



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Bid Receiving – PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqués(s).

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

DOCUMENT CONTIENT DES EXIGENCES RELATIVE A LA SECURITE

Solicitation Closes – L'invitation prend fin

At – à :

02 :00 PM Eastern Daylight Time (EDT)

On - le :

11 September 2019

Title/Titre Ceremonial Guard Cap repair services	Solicitation No – N° de l'invitation W8486-206098/A
Date of Solicitation – Date de l'invitation 02 August 2019	
Address Enquiries to – Adresser toutes questions à Melanie Simpson by email to Melanie.Simpson@forces.gc.ca	
Telephone No. – N° de téléphone 819-939-6492	FAX No – N° de fax N/A
Destination Department of National Defence 455 Boulevard de la Carrière Gatineau, Quebec J8Y 6V7	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée See herein.	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur [Bidder to insert]	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) [Bidder to insert] Name/Nom _____ Title/Titre _____ Signature _____ Date _____	

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PART 1 - GENERAL INFORMATION

1.1 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 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) 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. 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 [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work 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), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement (CCOFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), the Canada-Panama Free Trade Agreement (CPAFTA) and the Canada-Peru Free Trade Agreement (CPFTA).

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>) 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 and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services –Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 Calendar days

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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 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 Ontario.

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

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (four (4) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)

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

Bidders may use Attachment 1 to Part 3 to indicate their prices. If Bidders choose to use Attachment 1 to Part 3 to indicate their prices, Bidders must include Attachment 1 to Part 3 in their financial bid.

Canada requests that Bidders follow the format instructions described below in the preparation 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). 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

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit firm prices, Delivered Duty Paid (DDP) at 1745 Alta Vista Drive, Ottawa, Ontario during Non-Performance Season and at 1125 Colonel By Drive, Ottawa, Ontario during Performance Season. Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 - 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

ATTACHMENT “1” TO PART 3 OF THE BID SOLICITATION

PRICING SCHEDULE - (1 of 3): Initial Contract Period (Contract Award Date to 31 March, 2022)

Serial	Repair Activity	All-inclusive Firm Fixed Price for <u>Standard Repairs</u> including Pick-up & Delivery	All-Inclusive Firm Fixed Price for <u>URGENT Repairs</u> including Pick-up & Delivery
1	Chin Strap Retainers		
A	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Adjust	[\$ Bidder to Insert]	[\$ Bidder to Insert]
C	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
2	Feather Ring Retainers		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
3	Leather Feather Pockets		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
4	Leather Sweat Band		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Repair	[\$ Bidder to Insert]	[\$ Bidder to Insert]
5	Upper Case Wicker		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Repair	[\$ Bidder to Insert]	[\$ Bidder to Insert]
6	Lower Case (Felt Assembly)		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
7	Fur Repairs		
A	Worn bottom edge	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Worn spot on top	[\$ Bidder to Insert]	[\$ Bidder to Insert]
C	Worn under feather ring	[\$ Bidder to Insert]	[\$ Bidder to Insert]
D	Worn under Feather Leather Pocket	[\$ Bidder to Insert]	[\$ Bidder to Insert]
E	Rips	[\$ Bidder to Insert]	[\$ Bidder to Insert]
F	Re-dye	[\$ Bidder to Insert]	[\$ Bidder to Insert]
8	Resizing Bearskin		
A	Reducing Size	[\$ Bidder to Insert]	[\$ Bidder to Insert]
9	Cleaning Bearskin		
A	Cleaning Bearskin	[\$ Bidder to Insert]	[\$ Bidder to Insert]
10	Other Repairs		
	To be determined on as “as and when requested” basis	[\$ Bidder to Insert]	[\$ Bidder to Insert]

PRICING SCHEDULE - (2 of 3): Option Period 1 (1 April 2022 to 31 March, 2023)

Serial	Repair Activity	All-inclusive Firm Fixed Price for <u>Standard</u> Repairs including Pick-up & Delivery	All-Inclusive Firm Fixed Price for <u>URGENT</u> Repairs including Pick-up & Delivery
1	Chin Strap Retainers		
A	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Adjust	[\$ Bidder to Insert]	[\$ Bidder to Insert]
C	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
2	Feather Ring Retainers		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
3	Leather Feather Pockets		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
4	Leather Sweat Band		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Repair	[\$ Bidder to Insert]	[\$ Bidder to Insert]
5	Upper Case Wicker		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Repair	[\$ Bidder to Insert]	[\$ Bidder to Insert]
6	Lower Case (Felt Assembly)		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
7	Fur Repairs		
A	Worn bottom edge	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Worn spot on top	[\$ Bidder to Insert]	[\$ Bidder to Insert]
C	Worn under feather ring	[\$ Bidder to Insert]	[\$ Bidder to Insert]
D	Worn under Feather Leather Pocket	[\$ Bidder to Insert]	[\$ Bidder to Insert]
E	Rips	[\$ Bidder to Insert]	[\$ Bidder to Insert]
F	Re-dye	[\$ Bidder to Insert]	[\$ Bidder to Insert]
8	Resizing Bearskin		
A	Reducing Size	[\$ Bidder to Insert]	[\$ Bidder to Insert]
9	Cleaning Bearskin		
A	Cleaning Bearskin	[\$ Bidder to Insert]	[\$ Bidder to Insert]
10	Other Repairs		
	To be determined on as "as and when requested" basis	[\$ Bidder to Insert]	[\$ Bidder to Insert]

PRICING SCHEDULE - (3 of 3): Option Period 2 (1 April, 2023 to 31 March, 2024)

Serial	Repair Activity	All-inclusive Firm Fixed Price for <u>Standard</u> Repairs including Pick-up & Delivery	All-Inclusive Firm Fixed Price for <u>URGENT</u> Repairs including Pick-up & Delivery
1	Chin Strap Retainers		
A	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Adjust	[\$ Bidder to Insert]	[\$ Bidder to Insert]
C	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
2	Feather Ring Retainers		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
3	Leather Feather Pockets		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
4	Leather Sweat Band		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Repair	[\$ Bidder to Insert]	[\$ Bidder to Insert]
5	Upper Case Wicker		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Repair	[\$ Bidder to Insert]	[\$ Bidder to Insert]
6	Lower Case (Felt Assembly)		
A	Replace	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Resew	[\$ Bidder to Insert]	[\$ Bidder to Insert]
7	Fur Repairs		
A	Worn bottom edge	[\$ Bidder to Insert]	[\$ Bidder to Insert]
B	Worn spot on top	[\$ Bidder to Insert]	[\$ Bidder to Insert]
C	Worn under feather ring	[\$ Bidder to Insert]	[\$ Bidder to Insert]
D	Worn under Feather Leather Pocket	[\$ Bidder to Insert]	[\$ Bidder to Insert]
E	Rips	[\$ Bidder to Insert]	[\$ Bidder to Insert]
F	Re-dye	[\$ Bidder to Insert]	[\$ Bidder to Insert]
8	Resizing Bearskin		
A	Reducing Size	[\$ Bidder to Insert]	[\$ Bidder to Insert]
9	Cleaning Bearskin		
A	Cleaning Bearskin	[\$ Bidder to Insert]	[\$ Bidder to Insert]
10	Other Repairs		
	To be determined on as "as and when requested" basis	[\$ Bidder to Insert]	[\$ Bidder to Insert]

ATTACHMENT “2” 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)

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

#	Mandatory Criterion	Bid Preparation Instructions
MT.1	The Bidder must have, within the last two (2) years, a minimum of six (6) months of demonstrated experience cleaning and repairing fur items, including bearskin, requiring the incorporation of other materials (e.g. buttons, straps, salvaged fur) to return items to their standard/original state for their respective intended use.	This must be demonstrated with a combination of examples of completed work through invoices and testimonials with the bid.
MT.2	The Bidder must provide an attestation that it can provide the estimated volume of repair services of up to 200 cap repairs in a twelve month period as per Annex A – Statement of Work, para 3.1.1;	This must be demonstrated by Attestation.
MT.3	The Bidder must provide an attestation that it can provide repair services on an “Urgent Services” basis as define in Annex A for as many as ten caps per single service request.	This must be demonstrated by Attestation.
MT.4	The bidder must be able to procure black bear skin fur on an ongoing basis	This must be demonstrated by including proof of the supply chain, such as receipts or contracts.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at 1745 Alta Vista Road, Ottawa, Ontario during Non-Performance Season and 1125 Colonel By Drive, Ottawa, Ontario during Performance Season. Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis for all Contract years plus Option Periods as per format in the attachment 1 to Part 3 – Pricing Schedule will be recommended for award of a contract.

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 otherwise specified, 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 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<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.

5.1.2 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

ATTACHMENT “1” to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

PART 6 - RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W8486-206098/A

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List 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".

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process:

1. The DND Procurement Authority will provide the Contractor with a description of the task using an unsigned "DND 626, Task Authorization Form" specified in Annex D or a telephone call in Urgent requirements. Pick-up by the Contractor must occur within 3 calendar day of its receipt for Standard (Non-Performance Season), 1 calendar day of its receipt for Standard (Performance Season) and within four (4) hrs for Urgent requirements.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.

The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the DND Procurement Authority, within 1 calendar day of its receipt for Standard and within 4 hrs for Urgent requirements, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The DND Procurement Authority will provide acceptance of the proposed estimate from the Contractor in the form of an authorized DND 626 – Task Authorization Form within 1 calendar day of receipt.
5. The Contractor must not commence work until an unsigned TA provided by the DND Procurement Authority has been received by the Contractor. The only exception to this is in the case of Urgent requirements, in which case a telephone call will be sufficient. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.1.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10% of the "Maximum Contract Value".
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2.1.3 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DLP 2-3-X-X [To be inserted at Contract Award]. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

2035 23 (2008-05-12), Government Property 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 date of Contract to 31 March, 2022 inclusive.

6.4.2 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 period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

6.4.3 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" Ottawa (Ontario).
2. The Contractor or its carrier must arrange delivery appointments by contacting the Clothing Stores Supervisor at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.
 - a. 1745 Alta Vista Drive
Ottawa, Ontario
Telephone: [To be inserted at Contract Award]
E-mail: [To be inserted at Contract Award]
 - b. 1125 Colonel by Drive
Ottawa, Ontario
Telephone: [To be inserted at contract Award]
E-mail: [To be inserted at Contract Award]

6.5 Authorities

6.5.1 Contracting Authority

[To be inserted at Contract Award]

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
Directorate: _____
Address: _____

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

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 Procurement Authority

[To be inserted at Contract Award]

The Procurement Authority for the Contract is:

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

Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail: _____

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 Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Technical Authority

[To be inserted at Contract Award]

The Technical Authority for the Contract is:

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 Work.

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

[To be inserted at Contract Award]

The Contractor's Representative for the Contract is:

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

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

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 Task Authorization, the Contractor will be paid firm fixed rates as specified in Basis of Payment, Annex B. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

- 6.7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ [To be inserted at Contract Award]. Customs duties are included and Applicable Taxes are extra.
- 6.7.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 6.7.2.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.

- 6.7.2.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment

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

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

SACC Manual Clause [C2000C](#) (2007-11-30), Foreign Based Contractor

6.7.4 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

6.8.1 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.

6.8.1.1 Each invoice must be supported by:

- a. Annotation indicating the number(s) of DND 626 Task Authorization being invoiced;
- b. a copy of the completed Confirmation of Pick-up & Delivery forms being invoiced; and
- c. a copy of time sheets to support the time claimed in the case of item repairs.

6.8.1.2 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.

6.9 Certifications

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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. [To be inserted at Contract Award]

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 – (2018-06-21), Services (Medium Complexity);
- (c) Annex A, Statement of Work;
 - (i) Appendix 1 to Annex A, Bearskin Cap Instructions;
 - (ii) Appendix 2 to Annex A, List of Repairs;
 - (iii) Appendix 3 to Annex A, Manufacturing Data for Body Bearskins;
 - (iii) Appendix 4 to annex A, Cap Diagrams A, B, C, & D; and
 - (iv) Appendix 5 to Annex A, Confirmation of Pick-up & Delivery.
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, DND 626 – Task Authorization Form;
- (g) the Contractor's bid dated _____ [To be inserted at Contract Award]

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.14 Foreign Nationals

SACC Manual clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

ANNEX "A"
STATEMENT OF WORK
FOR THE PROVISION OF BEARSKIN CAP REPAIR SERVICES FOR THE CEREMONIAL GUARD

1. SCOPE

1.1 Purpose

The purpose of this Statement of Work (SOW) is to define the bearskin cap repair support services required for the Ceremonial Guard (CG) as well as outline the scope, the deliverables and the conditions that apply to this requirement.

1.2 Background

The CG is considered the top military marching band in Canada and is comprised of the Governor General's Foot Guards (GGFG) and the Canadian Grenadier Guards (CGG) and is mandated to deliver a roster of performances including providing sentry tasks, changing of the guard, Guard of Honor tasks, and participate in musical performances for both public and military events in the National Capital Region (NCR). They are made up of guardsmen, musicians and staff members. The majority of performances by the CG are summer based and include numerous tasks where Bearskin Caps are worn. The CG does an annual inspection of its' current inventory of 700 caps and identifies those requiring repair. Regular maintenance extends the life of the caps and keeps replenishment of new caps at a minimum.

2. APPLICABLE DOCUMENTS

The following documents will be made available by DND during the course of the Work:

- Appendix 1 – Bearskin Cap Instructions
- Appendix 2 – List of Repairs
- Appendix 3 – Manufacturing Data for Body Bearskins
- Appendix 4 – Cap Diagrams A, B, C, & D
- Appendix 5 – Confirmation of Pick-up / Delivery

3. REQUIREMENT

The Ceremonial Guard requires bearskin cap repair support services to the standard and to the extent as identified in Appendices 1 - 4 of this SOW on an "as and when requested" basis.

3.1 Tasks

The Contractor will perform bearskin cap repairs support services for the CG. These tasks may include, but are not limited to the following:

- a. Pick-Up and Delivery;
- b. Repairs; and
- c. Urgent Services.

3.1.1 Pick-Up and Delivery

- 3.1.1.1 Standard (Non-Performance Season).** Requirements of the Contractor during the non-performance season are as follows:

- a. The Contractor must pick-up, repair and deliver bearskin caps to and from the Clothing Store Supervisor located at 1745 Alta Vista Drive, Ottawa, Ontario up to five (5) days a week, Monday through Friday, on an “as and when requested” basis during the non-performance season from September to May;
- b. Pick-up must occur within three (3) business day of receipt of request via signed DND 626 Task Authorization Form; and
- c. Delivery must occur within 14 business days of pick-up day. The count of number of business days will commence on the business day after the day of pick-up. The estimated volume of bearskin cap repair requirements during this season are approximately 75-150.

3.1.1.2 Standard (Performance Season). Requirements of the Contractor during the Performance season are as follows:

- a. The Contractor must pick-up, repair and deliver bearskin caps to and from the Clothing Stores Supervisor located at 1125 Colonel By Dr. Ottawa, Ontario up to seven (7) days a week (Monday through Sunday) including holidays on an “as and when requested” basis during the months of June, July and August;
- b. Pick-up must occur within one (1) business day of receipt of request via unsigned DND 626 Task Authorization Form; and
- c. Delivery must occur within three (3) business days of the pick-up day. The count of number of business days will commence on the business day after the day of pick-up. The estimated volume of Bearskin Cap Repair requirements during this season are approximately 25-50.

3.1.1.3 Urgent (Performance Season). Urgent requirements of the Contractor during the Performance season are as follows:

The request may be submitted via telephone call being followed up with a signed DND 626 Task Authorization Form with “URGENT” in the heading to indicate the nature of the requirement:

- a. The Contractor must pick-up, repair and deliver items to and from the Clothing Store Supervisor located at 1125 Colonel By Dr, Ottawa, Ontario up to seven (7) days a week (Monday through Sunday) including holidays on an “as and when requested” basis during the months of June, July and August;
- b. Pick-up items within four (4) hours of the request for Urgent Services being issued; and
- c. Delivery must occur within one (1) day of pick-up day. The count of number of business days will commence on the business day after the day of pick-up.

3.1.2 Pick-up of items by the Contractor

The Contractor and DND must provide acknowledgement of Pick-up of items requiring repairs using the serialized “Confirmation of Pick-up / Delivery” at Appendix 5 originated by the Clothing Stores Supervisor to be signed by both Contractor personnel and DND.

- i. A photocopy of this form will be made by DND and provided to the Contractor;
- ii. Inspection and counts of items by DND must be completed prior to Contractor pick-up;

- iii. DND count and item conditions will be provided to the Contractor personnel completing pick-up;
- iv. Contractor personnel must count, inspect and verify prior to receiving items by annotating the count and conditions on the form; and
- v. this must be initialed by DND at time of pick-up.

3.1.3 Delivery of items by the Contractor

The Contractor and DND must provide acknowledgement of Delivery of items having been repaired using the serialized “Confirmation of Pick-up /Delivery” at Appendix 5.

- i. The Contractor will return their copy of the form to confirm delivery of all items back to the Clothing Store Supervisor;
- ii. Clothing Stores Supervisor will ensure all items are received back as per the original form;
- iii. Inspection and count of items by DND must be completed prior to acceptance;
- iv. DND count and item conditions will be annotated on the original form held by DND;
- v. The Contractor personnel will inspect and verify any discrepancies; and
- vi. A final photocopy of the original annotated form will be provided to the Contractor.

3.1.4 Bearskin cap Repairs

- 3.1.4.1 The Contractor must examine each bearskin cap that has been tagged by DND as requiring repair. If the repair is outside the List of Types of Repairs described in Appendix 2, the Contractor must provide DND with an estimate of the amount of time required to complete work (repair and/or replace the cap) to be specified by DND (referred to as “Other” in Appendix 5). All repairs must be completed in accordance with the specifications at Appendix 1 - 4; and
- 3.1.4.2 The Contractor must proceed with repairs once DND has given approval of the work and cost estimate. The Contractor must salvage and/or provide all materials/ parts for repair. The Contractor must keep the repair tag with the respective bearskin cap.

3.1.5 Monthly Usage Report

On a monthly basis, the Contractor must submit a “Monthly Usage Report”. The Monthly Usage Report must be attached to the monthly invoice. As a minimum, each Monthly Usage Report must document the following information:

- 3.1.5.1 Work performed under this Contract broken down by DND 626 – Task Authorization Number;
- 3.1.5.2 Count of items as identified at Appendix 5 subject to standard turnaround timeframes;
- 3.1.5.3 Repairs:
 - a. A description of repairs performed in accordance with Appendix 2;
 - b. Count of items repaired as identified as Appendix 5; and
 - c. Amount of time required to repair items;
- 3.1.5.4 Urgent Services:
 - a. Work performed under this Contract in an urgent nature, broken down by pick-up date;

- b. Count of items as identified at Appendix 5 subject to urgent turnaround timeframes; and
- c. Description of repairs, if any, including count and time to repair.

3.1.5.5 A description of any problems encountered which are likely to require attention by DND;

4 DELIVERABLES

Over the duration of this Contract, the Contractor must provide:

- 4.1 All services identified in Tasks 3.1;
- 4.2 Contractor-signed copy of Appendix 5 to when caps are picked-up and delivered; and
- 4.3 Monthly Usage Reports attached to each monthly invoice as per Tasks 3.1.5

5 LOCATION FOR PROVISION OF REQUIRED SERVICES

- 5.1 All services must be provided off-site at the contractor's facility.

6 CONTRACTOR MANAGEMENT OF THE CONTRACT

- 6.1 The Contractor is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.
- 6.2 The Contractor is responsible for all Work produced under this Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices.

7 TECHNICAL AUTHORITY

- 7.1 The TA for this requirement will be the primary point of contact for Contractor personnel and will be stated in the Contract award document.
- 7.2 Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.

APPENDIX 1 - BEARSKIN CAP INSTRUCTIONS

1. As a detailed specification is not available for Caps, Bearskin, the following information and instruction is for guidance with regard to materials used, construction and aesthetic features of the Cap. It also offers advice on Inspection. The diagrams referred to in this Appendix can be found in Appendix 4.

2. MATERIALS

2.1 The body of the Cap is of Bearskin Hide which has been dressed and dyed black satisfactorily.

2.2 The inner foundation consists of:

2.2.1 Wicker basket of sound quality and construction; and

2.2.2 A base foundation of seamless black felt which is stiffened and cut to the required shape before securely attaching to the basket.

2.3 Three black japanned pronged type ventilators are fitted through the back part of the body, near the top in such a way that the fur masks their visibility.

2.4 Two large hooks, black japanned, are sewn on the inside of the felt foundation, one on each side of the Cap. These hooks are to hold the curb chain.

2.5 Two leather topped plume sockets are securely fitted outside the Cap, one on either side exactly midway between front and back; each socket to be 2-1/2 inches from bottom edge of Cap.

2.6 Head-leather of goatskin dyed black is cut in two pieces as in Standard Pattern Cap. The two pieces are joined on either side of the Cap and a length of black tape is threaded through the metal holes fitted to the ends of the tongues.

2.7 For inspection, the following implements are required by the Contractor:

2.7.1 One large hand comb, preferably in bone and large toothed;

2.7.2 One tape measure;

2.7.3 One brass ring gauge for measuring head sizes; and

2.7.4 One length of narrow wood or straight rule, marked with the minimum depth measurements of the inside of the Cap 9 inches front and 13 inches back. See Diagram "A".

3. INSPECTION

3.1 Before examination in detail is carried out, hold Cap in upright position at eye level to observe regularity in overall shape.

3.2 Check any signs of weakness in the basket structure by holding the Cap between the flat of each hand and applying slight pressure around the full area of the basket. Breakages and weakening of struts can occur during the construction of the Cap.

3.3 Check the inside of the Cap for fitting of ventilators, secure sewing of basket to felt foundation, fitting of side hooks and fitting of head-leather which should conform to the shape of the felt base.

3.4 To check head size, the brass ring gauge is placed inside the Cap, level with the brow line, and then extended with slight hand pressure to the full internal circumference of the Cap at this level. To allow

for the insertion of the curb chain, each Cap should have the head size measurement larger than the actual size marking, ie, Size 7 (marked) should measure on gauge just under Size 7-1/8.

3.5 Diagram "A" is a guide to measuring height from inside junction of main struts of wicker frame to the base of the felt body. The respective measurement of 9 inches and 13 inches apply to smaller sizes up to and including size 7. Larger sizes must be deeper to produce a properly proportioned Cap.

3.6 The outside (fur) is then carefully examined by shaking the Cap causing movement of the fur. This enables the examiner to determine whether the fur will fall back into the correct lay after disturbing and also detects any uneven joining of the fur pieces, mixed standards of fur and bad matching.

3.7 The Cap is then lightly combed with an upward motion to examine for possible bare patches and then with light down strokes to return fur to its original position.

3.8 During this action, the examiner is able to confirm that the fur lie is correct from top to back and from top to front brow. See Diagram "C".

3.9 The fur at the back of the Cap must fall below the head-leather line and should be of sufficient length to form a "ducktail" shape. See Diagram "C".

3.10 It is important that the front fur should form a drop of approximately 2 inches below the leather brow line. This must be natural and evenly distributed. See Diagram "C". "D" fringe.

3.11 The fur at the top of the Cap must be flat. See Diagram "C".

3.12 Any tendency to a flattened top is unacceptable. Hair at the top should fall evenly in every direction.

3.13 Fall of the hair is determined by the standard of Bearskin Hide used as, although the joining seam passes across the top of the Cap, the difference between the lie of the fur on the back piece and the lie on the front piece must be compatible. There must be no indication of a joining seam visible on the outside of the Cap.

3.14 It is important that the hair is long enough at the front to come down evenly over the brow and long enough at the back to allow combing to a point at the center.

3.15 We would consider a length of 3 inches (tail) to be satisfactory but acceptable Caps have been produced from shorter hair. It is essential that the hair be of a type which can be groomed to lie correctly. The loose "floppy" type of hair is not suitable as it may result in a flat top and will blow too readily in a light wind. The wiry type of hair which tends to stand out all round and cannot be groomed to stay in a downward direction at the bottom of the Cap is also unsuitable.

3.16 The hair must not be trimmed with scissors.

APPENDIX 2 - LIST OF REPAIRS

Serial	Repair Activity
1	Chin Strap Retainers
A	Resew
B	Adjust
C	Replace
2	Feather Ring Retainers
A	Replace
B	Resew
3	Leather Feather Pockets
A	Replace
B	Resew
4	Leather Sweat Band
A	Replace
B	Repair
5	Upper Case Wicker
A	Replace
B	Repair
6	Lower Case (Felt Assembly)
A	Replace
B	Resew
7	Fur Repairs
A	Worn bottom edge
B	Worn spot on top
C	Worn under feather ring
D	Worn under Feather Leather Pocket
E	Rips
F	Re-dye
8	Resizing Bearskin
A	Reducing Size
9	Cleaning Bearskin
A	Cleaning Bearskin
10	Other Repairs
	To be determined on as "as and when requested" basis

APPENDIX 3 - MANUFACTURING DATA FOR BODY BEARSKINS

1. Raw fur must be

- 1.1 Black Americanus Bear
- 1.2 Trapped in spring either before the end of hibernation or immediately after hibernation before the bear sheds its heavy winter coat for its new summer one.
- 1.3 Adult male or female bear. Cubs are not acceptable.
- 1.4 Only the prime part (backs) is used. From just behind the shoulders to the rump and partially down the sides. Head, front paws, and flanks are removed before dyeing, as these parts are not acceptable. The tail and hind paws are left on in order to locate the straight of the back.
- 1.5 The color must be completely black, having no brown spots or brown underfur.
- 1.6 Prime pelts will have long, flexible guard hair coming through a thick growth of soft under-hair that are silky but not "wooly".
- 1.7 Must not have any bare or nearly bare sections. Hair must be thick and silky throughout.
- 1.8 Without holes, moths, knots and the skin itself must be strong and moist not dry. The hair should be slightly greasy and have a luster.
- 1.9 Hair must not be trimmed by any method.
- 1.10 Obtained in its natural state without any preservative such as salt or urine, as this interferes with the preserving agents in the finishing and dyeing processes.
- 1.11 Should not be exposed too long to the sun it will fall apart like jelly in processing.
- 1.12 Hair should not have singed (split) ends.
- 1.13 It is estimated that only one hat can be made per skin, with the best skins being reserved for Officers, as these skins are extremely rare.

2. Bearskins

2.1 Finishing

- 2.1.1 Must be done without any preservatives on skins especially salt as this causes skins to fall apart when processed or right after processing;
- 2.1.2 Pelt must be hand skinned to the desired thickness and handled very carefully;
- 2.1.3 Heads, front paws and flanks are removed before dyeing:
 - a. Because they are not used in bearskins;
 - b. To dye them for nothing is costly; and
 - c. The smaller the size of the skin the more skins can be processed per batch.

3. **Dyeing**

3.1 Jet-black dye with slightly shiny finish is done in a drum with oil. Mothproofing is added to the dye bath.

4. **Cleaning**

4.1 Skins should not be cleaned like a fur coat is with a spirit type cleaner. This will cause the skins to dry and disintegrate.

4.2 Hats have to be taken apart and cleaned using the same process as in the original dyeing.

4.3 Hats must be resized and put on new baskets as skins shrink after cleaning.

4.4 These hats may also be cleaned by using an extremely fine hardwood (not softwood as it contains an oil) or coconut shell sawdust mixed with carbon tetrachloride or other dry cleaning fluids.

4.5 Holding the hat in one hand and wearing protective gloves, gently work the sawdust into the fur, a small area at a time.

4.6 When the hat has been completely treated with the sawdust mixture (fine sawdust and wood flour), gently shake the hat to remove the sawdust.

4.7 With a strong blower, blowout more of the sawdust.

4.8 Finally, with a soft brush and a large toothed comb, gently comb out the tangles and brush out the remaining sawdust.

4.9 The hat should be restored to a fine luster.

4.10 To be done by trained personnel or a professional furrier only.

5. **Dressing**

5.1 Hats should be gently combed with a comb (preferably in bone and large toothed, such as a dog's comb) to remove knots, etc and to establish the shape.

5.2 The fur should then be wet with warm water, brushed and left to dry overnight.

5.3 When dry, a good shaking holding the hat in an upside down position should give the desired shape fully rounded on top with long hair reaching down the bridge of the nose, the back neck coming down into to ducktail shape.

6. **Makeup**

6.1 No seams should show in the fur. This can only be obtained by hand sewing.

6.2 Long hair should match with long hair not as in a fur coat, long to short.

6.3 The hair should lie downwards on the sides but keep a rounded top without hair separating and flopping down. The top of the Cap should never be brushed or combed down. Partial inverted immersion is not bad for Caps. Let dry and shake out.

6.4 The center line of the back of the skin should lie down the center back of the hat and also down the center front. Otherwise the hat will always pull and look offside.

6.5 Fur should be cut in three pieces sewn, soaked, stretched and blocked to shape.

7. **Baskets**

7.1 Made of buff willow branches cut in autumn (22 September to 21 December) and boiled. Six (6)-foot lengths are used with butts to the bottom of the basket at the front going up to bend at the top and descend to the lower strut, wrapped and cut off. Usually the last two feet are thrown away as it is too thin and weak. The willow is easier shaped when wet.

7.2 Cane (rattan or bamboo) may also be used. It is heavier than willow but stronger.

7.3 Lacing is also done with split willow but plastic could also be used.

7.4 The front of the frame should be made straight up and flat so as to avoid angling the hair directly into the user's eyes. The crown should be rounded with the bottom sloping in into the bottom band.

7.5 The middle cross (2nd strut) must be sufficiently high to fill out the back of the hat to give a rounded appearance and not a bullet shaped appearance.

7.6 Each size hat has its own basket size. The bottom band of the basket governs the size of the hat, 3/8-inch difference from one hat size to another and rest of frame graded accordingly. Officers and guards have different frames (baskets).

7.7 Must have at least twelve (12) different frames and twelve (12) different blocks to stretch the skins.

8. **Leather**

8.1 Needs a good heavy quality black leather to be blocked tight into the hat so that it will retain its shape and not pull or fallout. Therefore, it must have long fingers to stretch right across the top of the head to form a good headrest. The lacing should be minimal. Leather sewn onto felt on the outside turned inside and blocked so stitching will not show on outside.

8.2 Workable black, grain kips leather.

8.3 Fingers are to have eyelets and fitted with a string.

8.4 Cut in two pieces joined on either side of the Cap.

9. **Felt**

9.1 Heavy (double) felt, stiffened with a suitable agent, must be used and is sewn with linen thread (or plastic lacing) by hand, to the bottom of the basket. Felt is sewn (not stapled) together (butted) as a continuous circle not overlapped on the ends. Should be seamless if possible.

10. **Plume Sockets**

10.1 Set right inside the pelt, not on the outside.

10.2 Plastic is better than leather as it lasts longer.

10.3 Left-hand side 2-1/2 inches up from bottom edge of the cap.

10.4 Located exactly midway between front and back.

11. **Air Vent**

11.1 Put in after fur is pulled onto the frame.

11.2 Should be inserted through two small slits, perpendicular to each other, with the points folded back and not by cutting a hole in the skin. A hole causes the grommets to pull out.

11.3 Are put in at every second rib around the cap and there can be as many as desired.

11.4 Should be below the second strut.

11.5 Black japanned prong type.

11.6 Must be masked by fur and invisible from outside.

12. **Hooks**

12.1 Two large hooks, 1-1/2 inches long, shall be located inside the cap, on the felt foundation, 2-1/2 inches up from the bottom over the ear area. These hooks will engage with the leather strap on the curb chain.

12.2 Should be brass, black-japanned finish.

13. **Ring:**

13.1 A small ring should also be located on the outside of the cap, on the left-hand side, 7-inches above the plume socket to engage with the hook on the plume.

14. **Shape**

14.1 Should be round sloping down to a ducktail at the back.

15. **Storage**

15.1 Caps should be stored on a hat stand, inside a large, sturdy box of dimensions larger than the hat and stand.

15.2 The box must be able to withstand stacking and be capable of being sealed against dust and moths.

15.3 Storage should be in a cool, but not damp or dry room.

16. **Sizes:**

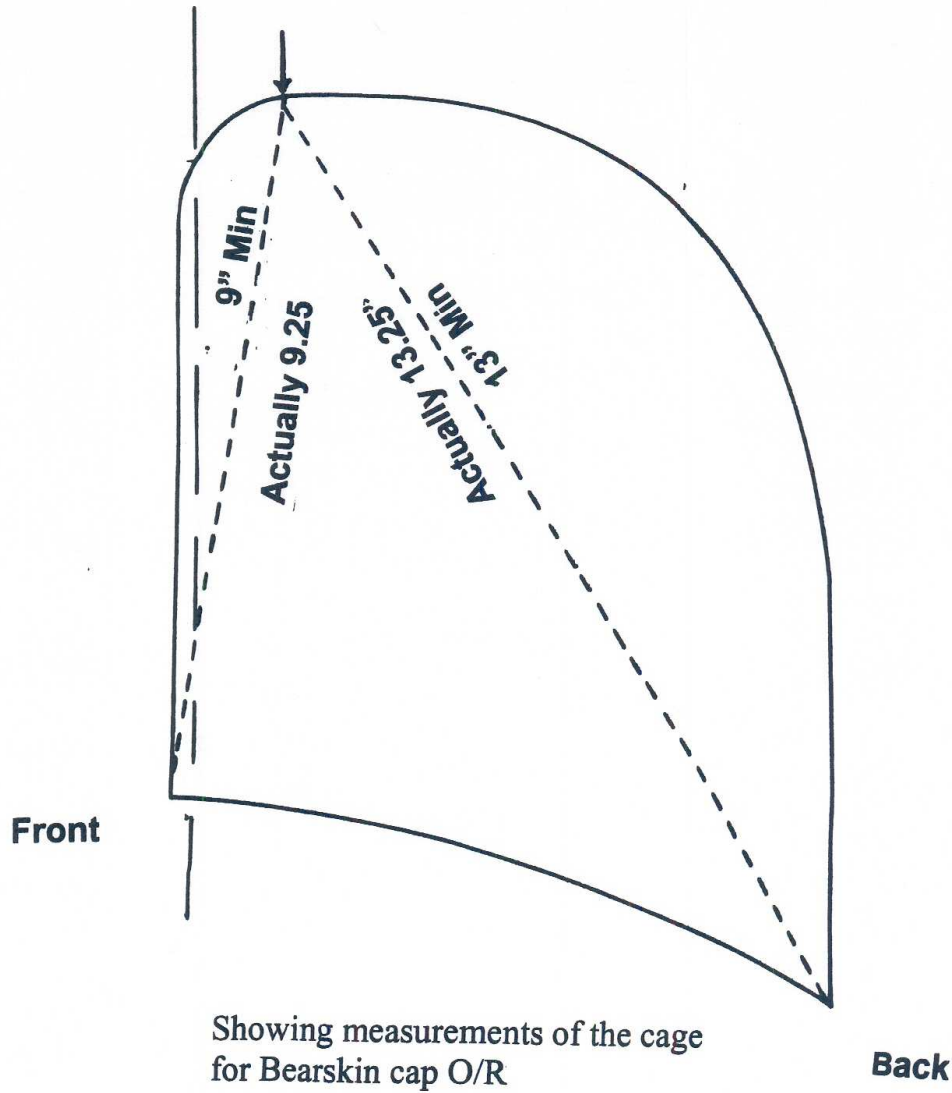
- 16.1 Caps shall be supplied according to the sizes below. Each Cap shall have the size, name of contractor, and year of delivery printed on a red ticket, pasted on the inside, in legible characters, thus:

8405-21-102-XXXX
6-3/4
SMITH & CO.
008PC86-0000

17. **Dimensions**

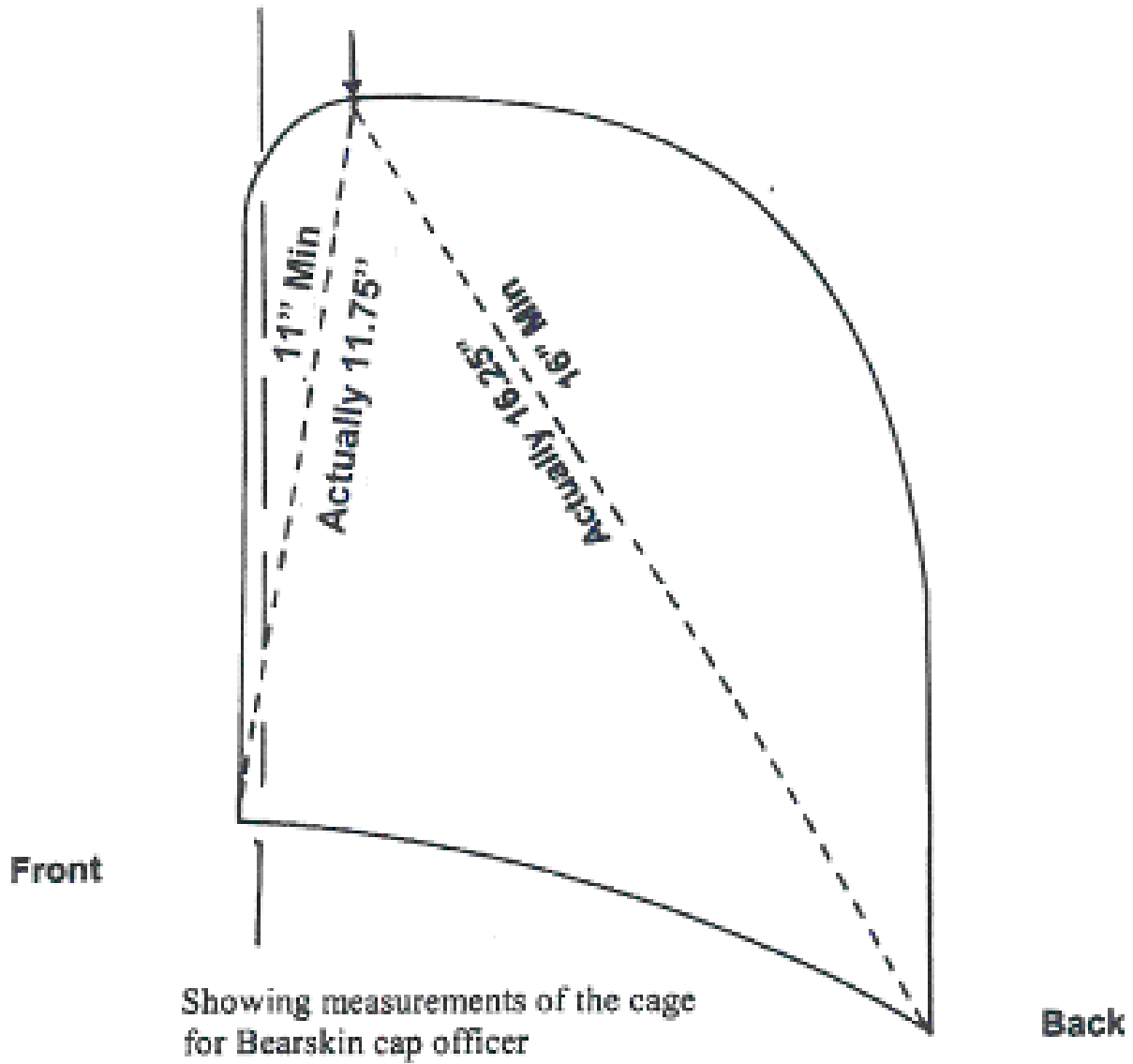
- 17.1 The depth of the Officer's Cap shall be 11-3/4 inches at the front and 16-1/4 inches at the back.
- 17.2 The depth of the Other Ranks Cap shall be 9-1/4 inches at the front and 13-1/4 inches at the back.
- 17.3 Depth of Cap does not include the length of the hair at the bottom of the Cap.
- 17.4 **Size.** Internal Circumference of Head Dress in Inches:
- 17.4.1 6, 6-1/8, 6-1/4, 6-3/8, 6-1/2, 6-5/8, 6-3/4, 6-7/8, 7, 7-1/8, 7-1/4, 7-3/8, 7-1/2, 7-5/8, 7-3/4.

APPENDIX 4 - DIAGRAM A - BEARSKIN CAP O/R



9" Min	9 po min.
Actually 9.25	9,25 po en réalité
Acutally 13.25 "	13,25 po en réalité
13" Min	13 po min.
Front	Devant
Back	Arrière
Showing measurements of the cage for Bearskin cap O/R	Mesures de l'armature du bonnet en peau d'ours, autres grades

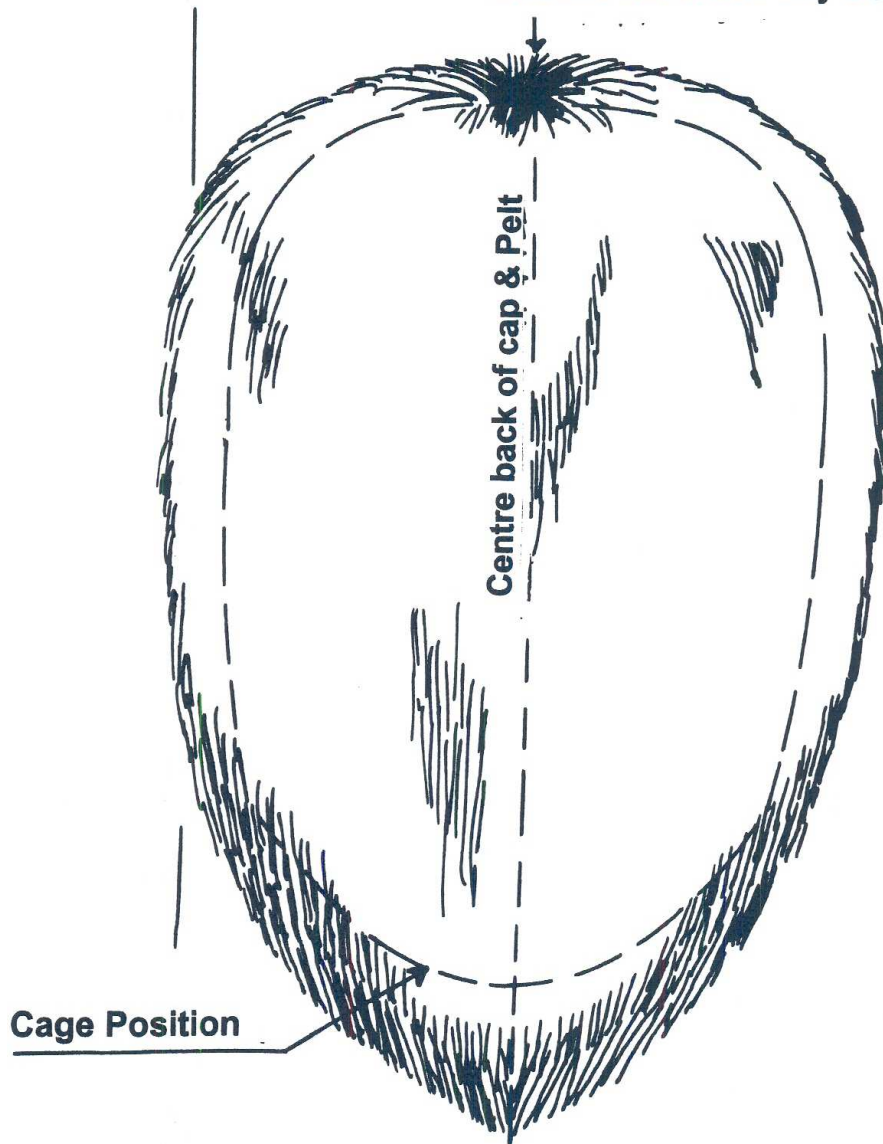
DIAGRAM B - BEARSKIN CAP OFFICER



11" Min	11 po min.
Actually 11.75"	11,75 po en réalité
Actually 16.25 "	16,25 po en réalité
16" Min	16 po min.
Front	Devant
Back	Arrière
Showing measurements of the cage for Bearskin cap officer	Mesures de l'armature du bonnet en peau d'ours, officiers

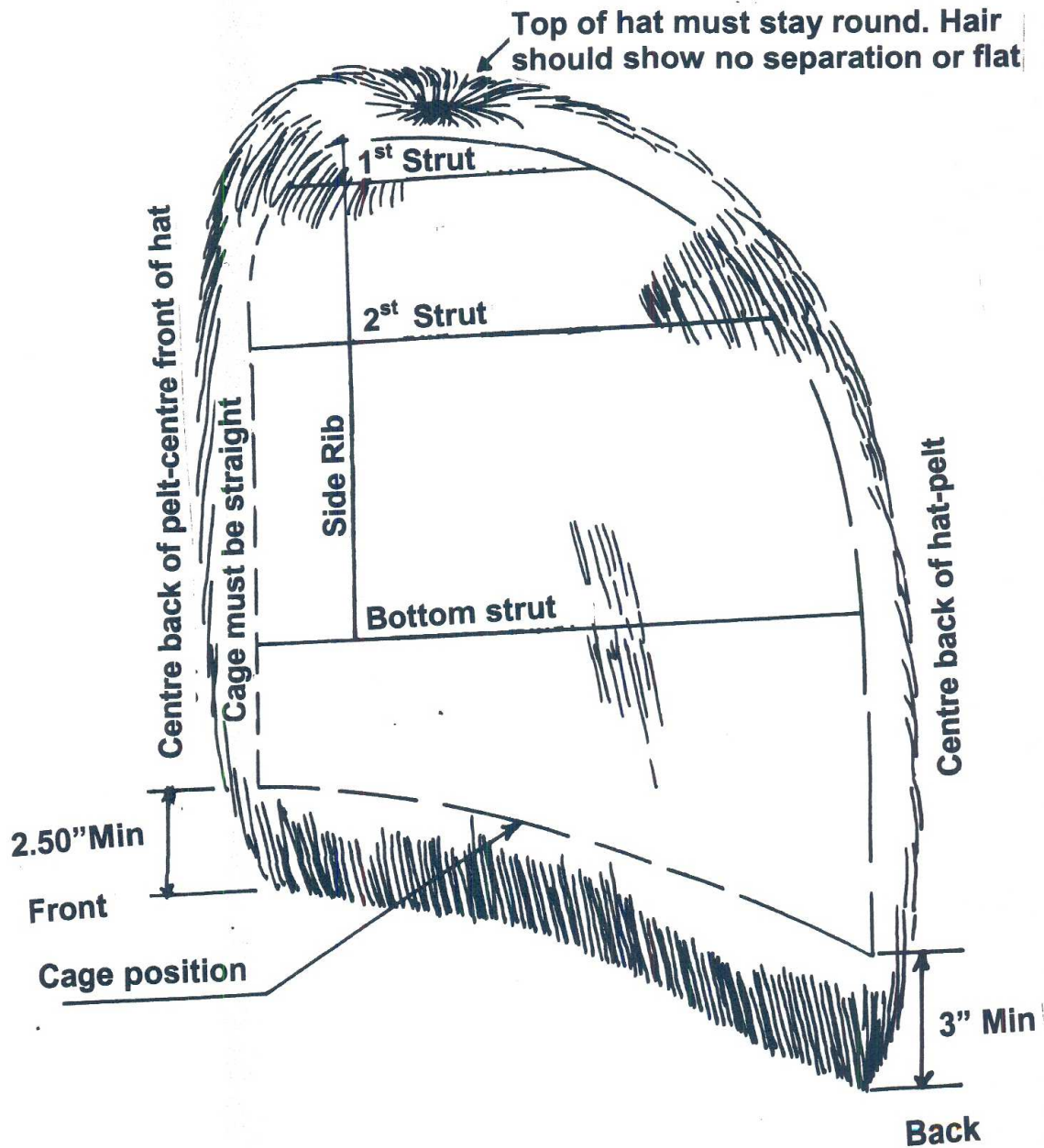
DIAGRAM C - BEARSKIN CAP OFFICER O/R

Should not show any Separation of hair



Should not show any Separation of hair	Il ne doit pas y avoir de séparation des poils.
Cage Position	Emplacement de l'armature
Centre back of cap & Pelt	Centre de l'arrière du bonnet et de la fourrure

DIAGRAM D - BEARSKIN CAP OFFICER O/R



2.50" Min	2,50 po min.
Front	Devant
Back	Arrière
Cage Position	Emplacement de l'armature
3" Min	3 po min.
1st Strut	Renfort supérieur
2st Strut	Renfort intermédiaire
Bottom strut	Renfort inférieur
Side Rib	Renfort vertical
Centre back of pelt-centre front of hat	Ligne centrale de l'envers de la fourrure du devant du bonnet
Cage must be straight	L'armature doit être droite.
Centre back of hat-pelt	Ligne centrale de l'arrière du bonnet et de l'envers de la fourrure

Top of hat must stay round. Hair should show no separation or flat	La calotte du bonnet doit demeurer ronde. Les poils ne doivent pas se séparer ni s'écraser.
--	---

Appendix 5 - Confirmation of Pick-Up and Delivery

A						Order Information					
1	Section	Choose an item.		4	Date	Click here to enter a date.					
2	Serial Number			5	Date Required	Click here to enter a date.					
3	Priority of Request	Choose an item.									
B						Item Counts					
Serial	Repair Activity			In	Out	Balance	Remarks				
1	Chin Strap Retainers										
A	Resew										
B	Adjust										
C	Replace										
2	Feather Ring Retainers										
A	Replace										
B	Resew										
3	Leather Feather Pockets										
A	Replace										
B	Resew										
4	Leather Sweat Band										
A	Replace										
B	Repair										
5	Upper Case Wicker										
A	Replace										
B	Repair										
6	Lower Case (Felt Assembly)										
A	Replace										
B	Resew										
7	Fur Repairs										
A	Worn bottom edge										
B	Worn spot on top										
C	Worn under feather ring										
D	Worn under Feather Leather Pocket										
E	Rips										
F	Re-dye										
8	Resizing Bearskin										
A	Reducing Size										
9	Cleaning Bearskin										
A	Cleaning Bearskin										
10	Other Repairs										
A	To be determined on as "as and when requested" basis										
Total Number of Caps											

PICKED UP FROM CEREMONIAL GUARD

CEREMONIAL GUARD REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE
[Contractor Company] REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE

RETURNED TO CEREMONIAL GUARD

CEREMONIAL GUARD REPRESENTATIVE				
Batch inspected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Batch Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PRINT NAME	SIGNATURE	DATE		
[Contractor Company] REPRESENTATIVE				
PRINT NAME	SIGNATURE	DATE		

* Ceremonial Guard and Contractor company must follow Inspection and acceptance process as described in Annex "A" para 3.1.5.

COMMENTS:

ANNEX "B"
BASIS OF PAYMENT
[To be inserted at Contract Award]

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W8486 - 206098/A
Security Classification / Classification de sécurité UNCLAS

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	DND/CA	2. Branch or Directorate / Direction générale ou Direction Ceremonial Guard (2858)
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 Provision of Bearskin Cap repair services for Ceremonial Guard		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes		
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	NATO / OTAN	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion Not releasable / À ne pas diffuser Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	No release restrictions / Aucune restriction relative à la diffusion Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A
PROTECTED B / PROTÉGÉ B	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL
SECRET / SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET / SECRET
TOP SECRET / TRÈS SECRET		TOP SECRET / TRÈS SECRET
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat W8486 - 206098/A
Security Classification / Classification de sécurité UNCLAS

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	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 délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/>	No Non	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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECRET TRÈS SECRET
TOP SECRET - SIGINT TRÈS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET
SITE ACCESS ACCÈS AUX 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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/>	No Non	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	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	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	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	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	Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLAS





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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	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																

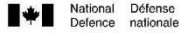
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No Yes
Non Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security 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 Yes
Non 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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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Maj JHS Tremblay		Title - Titre CO	Signature
Telephone No. - N° de téléphone 613-991-2116	Facsimile No. - N° de télécopieur 613-991-5744	E-mail address - Adresse courriel stephane.tremblay11@forces.gc.ca	Date DEC 14 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) C. Charette		Title - Titre IT Security Analyst	Signature
Telephone No. - N° de téléphone 613-996-0268	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel christine.charette@forces.gc.ca	Date 15 - April - 2019
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 / Oui <input type="checkbox"/> / <input checked="" type="checkbox"/>
15. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Denis Lecompte		Title - Titre Contract Security Officer, Contract Security Division	Signature Lecompte, Denis
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel denis.lecompte@tssc-pwssc.gc.ca	Date Digitally signed by Lecompte, Denis Date: 2019.04.29 15:37:57 -0400
Tel/Tél 613-952-7907		E-mail address - Adresse courriel	Date

ANNEX "D"
DND 626 – TASK AUTHORIZATION FORM



TASK AUTHORIZATION
AUTORISATION DES TÂCHES

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