	Resource 3	CAD \$ _____/hour (G)	CAD \$ _____/hour (H)	CAD \$ _____/hour (I)
TOTAL (taxes excluded)		CAD \$ _____/hour	CAD \$ _____/hour	CAD \$ _____/hour


* The letters A to I are referring to the prices evaluated in Attachment 2 – Financial Evaluation. They will be removed at contract award.

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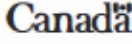
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ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W7701-197077	
		Security Classification / Classification de sécurité SANS CLASSIFICATION	


SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction ADM(MAT) / DGLEPM / QETE / METC	
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 LA MANŒUVRE SERA ASSIGNÉE AU SUPPORT DES OPÉRATIONS ET, À CE TITRE, SERA TENU DE PRENDRE PART ACTIVEMENT À TOUTES LES ACTIVITÉS LIÉES À LA PRÉPARATION, À L'INSTALLATION, À L'EXÉCUTION ET AU DÉMANTÈLEMENT DES SITES D'ESSAIS EXPÉRIMENTAUX.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of Information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBSSCT 350-103(2004/12)	Security Classification / Classification de sécurité SANS CLASSIFICATION	
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qc1043
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	Government of Canada Gouvernement du Canada	Contrôle / Numéro / Numéro du contrat W7701-197077 Security Classification / Classification de sécurité SANS CLASSIFICATION
PART A (continued) / PARTIE A (suite)		
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive (INFOSEC) information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement sensible? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRÉT
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRÉT - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRÉT
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS		<input type="checkbox"/> TOP SECRET - TRÈS SECRÉT <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRÉT
Special comments: Commentaires spéciaux :		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.		
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation préalable peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)		
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS		
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PRODUCTION		
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)		
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

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

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Canada

ANNEX "D" - INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (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. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

2.1 Labourer for METC Valcartier Detachment – Two resources

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.
 - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement
 - f. OPCF/ QEF/ SEF #4a - Permission to Carry Explosives
 - g. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

2.2 Labourer for METC Nicolet Detachment – One resource

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.
- e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement
- f. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

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ATTACHMENT 1

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ATTACHMENT 2

FINANCIAL EVALUATION

Bidders may submit prices for one or more resources. However, Bidders must submit firm hourly rates for the Period of contract and for both of the optional years.

For evaluation purposes only:

Maximum level of effort estimated per year per resource = 240 days
240 days x 8 hours/day = 1920 hours

1. Valcartier

Resource 1			
	Maximum level of effort per resource per year	Proposed price	Total (maximum level of effort per resource per year x proposed price)
Contract period From XX to XX	1920 hours	_____ \$ CAD / hour (A)	_____ \$ CAD
Option year 1 From XX to XX	1920 hours	_____ \$ CAD / hour (B)	_____ \$ CAD
Option year 2 From XX to XX	1920 hours	_____ \$ CAD / hour (C)	_____ \$ CAD
Total evaluated Valcartier 1 (3 years) (taxes excluded)			_____ \$ CAD

Resource 2			
	Maximum level of effort per resource per year	Proposed price	Total (maximum level of effort per resource per year x proposed price)
Contract period From XX to XX	1920 hours	_____ \$ CAD / hour (D)	_____ \$ CAD
Option year 1 From XX to XX	1920 hours	_____ \$ CAD / hour (E)	_____ \$ CAD
Option year 2 From XX to XX	1920 hours	_____ \$ CAD / hour (F)	_____ \$ CAD
Total evaluated Valcartier 2 (3 years) (taxes excluded)			_____ \$ CAD

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2. Nicolet

Resource 3			
	Maximum level of effort per resource per year	Proposed price	Total (maximum level of effort per resource per year x proposed price)
Contract period From XX to XX	1920 hours	_____ \$ CAD / hour (G)	_____ \$ CAD
Option year 1 From XX to XX	1920 hours	_____ \$ CAD / hour (H)	_____ \$ CAD
Option year 2 From XX to XX	1920 heures	_____ \$ CAD / hour (I)	_____ \$ CAD
Total evaluated Nicolet (3 years) (taxes excluded)			_____ \$ CAD