



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Vessel Charter - Array Deployment	
Solicitation No. - N° de l'invitation W7707-206595/A	Date 2019-07-30
Client Reference No. - N° de référence du client W7707-20-6595	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-122-5909	
File No. - N° de dossier HAL-9-82028 (122)	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 Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chinye (HAL), Chukwudi	Buyer Id - Id de l'acheteur hal122
Telephone No. - N° de téléphone (902) 401-7604 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CDN FORCES MARITIME EXPERIMENTAL AND TEST RANGE AND VICINITY PO BOX 188 NANOOSE BAY NOVA SCOTIA V9P9J9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

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.

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)."

1.5 Canadian Content

The requirement is subject to a preference for Canadian "services."

1.6 ePost Connect service

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."

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: 90 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
Public Works and Government Services Canada
1713 Bedford Row,
Halifax, N.S.
B3J 1T3

TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca.

Bid Fax: (902) 496-5016.

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.

Facsimile number: **(902) 496-5016**

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below

before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (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 Nova Scotia.

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

2.6 Canadian Content Definition

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult [Section 3.130](#) and [Annex 3.6](#) of the Supply Manual for further information.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

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6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

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 (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “D” 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.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Bidder must provide the necessary documentation to support compliance with this requirement.

The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.

It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself DOES NOT constitute demonstrated evidence.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with bid.

1. MANDATORY TECHNICAL CRITERIA (MTC)

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
MTC-1	The Bidder's must provide a current Transport Canada Certification for their proposed vessel.			
MTC-2	The Bidder must demonstrate, by providing a specification sheet for the proposed vessel, that the working deck has an area of 21 meters squared or greater.			
MTC-3	The Bidder must demonstrate, by providing a specification sheet that the working deck of their proposed vessel has a fitted crane that is rated for one ton or greater.			
MTC-4	The Bidder must demonstrate, by providing a specification sheet, that their proposed vessel has a mounted deployment chute and/or roller at the deployment position of the vessel.			
MTC-5	The Bidder must demonstrate, by providing project descriptions, that their proposed Ship Master has previous experience in deploying underwater cables. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.			

To meet MTC 5-

The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.

The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the Bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum)

4.1.2 Financial Evaluation

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

4.2 Basis of Selection- Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 provided will render the bid non-responsive.

5.3 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

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 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

A3005T-Status and Availability of Resources-2010-08-16

5.2.3.2 Education and Experience

5.2.3.2.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 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 No W7707-206595

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

2010C (2010C), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from October 21, 2019 to November 06, 2019 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 1T3
Telephone: 902-401-7604
Facsimile: 902-496-5016
Email: chukwudi.chinye@pwgsc-tpsgc.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.

6.5.2 Project Authority

The Project Authority for the Contract is: (To be determined at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

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

6.5.3 Contractor's Representative (To be completed by the Bidder)

Name: _____
Telephone Number: _____
Cellular Number: _____
Facsimile Number: _____
Email: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B" for a cost of \$ _____ **(To be determined at contract award)**. Customs duties are excluded and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

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

6.7.3 Single Payment

Single Payment-H1000C-2008-05-12

6.7.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department-A9117C-2007-11-30
C0705C--Discretionary Audit-2010-01-11

6.7.5 Electronic Payment of Invoices – Contract

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)

6.8 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;
 - d. a copy of the monthly progress report.
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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. one (1) copy must be forwarded to the consignee.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 SACC Manual Clauses

Canadian Content Certification-A3060C-2008-05-12

6.10 Applicable Laws

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

6.11 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-Services (medium complexity-2018-06-21));
- (c) Annex A, Requirement;
- (d) Annex C, Security Requirements Check List;
- (e) the Contractor's bid dated _____ (*insert date of bid*)

ANNEX A

STATEMENT OF WORK

1. TITLE

Acoustic Seabed Array Deployment

Defence Research and Development Canada (DRDC) Atlantic is developing a long, seabed deployed, acoustic array. An array has been received from a Contractor and an acceptance/engineering test as well as a full function test must be carried out at a moderate water depth prior to deployment at its functional test site in the Pacific Ocean.

The array will be installed on the seabed in the vicinity of Winchelsea Island on the Canadian Forces Maritime Experimental and Test Range (CFMETR) near Nanaimo, British Columbia (see figure 1) for approximately a 10-day period. The array will be deployed into 100-m deep water and its connective cables will be routed along designated cable routes to come ashore on Winchelsea Island.

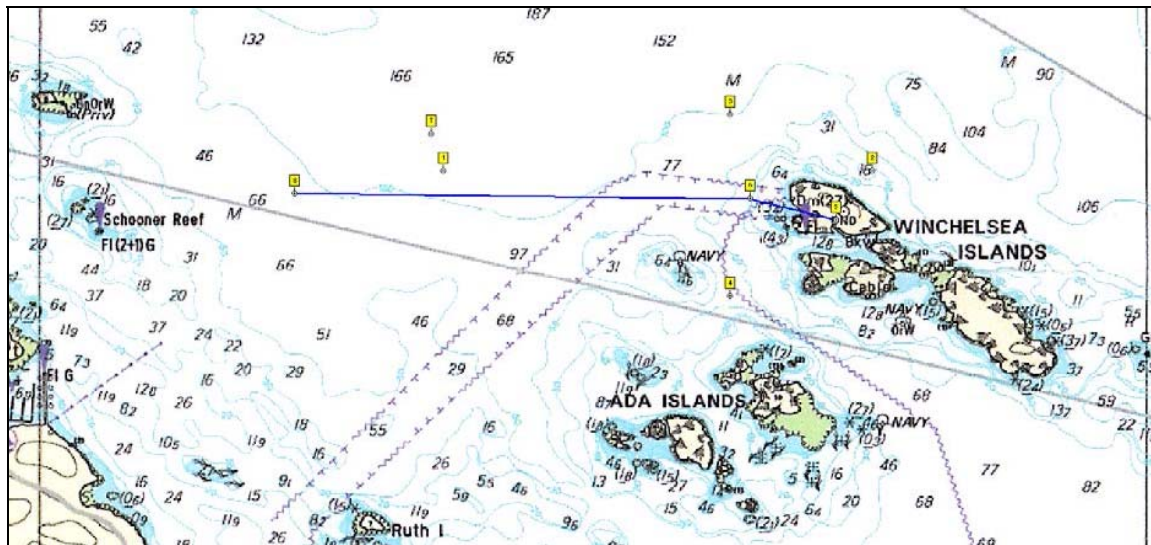


Figure 1. Proposed plan of the DRDC Acoustic Seabed Array (DASA) deployment on CFMETR. The array will mostly follow the 100-m contour, except near Winchelsea Island, where it will be laid upslope and meet a shore cable at Waypoint 6.

2. ACRONYMS

CFMETR	Canadian Forces Maritime Experimental and Test Range
DASA	DRDC Acoustic Seabed Array (herein referred to as 'the array')
DND	Department of National Defence
DRDC	Defence Research and Development Canada

3. APPLICABLE DOCUMENTS & REFERENCES

- ADR1: Array Data Sheet

4. TASKS

The Contractor must provide the temporary, exclusive use of a chartered vessel and crew to perform the following tasks:

4.1. Embarkment for Array Deployment

4.1.1. The Contractor's vessel must arrive at the CFMETR Jetty in Nanoose Bay, British Columbia to embark DRDC personnel and receive equipment (which will be craned onboard by DRDC personnel).

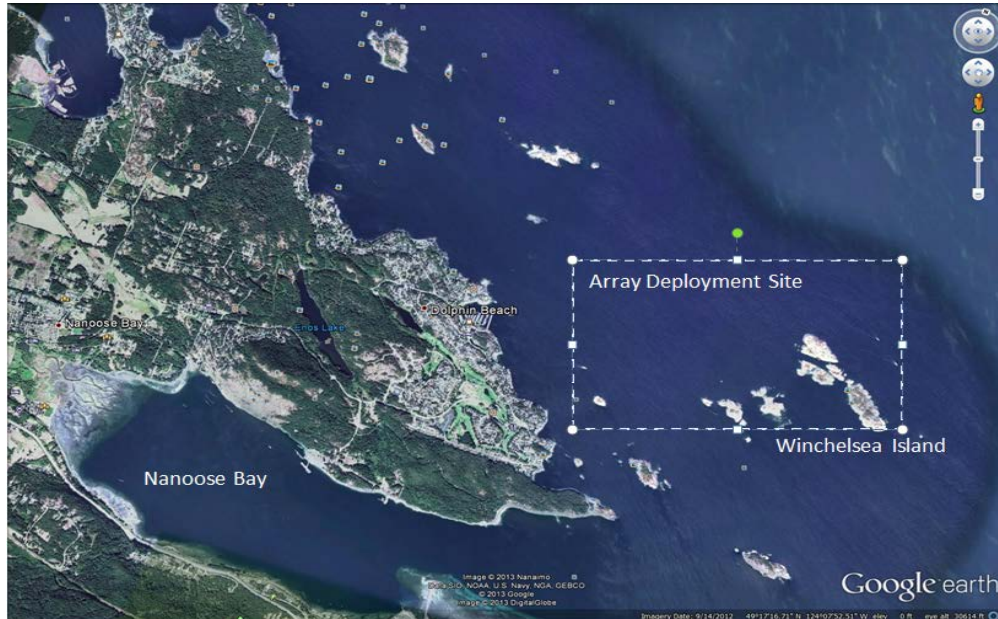
4.1.2. The Contractor must then transfer the array onto a reeler drum, onboard the working deck of the vessel. The reeler drum must be capable of holding the entire array, as well as the necessary line leaders and tails. As the reeler drum is loaded, DRDC personnel shall be joining each section of the array in reverse order, such that the last section loaded will be the first section deployed. A comprehensive data sheet for the array is attached as ADR1, to assist the Contractor in determining what size reeler drum they'll need to supply.

4.1.3. Once the array has been fully loaded onto the reeler drum, the Contractor must afford DRDC personnel the necessary time to complete preliminary testing of the array. In order to complete the testing, the Contractor must provide access to standard power (115V 60Hz single-phase) on the working deck of the vessel so that DRDC personnel can run the necessary test equipment.

4.1.4. The Contractor's vessel must have a fitted crane, rated for a minimum of one ton, and be willing to use it to reposition DRDC equipment on the working deck of the vessel, at the request of DRDC personnel.

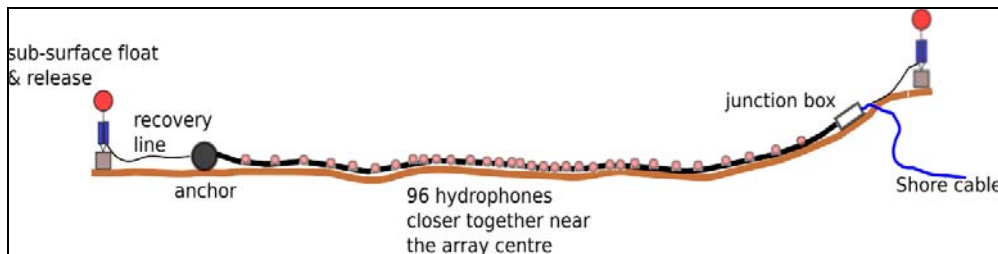
4.2. Array Deployment

4.2.1. Upon completion of Task 5.1, the Contractor must depart for the array deployment site, which is located off the Coast of Winchelsea Island. Task 5.2 in its entirety is expected to take approximately 3 to 6 hours.



- 4.2.2. Upon arriving at the designated starting point at sea, the Contractor must allow for DRDC personnel to record their GPS location, and finalize the designated track for the Contractor to follow.
- 4.2.3. Before deploying the array, the Contractor must lower a small anchor (which will be attached to a steel cable approximately 300 meters in length) to the seafloor. Once completed, the Contractor must assist in attaching the other end of the cable to a sub-surface float and a pair of acoustic releases. The sub-surface float and acoustic releases are being utilized in case any difficulties are encountered later on, during the recovery stage. A DRDC workboat will then drop the sub-surface float and release assembly away from the array.
- 4.2.4. The Contractor must then begin lowering the array, while following the designated track toward Winchelsea Island. During deployment, the Contractor must ensure that the vessel's speed remains within the 0.75 knot to 1 knot range, and that the vessel maintains a maximum deviation of 10 meters on either side of the designated track. The Contractor must also maintain control of the winch speed, in an effort to limit the stress applied to the array.

- 4.2.5. Once the Contractor reaches the connection point near Winchelsea Island, a DRDC workboat will rendezvous with the Contractor's vessel and supply them with a shore-cable (which will be on a reel), which must be attached to the last section of the array before it's lowered in the water. The Contractor must then attach a drop cable (approximately 200 meters in length) to the junction box, and lower it to the seafloor.
- 4.2.6. Once lowered, the other end of the drop cable shall be attached, by DRDC personnel, to an acoustic release with a weight and float attached. The Contractor must then hand off the acoustic release assembly to the DRDC workboat, who will then drop the sub-surface float and release assembly away from the array.
- 4.2.7. The Contractor must then transfer the remaining shore cable (which will still be on a reel) to Winchelsea Island, by first bringing the vessel adjacent to the sea ramp of the island, and then placing the remaining shore cable on shore, using the same fitted crane that was utilized in Task 5.1.4.



- 4.2.8. Once deployment of the array is complete, the Contractor must afford DRDC personnel the necessary time to complete operability testing. In the event of array failure, it may be necessary to attempt complete or partial recovery of the array.
- 4.2.9. Once the array has been fully deployed, and operability testing has been successfully completed, the Contractor must return to the CFMETR Jetty in Nanoose Bay, British Columbia, so that DRDC personnel can disembark from the vessel.

4.3. Embarkment for Array Recovery

- 4.3.1. Should the Contractor choose to return to their home port following deployment, the Contractor's vessel must return to the CFMETR Jetty in Nanoose Bay, British Columbia to embark DRDC personnel and receive equipment, in preparation for the recovery stage of the requirement.

4.4. Array Recovery

- 4.4.1. Upon completion of Task 5.3, the Contractor must depart for the array recovery start point, which will be from the connection point nearest to the Shore of Winchelsea Island – unless the Contractor can provide sound justification to start from the opposite end.
- 4.4.2. Upon arriving at the designated start point, a DRDC workboat will rendezvous with the Contractor's vessel, and will then trigger the acoustic release, recover the float, and recover the junction box/connection cable. The Contractor must then attach the connection cable to their winch, and raise the junction box onto the working deck of the vessel. Once the array has been disconnected, the Contractor must hand off the junction box to the DRDC workboat, and fasten the end of the array onto the vessel's reeler drum.
- 4.4.3. The Contractor must then begin traversing the original deployment path, while reeling the array onto the reeler drum, onboard the working deck of the vessel. The reeler drum must be capable of holding the entire array, as well as the necessary line leaders and tails. During this process, the Contractor must ensure that the vessel's speed remains within the 0.75 knot to 1 knot range, and that the vessel maintains a maximum deviation of 10 meters on either side of the designated track. The Contractor must also maintain control of the winch speed, in an effort to limit the stress applied to the array. As the array is recovered, the Contractor must also ensure that the array is not tangled with items from the seafloor.
- 4.4.4. Once recovery of the array is complete, the Contractor must return to the CFMETR Jetty in Nanoose Bay, British Columbia, so that DRDC personnel can disembark and equipment can be offloaded (by DRDC personnel) onto the CFMETR Jetty.
- 4.4.5. As part of the offloading process, the Contractor must assist in removing the array from the reeler drum. As the reeler drum is off-loading the array, DRDC personnel shall be separating each section of the array and placing them back into shipping cable boxes or tri-walls located on the working deck of the vessel. Once completed, the shipping cable boxes or tri-walls will be craned (by DRDC personnel) off the vessel onto the CFMETR Jetty.
- 4.4.6. The Contractor's vessel must have a fitted crane, rated for up to one ton, and be willing to use it to reposition DRDC equipment on the working deck of the vessel, at the request of DRDC personnel.

5. Deliverables

5.1. Deliverables for Task 5.1

- 5.1.1. Day 1 Transit – Reasonable transit time at normal transit cruising speed from the home port of the Contractor's vessel to the CFMETR Jetty in Nanoose Bay. Depending on arrival time, some loading of cable sections may occur

- 5.1.2. Day 1 Work – DRDC personnel will move equipment to the Jetty, prepare it for loading and load array cable onto work platform. The Contractor must transfer the array to the reeler drum on board the vessel.

5.2. Deliverables for Task 5.2

- 5.2.1. Day 2 Work – Commencing between 0700 and 0800, DRDC personnel will board, and the vessel will proceed to the designated starting point for array deployment. Once deployment is completed, the vessel will return to the CFMETR Jetty in Nanoose Bay in preparation for next day's transit.
- 5.2.2. Day 2 Transit – exclusive actual transit time to the home port of the Contractor's vessel, from Nanoose Bay (if required).
- 5.2.3. Weather Wait Day – up to 2 days of wait time alongside the CFMETR Jetty is allocated, if needed, in case Day 2 Work activities are precluded due to weather. Their use will be determined by DRDC personnel as well as the Contractor's Ship Master.

5.3. Deliverables for Task 5.3

- 5.3.1. Day 3 Transit – Reasonable transit time at normal transit cruising speed from the home port of the Contractor's vessel to the CFMETR Jetty in Nanoose Bay, for the following work days (this day may not be required if vessel is left at CFMETR).
- 5.3.2. Day 3 Work – DRDC personnel will move equipment to the Jetty, prepare it for loading and conduct testing in readiness for Work Day 4. Actual recovery operations may be conducted if timing and conditions allow.

5.4. Deliverables for Task 5.4

- 5.4.1. Day 4 Work – Commencing between 0700 and 0800, DRDC personnel will board, and the vessel will proceed to the designated starting point for array recovery. Once recovery is completed, the vessel will return to the CFMETR Jetty in Nanoose Bay in preparation for Work Day 5. The array removal and packing may begin, if timing allows.
- 5.4.2. Day 5 Work – The array will be unloaded from the Contractor's vessel into shipping cable boxes or tri-walls and craned to the CFMETR Jetty. All DRDC equipment shall be removed from vessel. Depending on activity timing, this day may not be required.
- 5.4.3. Transit Day – exclusive actual transit time to the vessel's homeport from Nanoose Bay.

- 5.4.4. Weather Wait Day – up to 2 days of wait time alongside the CFMETR Jetty is allocated, if needed, in case Day 4 Work activities are precluded due to weather. Their use will be determined by DRDC personnel as well as the Contractor's Ship Master.

6. DATE OF DELIVERY

Deliverable	Delivery Date
6.1	Day 1 – Transit 21 Oct Day 1 – Work 22 Oct
6.2	Weather Day (x2) Day 2 – Work 23 Oct Day 2 – Transit 24 Oct
6.3	Day 3 – Transit 30 Oct Day 3 – Work 31 Oct
6.4	Day 4 – Work 01 Nov Day 5 – Work 02 Nov Transit Day 02 Nov Weather day (x2)

7. LANGUAGE OF WORK

All work and deliverables must be provided in English.

8. LOCATION OF WORK

Canadian Forces Maritime Experimental and Test Ranges (CFMETR)
P.O. Box 188, Nanoose Bay British Columbia, V9P 9J9
Telephone: (250) 468-5011; and vicinity.

9. TRAVEL

The Contractor is required to travel to the following locations:

Tasks 5.1 to 5.4

Location One: Nanoose Bay, British Columbia (BC)

- Duration: One Day (However, each task will be provided with up to two additional inactive weather days*, if required. A maximum of two or three active days on-site for each task will be required.
- Frequency: once for each task

Location Two: Off the western Coast of Winchelsea Island, BC.

- Duration: One Day (However, each task will be provided with up to two additional inactive weather days*, if required. A maximum of two or three active days on-site for each task will be required.
- Frequency: once for each task

10. MEETINGS

Not required

11. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

12. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

13. SPECIAL CONSIDERATIONS

13.1. Loading/off-loading of Equipment: DRDC will be responsible for supplying a mobile crane, and loading the array and equipment from the CFMETR Jetty onto the working deck of Contractor's vessel.

13.2. Weather Impact: Deployment/recovery of the array will only be permitted in a maximum of sea state two conditions (sea state two is defined as less than one meter waves, peak to trough) and in winds of less than 20 km/hour. DRDC personnel, along with the vessel's commander or pilot in command, shall determine if weather conditions are suitable for deployment/recovery, using previous day weather forecasts. Should weather delays preclude deployment/recovery of the array, DRDC staff will either return or remain ashore until the weather conditions return to a more favourable state.

13.3. DRDC Personnel

The DRDC personnel onboard for the array deployment/recovery will consist of five to seven DND/DRDC staff. Two will be responsible for directing the deployment and recording position, one will supervise, and the remainder will act as cable handlers. The Contractor's Vessel Master will be responsible for the safety of all DRDC staff on the working deck. DRDC staff will follow direction as required to maintain a safe working condition.

13.4. Accommodations and Storage

While DRDC personnel are on board the vessel, the Contractor must:

13.4.1. Provide access to the vessel's dining room/cafeteria area as a waiting area while the vessel is in transit to/from the deployment and recovery sites.

13.4.2. Provide access to the vessel's washrooms/head facilities.

13.4.3. Allow for DRDC personnel to bring on their personal baggage and laptops.

13.5. Passenger Safety

13.5.1. DRDC personnel will be responsible for their own Personal Protective Equipment (PPE), such as hardhats, CCGS approved inflatable working collars/floater jackets/suits when required while on board.

13.5.2. Safety and medical equipment on board must be sufficient for the crew of the vessel and for all DRDC personnel.

13.5.3. In the event of a medical incident involving DRDC personnel requiring immediate attention, the Department of National Defence will be fully responsible for providing necessary support as required.

13.6. Vessel Availability

The Contractor must ensure that the vessel they propose remains in proper working condition during the entire period of the requirement, and that the vessel is adequately stock and fuelled so that it does not need to be resupplied during the requirement period.

13.7. Pre- & Post-Occupancy Inspection

The Contractor must be prepared to allow a DND representative to conduct inspections in order to document the vessels' condition pre- and post-occupancy. All damages or deficiencies must be identified in cooperation with a representative from the Contractor on both the pre-occupancy and post-occupancy inspection reports to ensure appropriate damage or deficiencies are annotated. The pre-occupancy and post-occupancy reports will be signed by both parties to indicate agreement regarding identified items.

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ADR1
ARRAY DATA SHEET

The following information is supplied to determine the size of reeler required:

- Length of main cable: 1600m
- Main cable diameter: 21.8mm (.86 in)nominal
- Main cable breaking strength: 44.4KN (10,000lbs)
- Number of hydrophone/DT housings: 97 (total) spaced along main cable at irregular intervals (heaviest concentration in center of main cable).
- Dimension of housings(hydrophone and component): 330mm (13in) x 125mm (5in) x 58mm (2.3in)
- Complete array weight in air: 560 Kg/Km
- Minimum array bend radius: approximately 2m
- Anchor/ recovery line lengths: 200m

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ANNEX B

BASIS OF PAYMENT

The Contractor must provide a firm, all-inclusive daily rate that includes all fees such as refueling and resupplies.

Should the Contractor experience a delay due to vessel maintenance or malfunctioning equipment on board, all costs incurred relating to the delay are solely the responsibility of the Contractor, and will not count as a billable item at the time of invoice.

Weather Days are to be billed at a firm daily rate. A weather day is defined as a 10 hour work day. Note that the Contractor will only be permitted to invoice for the actual number of weather days that are incurred during the contract period.

Column A Item	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Unit Price	Column F Extended Price (Col D*Col E)
1	Vessel Charter Work Days, as per Annex A – Statement of Work	Firm, all- inclusive daily rate	5 Days	\$_____	\$_____
2	Weather Days	Firm daily rate	4 days	\$_____	\$_____
Total Cost					\$_____

Total Price for Evaluation = \$_____

The total price for evaluation will be the amount that would be considered during the financial evaluation of all bids received.

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ANNEX C
SECURITY REQUIREMENTS CHECK LIST
(Attached)

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ANNEX D
to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)

ANNEX E

INSURANCE REQUIREMENTS

Marine Liability Insurance

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Defence Research and Development Canada and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. 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.
 - d. Cross liability and 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.

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.

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- 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.



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 Defence Research and Development Canada (Atlantic)	
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 Contractor to provide the one-time exclusive use of a vessel, and assist in the deployment and recovery of an acoustic array.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		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"/>	
Not releasable À ne pas diffuser <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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

☒ No
Non

☐ Yes
Oui

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

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

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

☒ No
Non

☐ Yes
Oui

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

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Al Tremblay	CAUSE Technical Coordinator	
Telephone No. - N° de téléphone 902-407-0531	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Al.Tremblay@drdc-rddc.gc.ca
		Date 12 February 2019

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Lyndsay Clark Contract Security Officer Lyndsay.clark@tpsgc-pwgsc.gc.ca 613-957-9388	Title - Titre	Signature
	de télécopieur	E-mail address - Adresse courriel
		Date