



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Wildlife Control, CFB Trenton	
Solicitation No. - N° de l'invitation W0125-20WR08/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W0125-20-WR08	Date 2019-09-06
GETS Reference No. - N° de référence de SEAG PW-\$KIN-630-7898	
File No. - N° de dossier KIN-9-52027 (630)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-16	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Holt, Judy	Buyer Id - Id de l'acheteur kin630
Telephone No. - N° de téléphone (613) 536-4995 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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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W0125-20WR08/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-5-52027

Buyer ID - Id de l'acheteur
KIN630
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The Department of National Defence, Canadian Forces Base (CFB) Trenton, ON and Mountain View, ON has a requirement for the provision of wildlife control services for the aircraft runways and surrounding areas for the period from 1 December 2019 – 30 November 2020 with four (4) additional one (1) year option years.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.4 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.5 The Phased Bid Compliance Process applies to this requirement.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 180 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
Kingston Procurement
86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3

Email address for epost Connect service:

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

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

2.3 Former Public Servant – Competitive Bid

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 14 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.

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Trenton (Wing Supply), 46 Portage Drive (Bldg 162) on October 2, 2019. The site visit will begin at 9:00 am in the boardroom. The duration of the site visit will be a minimum of 3 hours and maximum of 4 hours (9:00am to 1:00 pm EDT). Bidders or their representatives must attend the entire mandatory site visit to comply with the Canada's Mandatory Requirement for attendance.

Bidders must communicate with the Contracting Authority no later than September 27, 2019 at 2:00pm EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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
Section IV: Additional Information

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" 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.

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND

NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.

- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.

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- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

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

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C.

4.1.2.1 Mandatory Technical Criteria

The Phased Bid Compliance Process will apply only to mandatory technical criteria included in Annex C identified by the superscript (^{PB}). Mandatory technical criteria not identified by the superscript (^{PB}) will not be subject to the Phased Bid Compliance Process.

M1
M2^{PB}
M3^{PB}
M4^{PB}
M5^{PB}
M6^{PB}
M7^{PB}

4.1.2.2 Point Rated Technical Criteria

Included in Annex C

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1 st	3 rd	2 nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 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.

7.1.1.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" form specified in Annex G.
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 Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$150,000.00. Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

SACC Manual Clause B9031C (2011-05-16) Canada's Obligation – Portion of the Work – Task Authorizations

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by 8 Wing Operations – WATCO or Delegate. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # W0125-20WR08

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 1 December 2019 to 30 November 2020 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **4** additional **1** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **20** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Judy Holt
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

86 Clarence Street, 2nd Floor
Kingston, ON K7L 1X3

Telephone: 613 – 536 - 4995
Facsimile: 613 – 545 - 8067
E-mail address: judy.holt@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is: *To be determined*

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

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

In their absence, the Technical Authority is:

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

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

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.

7.5.3 Contractor's Representative

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

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

In their absence, the Contractor's Representative is:

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

7.7.1.1 Pricing Basis A - Scheduled Work

In consideration of the Contractor satisfactorily completing all of its obligations for Scheduled Monthly work under the Contract, the Contractor will be paid a "firm price" as specified Annex "B", Pricing Basis "A", for a cost of **\$ to be determined**. 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.

7.7.1.2 Pricing Basis B - Task Authorizations

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

7.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.4 SACC Manual clauses

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

7.7.5 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)

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. Name and address of company;
 - b. Contract number
 - c. File number
 - d. Invoice Serial number and date;
 - e. Completed and Signed DND 626, Task Authorisation Form for unscheduled work claimed in the invoice. (if applicable).
 - f. Itemization of each individual DND 626 claimed against the invoice.
 - g. No invoices will be paid for services without receipt of a complete Monthly Report in accordance with Annex A.
 - h. Subtotal before GST or HST
 - i. Amount of GST or HST
 - j. Total of invoice
 - k. GST or HST registration number
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.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex F, Security Requirements Check List;
- (f) Annex E, Insurance Requirements;
- (g) Annex G, DND 626 Task Authorization Form;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____.

7.12 Insurance Requirements

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

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

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

7.13 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within **14** calendar days after the date of contract award:

- a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of \$125,000 or
- b. a security deposit as defined in clause [E0008C](#) in the amount of \$125,000.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

7.13.1 SACC Manual clause [E0008C](#) (2018-06-21) Security Deposit Definition – Contract

7.14 SACC Manual Clauses

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

SACC Manual clause C0710C (2007-11-30) Time and Contract Price Verification

ANNEX "A"

STATEMENT OF WORK

FOR THE PROVISION OF WILDLIFE CONTROL AT CFB TRENTON, MOUNTAIN VIEW DETACHMENT, AND VARIOUS SITES IN TRENTON, ONTARIO

1.0 GENERAL

1.1 PURPOSE

The purpose of this Statement of Work (SOW) is to define the scope, the deliverables and the conditions that apply to Wildlife Control in Trenton, Mountain View and various sites in Trenton, Ontario for the Canadian Armed Forces.

1.2 BACKGROUND

CFB Trenton is an active airfield that is surrounded by a wildlife population (list provided in 1.2.1). This wildlife population causes a direct threat to aviation activities taking place at CFB Trenton. CFB Trenton requires a Contractor to control the population to ensure day-to-day aviation activities can be performed.

1.2.1 Inventory of Wildlife: The types of birds and mammals that Wildlife Control measures will be directed against are, but not limited to the following:

1.2.1.1 Birds:

Herring Gulls, Ring-billed Gulls, Plovers, Horned Larks, Pigeons, Morning Doves, Red-tailed Hawks, Marsh Hawks (Northern Harrier), Ducks, Great Blue Herons, Starlings, Snow Buntings, Owls, Black Birds, Swallows, Geese, Killdeer, Crows, and Kingfishers; and

1.2.1.2 Mammals:

Deer, Groundhogs, Wolves, Coyotes, Dogs, Domestic Cats, Foxes, Rabbits/Hares, Skunks, Raccoons, Moles, Muskrats, and Beavers.

1.3 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

The following abbreviations and acronyms are used in this Statement of Work:

ATC	Air Traffic Controller
CA	Contracting Authority
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
CFD	Canadian Forces Development
CWS	Canadian Wildlife Services
DCAAR	Defence Controlled Access Area Regulation
DND	Department of National Defence
FOD	Foreign Object Damage
MP	Military Police
MSE	Material Safety Equipment
NOTAM	Notice to Airmen
PA	Project Authority
RA	Requisition Authority
RDDC	Ramp Defensive Driving Course
SAP	Special Area Pass
SOP	Standard Operating Procedure
SOW	Statement of Work
SWCO	Senior Wildlife Control Officer

TA Technical Authority
WATCO Wing Air Traffic Control Officer
WCO Wildlife Control Officer
WHMIS Workplace Hazardous Materials Information System

The following definitions relate to this Statement of Work:

- a. "Bird" means any kind of bird that frequents the airport area, regardless of species, wild or domestic.
- b. "Mammal" means any kind of mammal that frequents the airport area, regardless of species, wild or domestic.
- c. "Wildlife" means all free-ranging Birds and Mammals, regardless of species, whether they are indigenous, seasonal or migratory.
- d. "Runway Sterile Zone" means and includes all surfaces and structures within the area 150 Meters (492 feet) from the runway centerlines and 91 Meters (300 feet) from the end of the runways.
- e. "Wildlife Control Area" encompasses all areas, including the Runway Sterile Zone, where Wildlife Control is deemed necessary by the WATCO, as identified in the Scope of Locations, as well as the airspace over these lands to an altitude of 61 Meters (200 feet).
- f. "Wildlife Control" means the active deterrence or permanent removal of Wildlife from the Wildlife Control Area including the destruction of Wildlife nest, dens and burrows, application of repellents, the use of traps and other deterrent techniques such as the scarecrow type. The goal of Wildlife Control is to discourage the presence of wildlife from the airport environment in order to reduce the potential for human/wildlife conflict. Wildlife Control must be done in a human manner and in accordance with all applicable federal, provincial, municipal and any other government law, rules and regulations.
- g. "Maintained Areas" means all lands which an airport is responsible for maintaining, and/or where airport maintenance activities are undertaken regardless of frequency.
- h. "Priority Area" means that area where Wildlife Control should be focused to ensure maximum airport operational safety.
- i. "Control Tower" will mean Her Majesty's Air Traffic Control Tower on the airport.
- j. "Active Runway" means a runway that is in use or about to be used for the landing and/or departure of air traffic, as designated by Air Traffic Control at the Control Tower.
- k. "Taxiway(s)" means a controlled surface on the airport used for the movement of aircraft and ground vehicles, as designated by Air Traffic Control at the Control Tower.
- l. TECHNICAL AUTHORITY is the Wing Air Traffic Control Officer (WATCO).
- m. "C.W.S" means the Canadian Wildlife Services, a division of Environment and Climate Change Canada.

2.0 APPLICABLE DOCUMENTS

2.1 References forming part of the SOW.

The following documents will be made available by DND, when requested during the Contract period.

Note - 8 Wing Flying Orders will be provided to each supplier that attends the entire mandatory site visit after the site visit has been completed. :

- Transport Canada Wildlife Control Procedures Manual (TP11500 and TP13029)
- Transport Canada Sharing the Skies Manual (TP13549)
- National Fire Code of Canada
- Guidelines for DND Contractors for Health & Safety
- 8 Wing Flying Orders
- *Canadian Aviation Regulations*
- CFACM 2-813, Operations Manual for Aerodrome Wildlife
- CFAO 34-46, Pest Control

3.0 SCOPE OF WORK

- 3.1 General: Wildlife Control services to be provided by the Contractor consists of the birds of prey, equipment and personnel required to control birds and mammals at 8 Wing Trenton in all locations listed in Section 9 of this SOW (Annex A) under the heading entitled "Location for provision of required services". In addition, the WCO is responsible to advise the TA on habitat management requirements to enable an effective wildlife control program.

Wildlife Control activities will be primarily directed at, but not limited to, the wildlife species listed in section 1.2.1.

The objectives of carrying out this wildlife control are to safely manage risks of wildlife hazards to aircraft to the lowest reasonably practical level through dispersal and removal of wildlife:

- a) In the Aerodrome environment; and
- b) In both maintained and priority areas.

In addition to Wildlife Control duties, the Contractor's Wildlife Control Officers will also provide briefings and demonstrations to DND personnel as directed by the TA.

- 3.2 Items not included. The scope of this requirement does not include the application of pesticides, herbicides, and other products used for the control of weeds, insects, rodents and other pests for purposes beyond Wildlife Control.

3.3 Wildlife Control Officer's Duties

- 3.3.1 The Wildlife Control Officer on duty must report to the TA or delegate at the commencement and termination of each shift.
- 3.3.2 The WCO, upon commencement of their shift, must advise the Ground Controller in the Air Traffic Control Tower of their presence on the aerodrome and request an update on the active runway and any information regarding bird and mammal activity.
- 3.3.3 The WCO must take appropriate action as a result of the ATC's assessment of wildlife activity, in co-ordination with the TA or delegate. If no immediate action is required, the WCO will inspect the aerodrome in order of priority areas to check for bird and mammal activity that may require attention and take any necessary action.
- 3.3.4 The WCO will inform the Ground Controller in the ATC Tower after each inspection of the Bird Activity Level on the Aerodrome and in the Area.
- 3.3.5 The WCO is responsible for informing the Ground Controller in the Air Traffic Control Tower of any bird and mammal activity that he/she observes that may cause a safety hazard to operations.
- 3.3.6 Each WCO must enter all activities in the Daily Log - Wildlife Control Activities as per 4.3 of this SOW.
- 3.3.7 The WCO must monitor weather forecasts to keep informed of any weather conditions that may affect bird or mammal activity.
- 3.3.8 The WCO on duty must not leave the aerodrome during shift except for a purpose related to wildlife control. Should it be necessary for the WCO to leave the aerodrome for any reason, he/she must call in a relief WCO as a replacement and ensure that the replacement is on site prior to departing the facilities. The WCO must inform the Ground Controller of his/her intention to leave and the name of the replacement WCO.

- 3.3.9 The WCO must travel to areas not necessarily accessible by vehicle to ascertain what wildlife is present. The WCO may use whatever approved methods are available to remove the said wildlife as required.
- 3.3.10 The WCO must continually monitor active runway use and must establish priority areas based on bird and mammal activity and aircraft operating hazard areas as identified in 9.4 of this SOW. He/she must continuously patrol the aerodrome giving particular attention to priority areas as identified in 9.4 of this SOW. However, he/she will respond immediately to any report concerning the presence of wildlife.
- 3.3.11 In addition to habitat management, the WCO must monitor grass-cutting operations and take necessary actions to control small mammals, or other bird attractants exposed or disturbed by such activities, so that these attractants do not attract hawks, gulls, crows and other wildlife.
- 3.4 Scheduling of Wildlife Control Activities
- 3.4.1 The amount and timing of bird and mammal control required at an aerodrome is determined by the specific wildlife activity as it relates to the number of aircraft movements at a given time (in a day or throughout the year). Wildlife activity may or may not be related to identifiable conditions such as weather, agricultural activity or season. Wildlife, particularly birds, will be harassed in the area of Active Runway(s) within the times specified at section 5.1 of this SOW. It is imperative that the WCO meet the required response time to initiate Wildlife Control based on the associated risk to flight operations as described in section 9.4 of this SOW.
- 3.4.2 The WCO must monitor in advance, through the TA or delegate, the daily aircraft takeoff, landing, and movement schedules and maintain wildlife control in accordance with the current priority areas.
- 3.4.3 The WCO must arrange clearance with the Ground Controller prior to conducting activities on, or adjacent to, aircraft manoeuvring areas. The WCO must control the movements of their personnel and equipment as directed. The WCO must immediately obey light signals or directions from ATC.
- 3.4.4 For work requiring closure of aircraft manoeuvring or navigational facilities, the WCO must provide a minimum of twenty-four (24) hours notice and arrange for the issuance of a NOTAM by the TA.
- 3.5 Work Program: The WCO must develop and submit a detailed monthly Work Program to the TA, two (2) weeks before the beginning of each month. The first monthly Work Program must be presented for approval at least two (2) weeks before the commencement of the Contract. The schedule will include the hours of operation and the telephone numbers and names of WCO to be employed as well as the activities to be undertaken by each WCO.
- 3.5.1 The Work Program will include details of the disposal of all wildlife killed during the wildlife control activities in accordance with federal, provincial, and municipal requirements.
- 3.6 The WCO must maintain well organized/complete records, files and reports, held in a central location at the aerodrome and make them available to the TA within two (2) hrs of a request.
- 3.7 Animal Trapping and Release Program
- 3.7.1 The Contractor must keep sufficient traps in use throughout the year to control the raptor population at the aerodrome.

- 3.7.2 The Contractor must keep all traps used by them under surveillance in order to prevent injury to animals caught in such traps.
- 3.7.3 The Contractor must not allow birds to remain in any trap for longer than twenty-four (24) hours. The WCO must ensure that birds used as bait have ample food and water and that these birds are removed promptly from the traps in severe weather conditions.
- 3.7.4 The Contractor must maintain raptors trapped on the aerodrome in good health and in clean condition in the mews.

4.0 DELIVERABLES

- 4.1 Deliverables must be in the form of services specified at 4.2 - 4.9; written logs, reports, and summaries which must be provided to the TA in accordance with this SOW.
- 4.2 Work Program:
 - 4.2.1 The Work Program will identify tasks and sub-activities within tasks that may be required to control different types of wildlife within the Scope of Work.
 - 4.2.2 The Work Program will be reviewed by the TA monthly and updated by the Contractor based on Contractor reports and past history. The Work Program will take into account facility changes that may cause wildlife populations at the Work Site to change.
 - 4.2.3 The Contractor must include in the Work Program all standard Wildlife Control techniques referenced in Transport Canada publications TP 11500 and TP 13029, such as, but not limited to:
 - a. Shell crackers fired from a shotgun or pistol;
 - b. Live shot fired from a shotgun to kill or scare wildlife (the Contractor will not normally use a rifle on the aerodrome unless special authorization has been received from ATC. The TA must be informed as per Article 9.4 of the SOW (Annex A), Priority One, after a shotgun has been discharged;
 - c. Taped wildlife distress cries used either alone or in conjunction with secondary control measures;
 - d. Gas cannons;
 - e. Artificial and real models of wildlife;
 - f. Chemical repellents approved for the control of birds and mammals;
 - g. Poisons approved for the control of birds and mammals;
 - h. Sirens and lights that do not interfere with aerodrome operations;
 - i. Moving vehicles that do not interfere with aerodrome operations;
 - j. Trapping of birds and mammals;
 - k. Live raptors; and
 - l. Other humane control techniques as approved by the TA.
- 4.3 Daily Log - Wildlife Control Activities: The WCO must maintain a Daily Log, "Wildlife Control Activities" in electronic format (database or spreadsheet), for all activities of Wildlife Control at the aerodrome. The following information must be incorporated into each report:
 - a. Time of control activity and duration;
 - b. Species of wildlife controlled and numbers;
 - c. Control methods used and affect on wildlife;
 - d. Location of wildlife during control application;
 - e. Basic weather conditions; and
 - f. Number and duration of patrols.
- 4.3.1 The WCO must ensure completion of the Daily Log at the end of each day so that it is available to the TA upon request.

4.4 Monthly Summary Report: A Monthly Summary Report will be submitted within 10 calendar days after the last day of the month. It must summarize the recordings of the Daily Log, and must also contain:

- a. Special factors such as agricultural activities, drainage ditches, or other type of excavation work activities, that were responsible for unduly attracting wildlife to the aerodrome;
- b. Recommendations regarding habitat management for the alteration of attractive factors to reduce wildlife hazards; and
- c. The Daily Logs for the past month.

4.5 Aerodrome Scare/Kill Permit Report:

- a. In order to scare/kill migratory birds that are hazardous to aircraft at the aerodrome, an Aerodrome Scare/Kill Permit must be obtained from the Canadian Wildlife Services (CWS). These permits are issued to the TA and not to independent Contractors. Under the regulations of the permit and 1 Canadian Air Division Standards, the Contractor may implement Scare/Kill techniques on migratory birds only under the aerodrome's permit. This permit will be acquired by the TA from the CWS. The Contractor must make himself/herself aware of and fulfill the requirements of the permit;
- b. Under the requirements of the Migratory Bird – Aerodrome Scare/Kill Permit, the Contractor must submit a report to the TA detailing the number and species of birds killed during control actions, the source which identified the species, and the final disposition of the carcasses, whether burned or buried; and
- c. The above mentioned report must be submitted annually 01 December covering the calendar year to date, and at the end of the Contract period, for renewal of the Aerodrome Scare/Kill Permit, which expires, annually 31st December.

4.6 Annual Summaries:

- a. Submit annual report in accordance with CFACM 2-813, no later than the 31st of March for each previous calendar year commencing with the contract award date. The calendar year is the 1st January to the 31st December.
- b. The report must include information on the Contractor's evaluation of the Wildlife Control Program and those methods found most effective and least effective. The Report should include recommendations regarding habitat management to reduce the attractiveness of the aerodrome to wildlife.
- c. The Contractor must also provide in the report, an annual summary of all control measures taken against migratory birds and mammals. The following information must also be included: indicate the date, number and species killed and trapped throughout the year, and the displacement or disposal of each animal.

4.7 Aerodrome Bird Strike Reports: For all bird strike incidents at the aerodrome (confirmed and suspected) the WCO must immediately complete the Aerodrome Bird Strike Report, which must also include aircraft strikes (confirmed and suspected), facilities and machinery damage. The report must then be distributed and copies of the same report sent to the offices stipulated by the TA.

4.8 Wildlife Incident Report: For all wildlife incidents at the aerodrome (confirmed and suspected), the WCO must immediately complete a Wildlife Incident Report which must also include aircraft strikes (confirmed and suspected), facilities and machinery damage. The report must then be distributed and copies of the same report sent to the offices stipulated by the TA.

4.9 **Bird Activity Level:** Following all patrols indicating a change in activity level, the WCO is responsible for providing the Tower with a Bird Activity Level Report, including patrols conducted at CFB Trenton, Mountain View Detachment, and various sites that may fall under this Contract. Each Report must be divided into two parts:

- a. Aerodrome Report – report to indicate bird activity within the confines of the Airfield; and
- b. Local Area Report – report to indicate bird activity in the local area (outside the Airfield) to include the presence/risk of migratory birds.

4.9.1 The Bird Activity Level Report is based on the following categories:

- a. LOW - Less than five (5) large birds, and less than fifteen (15) small birds;
- b. MODERATE – five to fifteen (5-15) large birds, or fifteen to thirty (15-30) small birds; and
- c. HIGH – more than fifteen (15) large birds, or more than thirty (30) small birds.

4.9.1.1 Large and small are relative terms assigned by the WCO. Small birds would include those that are Swallow size whereas a Crow or Owl would be considered large birds. Numbers included in the categorization are those that constitute a clear hazard to flight safety, and not strictly a count of birds on the airfield.

5.0 LIMITATIONS AND CONSTRAINTS

- 5.1 One WCO must be on-site for the period of the contract on a seven (7) day a week basis from one (1) hour before sunrise to one (1) hour after sunset. For a listing of the hours of sunrise and sunset please refer to the DND web site: <http://met.forces.gc.ca>.
- 5.2 The Contractor must provide patrols on the aerodrome encompassing a minimum of 60% of the day, as described in 5.1, or as directed by the TA to counter the development of a serious wildlife problem. For example, on a 10 hour day the WCO must patrol for a minimum of 6 hours.
- 5.3 If, during the course of the Contract, the Contractor is unable to maintain the level of service described in the SOW and the approved Work Program, the Contractor must provide at no additional cost; additional qualified personnel, birds of prey or equipment required to re-establish and maintain the Work Program.
- 5.4 Any information made available to the Contractor as a result of this requirement is confidential and any records, reports, logs, photographs or other information submitted or prepared by the Contractor under the contract becomes the property of Canada.
- 5.5 No information will be provided to the public or the media without the prior written authorization of the TA. Copies of all documentation must also be provided to the Procurement Authority.
- 5.6 **Foreign Object Damage (FOD)**
 - 5.6.1 FOD is a major source of aviation hazards and the conduct of a meaningful anti-FOD program involves everyone. The Contractor must be aware of the consequences of FOD and he/she must ensure that vehicles are clean when on the manoeuvring areas of the aerodrome at no additional expense to DND.
 - 5.6.2 The Contractor and their employees while on the aerodrome are to keep a close watch for FOD. They must endeavour to pick up any foreign objects they encounter or are informed of and dispose of it as directed by the TA.
 - 5.6.3 Should the Contractor or their employees notice any irregularities or un-serviceability of the

aerodrome equipment and/or aircraft that could prove a hazard to flight safety, they must immediately report it to ATC for action.

5.7 Telephone Communications

- 5.7.1 The Contractor must equip, at no additional cost to Canada, each WCO with a cellular telephone equipped with voice mail. The WCO must carry the cellular phone in the "ON" position and functional at all times while on duty, and is responsible to check that the device is fully operational at all times when in use.
- 5.7.2 The WCO on duty must respond immediately to any calls from ATC or the TA received on the cellular phone requiring their services.

5.8 Compliance with Airfield Regulations

- 5.8.1 The Contractor must ensure that all WCO hold all required airfield qualifications as defined in 8 Wing Flying Orders.
- 5.8.2 The Contractor must instantly obey signals or directions from the Control Tower.
- 5.8.3 The Contractor must ensure that all WCO keep closed or locked all designated gates to the airfields and aerodromes.

5.9 Fire Safety Requirements

- 5.9.1 Fire Safety Plan: Contractors and their personnel must be familiar with this section and its requirements.
- 5.9.2 Fire Department Briefing: The designated *DND Fire Department* authority will co-ordinate arrangements for the Contractor to be briefed on Fire Safety at the pre-commencement meeting by the Fire Chief before any work is commenced.
- 5.9.3 Reporting Fires: Contractor's resources know the location of nearest fire alarm box and telephone, including the emergency phone number. Report immediately all fire incidents to the Fire Department as follows:
- 5.9.3.1 Activate nearest fire alarm box; or
- 5.9.3.2 Telephone 911. To report a fire directly to the Wing Fire Hall, dial 613-392-2811, Local/Extension 3333;
- 5.9.3.3 The person activating the fire alarm must exit the building and remain in the area to direct the Fire Department to the scene of the fire, and provide other details as required; and
- 5.9.3.4 When reporting a fire by telephone, give the location of the fire, name or address of the building and be prepared to verify the location.
- 5.9.4 Interior/Exterior Fire Protection and Alarm System: The fire protection and alarm system must not be:
- 5.9.4.1 Obstructed;
- 5.9.4.2 Shut off; or
- 5.9.4.3 Left inactive at the end of a working day or shift without notification and authorization from the

Fire Chief or their representative; and

- 5.9.4.4 Fire hydrants, standpipes and those systems must not be used for other than fire fighting purposes unless authorized by the Fire Chief.
- 5.9.5 Blockage of Roadways: The Fire Chief must be advised of any work that would impede fire apparatus response.
- 5.9.6 Smoking Precautions: Smoking is not permitted in any base building or facility and limited to designated smoking areas only.
- 5.9.7 Rubbish and Waste Materials Handling: Rubbish and waste materials are to be kept to a minimum and disposed of properly. The burning of rubbish is prohibited. All rubbish must be removed from the work site at the end of each shift.
- 5.9.8 Storage: Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety. Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed as required.
- 5.9.9 Flammable Liquids: The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- 5.9.9.1 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Fire Chief.
- 5.9.9.2 Transfer of flammable liquids is prohibited within buildings and surrounded areas.
- 5.9.9.3 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.
- 5.9.9.4 Flammable liquids having a flash point below 38°C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- 5.9.9.5 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe, ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.
- 5.9.10 Hazardous Substances:
- 5.9.10.1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.
- 5.9.10.2 The Fire Chief is to be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blowtorches and salamander style heater, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- 5.9.10.3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch will be at the discretion of the Fire Chief. Contractors are responsible for their work, a scale established and in conjunction with the Fire Chief at the pre-work conference due to the scale of the work

being completed.

5.9.10.4 Where flammable liquids, such as lacquers or urethane are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to the commencement of such work.

5.10 WHMIS: Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding transmission of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

5.10.1 Deliver copies of WHMIS data sheets to the TA, if requested, on delivery of materials to the worksite.

5.11 Occupational Health and Safety:

5.11.1 The DND General Safety program is directed towards the prevention of all types of accidents and incidents that may result in:

5.11.1.1 Losses from damage or destruction of equipment, material, works and buildings and the environment, owned, used, leased or under the control of DND; and

5.11.1.2 Injury to the public or damage to property as a result of DND operations or other activity on DND property.

5.11.2 To this end, the contracting party, along with any subcontractors, are expected to be conversant with, and must ensure compliance with, all applicable standards and regulations for occupational health and safety as prescribed by the Province of Ontario regulations. In the event of conflicting standards the more stringent regulations will apply.

5.11.3 To further clarify the responsibility of the Contractor related activities on DND property, the document entitled "Guidelines for DND Contractors for Health and Safety" is also available from the TA.

5.11.4 The Contractor is responsible for any injuries incurred by him/her or their employees while on duty.

6.0 CONTRACTOR'S PERSONNEL

6.1 All work performed by the Contractor's personnel must be done in a professional manner, satisfactory to the TA. The Contractor must ensure that an adequate number of qualified personnel are on site during the prescribed times to perform the obligations of this requirement.

Successful wildlife control at CFB Trenton will use an integrated suite of control methods as described in the Transport Canada Wildlife Control Procedures Manual (TP 11500) familiarity and compliance with all these methods is mandatory. Birds of prey are a required control method for wildlife control at CFB Trenton. All WCO (other than Apprentices) must have a minimum of 1,950 hours of experience in the past five (5) years using birds of prey to control wildlife on an aerodrome. The Senior WCO must have a minimum of 5,850 hours of experience in the past five (5) years using birds of prey to control wildlife on an aerodrome.

All WCO (other than Apprentices) must possess a minimum of one (1) year experience in the past five (5) years applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services. The Senior WCO must have a minimum of three (3) years experience in the past five (5) years applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife

control services. One (1) year (of experience) is defined as a minimum of 1,950 hours (over 12 consecutive months) performing wildlife control.

- 6.2 The WCO designated in the Contractor's proposal cannot be changed without the written approval of the Contracting Authority. Requests for substitution must be made in writing by the Contractor at the earliest opportunity. In case of an emergency, the WCOs designate must be named in an e-mail and provided to both the Contracting Authority and DND Technical Authority.
- 6.3 An apprentice WCO may be used to assist the WCO on duty, but he/she will not be considered for the purposes of the contract as a WCO. The acceptance of an apprentice as a qualified WCO will be subject to the original Evaluation Criteria as stated in the RFP. An apprentice WCO will be escorted at all times by the WCO on duty.
- 6.4 The Contractor must ensure that each of their WCO have a valid Province of Ontario Vehicle Operator's License for the class of any vehicle which he/she may require that WCO to operate on the aerodrome.
- 6.5 The Contractor must ensure that each of their WCO pass the RDDC provided by DND personnel. The Contractor and their personnel must conform to Standard Operating Procedures as detailed in 8 Wing Flying Orders and in the RDDC. Within thirty (30) days of the beginning of the Contract period, the Contractor must arrange through DND for all Contract personnel to be RDDC qualified and thereafter every new employee must be RDDC qualified before being allowed to operate on the airfield. RDDC training will be provided by DND at no expense.
- 6.6 The Contractor must ensure that each of their WCO possesses a valid Firearms Acquisition Certificate or a valid Firearms Possession Permit for the possession of firearms.
- 6.7 All of the Contractor's WCO providing services must possess the appropriate Ontario licences for: Falconry; and small game hunting or a Hunter Safety Certificate.
- 6.8 The Contractor is responsible for the proper conduct of all WCO at all times at the work site. The TA will report any instances of disorderly or unacceptable conduct of WCO to the Contractor, who will take appropriate steps to prevent its recurrence. Such conduct can be the grounds for immediate removal of the WCO from the work site.
- 6.9 The WCO on site must at all times represent the Contractor and he/she must have full authority to act on behalf of the Contractor in the performance of the Contract.
- 6.10 The WCO on duty must respond immediately to any calls received on the cellular phone/radio from the TA or delegate. Inability on the part of the WCO on duty to respond immediately will be reported to the Contractor who must take appropriate actions to respond to the TA's request and ensure the WCO will respond at all times.
- 6.11 Pursuant to section 302.307 of the Canadian Aviation Regulations, all WCO (other than Apprentices) must have successfully completed, every five (5) years, an Airport Wildlife Control course from an industry recognized trainer or from the Contractor. If the Contractor trains its own WCO, the trainer must have completed an Airport Wildlife Control course from an industry recognized trainer within five (5) years. The Airport Wildlife Control course must follow the guidelines of the Canadian Aviation Regulations.

7.0 SECURITY

- 7.1 All civilian Contractors are subject to Defence Controlled Access Area Regulation (DCAAR's) as well as A-SJ-100-001/AS-000. These outline the conditions of access to Defence Establishment, which are as follows:

7.1.1 For the purpose of this section the following definitions will apply:

7.1.1.1 "Controlled Access Area": any Defence establishment, work for Defence or material and including any restricted area within such place or material;

7.1.1.2 "Designated Authority": the Minister, the Chief of the Defence Staff or the Officer in Command or person in charge of a controlled access area;

7.1.1.3 "Special Area Pass (SAP)" gives authorization to enter a controlled access area;

7.1.1.4 "Security Guard": A peace Officer, a member of the Canadian Corps of Commissionaires, an Officer or non-commissioned member of DND; or an employee or other person engaged directly or indirectly by the Canadian Armed Forces or the Department to whom a designated authority has assigned duties relating to the enforcement of regulation.

7.2 Every person seeking to enter a controlled access area of a Defence Establishment must apply for and obtain a Special Area Pass (SAP) from an issuing authority.

7.3 As a condition of issuing a SAP, the issuing authority will conduct a background check of the applicant. Should the Contractor's employee be deemed as undesirable by the issuing authority, they must not be permitted to enter the Defence Establishment;

7.4 Every person to whom a SAP has been issued may enter the Defence Establishment and must:

7.4.1 Except as provided in subparagraph (6), keep the SAP in their possession while remaining in or on the Defence Establishment.

7.4.2 Enter the Defence Establishment by way only of a published main entrance or such other means as may be authorized in writing by the Officer in Command or person in charge of the Defence Establishment.

7.4.3 Leave the Defence Establishment by the way entry was gained or by such other exit as may be authorized by the Officer in Command or person in charge of the Defence Establishment.

7.4.4 While remaining in or on the Defence Establishment, comply with every direction given by or under authority of the issuing authority, which will be deemed to include every written or printed direction contained in the SAP, and any written or printed notice, direction, order or regulation displayed in, on or about, or pertaining to the Defence Establishment.

7.4.5 While remaining in or on the Defence Establishment, upon the request of any Security Guard, and as often as may be required, produce the SAP.

7.4.6 While in or on the Defence Establishment, upon the request of any Security Guard, surrender the SAP to the Security Guard and forthwith leave the Defence Establishment.

7.4.7 Surrender the SAP to the issuing authority upon expiration or revocation.

7.4.8 Forthwith upon the order of any Security Guard leave the Defence Establishment.

7.4.9 When entering, while remaining in or on, or when leaving a Defence Establishment, submit to search by a Security Guard of their person or of any package, parcel, vehicle or thing in their possession. No female will be searched except by another female.

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- 7.4.10 Every person in or on a Defence Establishment must furnish his or her true name and address upon the request of a Security Guard.
- 7.4.11 Except with the prior consent of a designated authority, must not convey or cause to be conveyed alcoholic beverages into, within or from a controlled access area.
- 7.4.12 No person must be in an intoxicated condition in or on a controlled access area; and
- 7.4.13 Except with the prior consent of a designated authority, no person will bring into or have activated inside any controlled access areas any photographic equipment or any recording or transmitting devices whether such device records or transmits images, sounds, data or other information of any type whatsoever other than designated as required to perform the required work on this contract.
- 7.5 Temporary Special Area Passes: Temporary Special Area Passes (SAPs) will be issued by the Commissionaire, located at the East Gate (south of the Air Movements Unit/Passenger Terminal), to those who require access to the operational side of the base. These passes will be issued upon receipt of a piece of personal documentation such as a Driver's License, OHIP Card, or other card of value. Credit cards will not be accepted. Temporary SAPs must be worn at all times in the Restricted Area and must be returned at the end of the working day. For security purposes, no SAPs are to be worn or stored where they can be viewed by the general public when not inside of any Restricted Areas.
- 7.6 Keys and Weapons: The Contractor will protect in a secure manner all keys entrusted to them, which are necessary for the fulfilment of the duties required under the Contract. Keys will be signed out from the Military Police (MP) lockbox each morning, located at 21 MP Flight in Building 22, 74 Polaris Ave, CFB Trenton, and subsequently returned at the end of each working day.
- At the beginning of each work day weapons will be picked up from 21 MP Flight, and subsequently returned to 21 MP Flight at the end of each work day, where they will be secured by a uniformed member of the Military Police or the Duty Commissionaire. The Contractor's weapons must be held in a secure state at all times.
- 7.7 Parking and Traffic Regulations: Parking and traffic regulations are strictly enforced by the Military Police and the Canadian Corps of Commissionaires who are empowered by the Government Property Traffic Regulations to ticket any vehicle found in contravention of those regulations. The speed limit within 15 metres of an aircraft must not exceed a normal walking pace (approx. 6 km/h). The speed limit on the flight line is 20 km/h and on other roads of the base is 30 km/h unless otherwise posted.

8.0 DND SUPPORT TO CONTRACTOR

- 8.1 DND will provide the Contractor with an area (to be designated by the TA) in which vehicle(s), equipment, and material used for Wildlife Control may be kept.
- 8.2 Inventory of Canada's Equipment
- 8.2.1 Canada will provide a basic office space for personnel, and a separate mew for housing raptors used for wildlife control and trapped raptors which are pending transfer and release.
- 8.2.2 The Contractor must, at his/her expense, maintain the office space, mew and the surrounding area in a clean and tidy condition and restore it at their expense to its original condition upon completion of the Contract.

- 8.2.3 Prior to commencement of, and at anytime requested by either the TA and/or PA during the performance of the Contract, the Contractor, accompanied by the requesting TA and/or PA, must inspect the condition of all material, facilities and equipment which are the property of Canada that are placed in the care and custody of the Contractor.
- 8.2.4 The Contractor must complete an inventory list and condition report of the equipment supplied by 8 Wing Trenton in the format specified by the TA within the first thirty (30) days of the Contract.
- 8.2.5 For material, and equipment provided by Canada and delivered during the course of the Contract, the Contractor must:
- a) Within fourteen (14) days inspect the material or equipment, report damaged or defective items, and provide a receipt to the TA along with an updated inventory;
 - b) Within twenty-eight (28) days repair or replace, to the satisfaction of the TA, items damaged or lost after receipt;
 - c) Notify the TA of deficiencies in material and equipment in their custody;
 - d) Maintain current inventory lists and undertake a complete stock accounting at intervals of three (3) months, or at other times as directed. Except for items consumed in proper execution of their work, the Contractor must not add or delete items from the inventory lists without the prior written approval of the TA;
 - e) Within six (6) days before completion of the Contract, accompanied by the TA, conduct an inspection of the material and equipment in their custody, and record and acknowledge in writing all deficiencies noted by the TA during the inspection;
 - f) Subsequent to each inventory check and/or termination or completion of the Contract, the Contractor must replace or reimburse Canada for all losses or shortages of Canada's property in the Contractor's custody. The replacement or reimbursement for all lost items must be at current replacement value; and
 - g) On termination or completion of the Contract, the Contractor must return to the custody of Canada all material, facilities and equipment detailed on the last updated inventory.

8.3 Radio Equipment and Communications

- 8.3.1 The TA will supply radio equipment to be used in the Contractor's vehicles to a maximum of two (2) vehicles. The Contractor will be responsible for supplying any additional radio units that he/she may require.
- 8.3.2 The Contractor must maintain each of the said radio units in good working order throughout the term of the Contract.
- 8.3.3 Upon termination or expiration of the Contract, the Contractor must deliver to the TA any radio units supplied by the TA under the Contract, along with receipts covering any repair work that was required on the radios. The Contractor must also provide certification from an approved radio repair shop that the said radio units are in good working condition.
- 8.3.4 All of the Contractor's vehicles or equipment operating within the aerodrome Controlled Access Area must maintain constant two-way radio contact with ATC on the frequency directed by the TA.

9.0 **LOCATION FOR PROVISION OF REQUIRED SERVICES**

- 9.1 The Contractor must perform Wildlife Control on all lands, structures and facilities owned and/or operated by 8 Wing Trenton and on any other associated lands, structures or facilities as directed by the TA.
- 9.2 The locations within the Aerodrome environment which Wildlife Control will be undertaken

include, but are not limited to the following:

- a. Airfield area bordered to the south by Highway 2, bordered to the west by RCAF Road, bordered to the north by the Canadian Pacific Rail Line, and bordered to the east by Whites Road;
 - b. Inside Aircraft Hangars at 8 Wing Trenton and CFD Mountain View;
 - c. Inside the MSE Garage at 8 Wing Trenton; and
 - d. CFD Mountain View airfield, as directed by the TA.
- 9.3 Priority areas are designated for Wildlife Control in order to optimize safety in the highest-use areas most vulnerable to wildlife incidents, particularly for large airports/aerodromes with multiple runways.
- 9.4 Concentration of Wildlife Control activities in different zones within the Wildlife Control Area (amount of effort expended in certain areas to achieve a minimum hazard to aircraft) will be to control wildlife that is potentially hazardous to incoming/outgoing aircraft on an order-of-priority basis as follows:
- Priority One: Contractor must respond within 5 minutes or less
After a shotgun has been discharged the ATC must immediately be made aware of the critical activity and then it must be reported to TA within one working day. If a carcass needs removal from a critical area, time is of the essence;
- Priority Two: Contractor must respond within 5 minutes or less
Active runway sterile zone including all surfaces within the area 150 m from the runway centre and 150 m from the runway end, as well as the airspace over this zone to an altitude of 150 m;
- Priority Three: Contractor must respond within 10 minutes or less
Active runway infield areas to a distance 150 m outside of the runway sterile zone;
- Priority Four: Contractor must respond within 10 minutes or less
Remaining infield, runway, taxiway areas and air side maintained areas;
- Priority Five: Contractor must respond within 1 hour or less
Control of wildlife causing maintenance problems by the destruction of wildlife nests, dens and burrows on the aerodrome property (this includes Aircraft Hangars and the MSE Garage);
- Priority Six: Contractor must respond within 2 hours or less
Mountain View airfield as directed by the TA; and
- Priority Seven: Contractor must respond within 24 hours or less
Control of wildlife in other areas at the direction of the TA.
- 9.4.1 The TA may, in writing, amend priorities or provide more detailed priorities to the Contractor from time to time.
- 9.4.2 The TA may designate, from time to time, to the Contractor an area(s) as a priority area based on short-term needs or changes in activity at the aerodrome.

- 9.4.3 The TA may designate, from time to time, to the Contractor the deterrence or permanent removal of certain wildlife species as a priority.
- 9.4.4 The Contractor must ensure that all Wildlife Control Officers are always aware of the current priority areas and priority tasks.
- 9.4.5 The Contractor must respond to the highest priority tasks before dealing with the next highest priority.
- 9.4.6 During times of no aircraft activity, the lower priority area control maintenance tasks will be pursued.

10.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

- 10.1 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.
- 10.2 The Contractor is responsible for all work produced under this Contract, including completeness, accuracy and adherence to all relevant safety & environmental regulations, rules and good practices.
- 10.3 The Contractor must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

10.4 Contractor's Inventory

- 10.4.1 The Contractor will submit a complete list of all vehicles and equipment proposed to perform the Contract to the TA within 10 days after contract award. Provision and maintenance of all of the Contractor's working vehicles and equipment is the responsibility of the Contractor, with no additional costs to Canada.
- 10.4.2 No substitution to the vehicles or equipment from those on list the Contractor provided will be permitted without the prior written approval of the TA.
- 10.4.3 As a minimum, the Contractor must supply:
 - a. Two (2) transportation working vehicles, each equipped with a 360 degree flashing beacon;
 - b. Two (2) audio devices and amplifiers capable of being used as a scare tactic, each installed within a working vehicle;
 - c. Scare audio recordings of ring-billed and herring gulls and starlings;
 - d. Suitable live-bird and live mammal traps, totaling a minimum of thirty (30) traps designed for various uses and target species;
 - e. Two (2) cellular telephone devices with full service plans;
 - f. Two (2) 15 mm pyrotechnic pistols or equivalent;
 - g. Two (2) 12 gauge or smaller bore shotguns;
 - h. Pyrotechnics or blank cartridges for the 15 mm pistol (5000 per annum);
 - i. Shotgun shells (ball shot excluded, approximately 1000 rounds per annum);
 - j. Binoculars; and
 - k. Six (6) live raptors of various species, selected according to the wildlife control requirements for the CFB Trenton and CFD Mountain View regions.

10.5 Contractor's Vehicles

-
- 10.5.1 All of the Contractor's working vehicles must be equipped with four-wheel drive (4WD), locking differentials, and sufficient ground clearance and off road capability to ensure access to all areas of CFB Trenton and Mountain View Detachment necessary for wildlife control.
- 10.5.2 All of the Contractor's working vehicles must be capable of safely storing and transporting any/all of the items listed in paragraph 10.4.3.
- 10.5.3 The Contractor must ensure they have an adequate number of working vehicles on site to perform Wildlife Control activities at both CFB Trenton and Mountain View Detachment locations simultaneously when such activities are required by the TA.
- 10.5.4 All of the Contractor's working vehicles must be capable of performing all required duties of the Contract during all seasons and under any/all adverse weather conditions experienced at CFB Trenton and Mountain View Detachment.
- 10.5.5 All of the Contractor's working vehicles must be professionally maintained at all times, with up-to-date maintenance history logs held on board.
- 10.5.6 All of the Contractor's working vehicles must be free of excessive rust and/or body damage. No loose components or body panels must be present to prevent Foreign Object Damage (FOD) to nearby airplanes by the Contractor's vehicles. Any such vehicle damage experienced during the life of the Contract must be rectified without undue delay or cost to Canada.
- 10.5.7 All of the Contractor's working vehicles must be kept clean at all times and free from large amounts of dirt, dried mud, or frozen slush and ice to prevent deposit of such materials in the aerodrome area.

11.0 MEETINGS

- 11.1 Contractor personnel must make all necessary preparations as requested by the PA in order to actively participate in any meeting convened by the PA.
- 11.2 All meetings will be conducted at facilities to be provided by DND, unless otherwise requested by the PA.
- 11.3 The Contractor must meet as required with the TA to discuss the daily logs and monthly reports, Aerodrome Bird Strike and Wildlife Incident Reports, and the Contractor's performance during the previous period.
- 11.4 Minutes of these meetings will be issued by the TA confirming actions to be taken by the Contractor.
- 11.5.1 The contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the PA when requested.

12.0 LANGUAGE REQUIREMENTS

- 12.1 The Contractor and WCO must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

ANNEX "B" **BASIS OF PAYMENT**

No Travel and living expenses will be accepted or approved by Canada under this Requirement. The firm All-inclusive Rates include all costs. Rates will remain firm for the period of the Contract. The pricing is in Canadian currency and excludes GST or HST.

Pricing Periods:

Year 1 is from 1 December 2019 to 30 November 2020
Year 2 (optional) is from 1 December 2020 to 30 November 2021
Year 3 (optional) is from 1 December 2021 to 30 November 2022
Year 4 (optional) is from 1 December 2022 to 30 November 2023
Year 5 (optional) is from 1 December 2023 to 30 November 2024

Estimated Usage

The estimated usage set out in Pricing Basis "B" is included to allow Canada to evaluate the proposals and are only estimates. No estimate contained in this RFP represents a commitment on behalf of Canada. (Estimated usage information will be removed from Annex B in any resultant contract.)

Pricing Basis "A" – Scheduled Work (Wildlife Control at CFB Trenton)

The Contractor must fulfil the Statement of Work specified in Annex A at CFB Trenton. This is an all-inclusive Monthly Rate for 12 months per pricing period.

Year 1 \$ _____ /month Year 2 \$ _____ /month
Year 3 \$ _____ /month Year 4 \$ _____ /month
Year 5 \$ _____ /month

Pricing Basis "B" - Task Authorizations (Wildlife Control at CFS Mountain View)

Wildlife Control Services are to be provided from sunrise to sunset at CFS Mountain View as and when authorized upon receipt of a DND 626 Task Authorization issued by the TA on an all-inclusive daily rate basis in accordance with the Statement of Work specified in Annex A.

All work performed under Pricing "B" requires a Task Authorization.

Estimated Usage: 180 days for Year 1, and 200 days for each additional pricing period of Years 2, 3, 4 & 5.

This is an all-inclusive Daily Rate.

Year 1 \$ _____ /day Year 2 \$ _____ /day
Year 3 \$ _____ /day Year 4 \$ _____ /day
Year 5 \$ _____ /day

ANNEX "C"
Mandatory and Point Rated Evaluation Criteria

Proposals must comply with each and every mandatory requirement of this section. Failure to do so will render the proposal non-compliant. If a proposal is determined to be non-compliant, it will be given no further consideration. Deviations from, or issues concerning Mandatory Requirements are not to be raised in the Bidder's proposal as they will not be considered or accepted after the closing date and time of this RFP.

For each contract reference required in the mandatory and point rated criteria below, the Bidder is required to provide all of the following information:

- a) Contract Name*
- b) Client Organization*
- c) Start Date and duration*
- d) Description of Scope of Work*
- e) Description of work performed, skills and technologies involved and responsibilities held during the contract*
- f) Name, current phone number and title of the client's contract authority or authorized representative who will confirm the bidder's claim*
- g) Dollar value of each contract*

#	<u>Mandatory Technical Criteria</u>
M1	<p>The Bidder, or a defined representative, must have certification* from the Contracting Authority of their attendance of the Mandatory Site Visit.</p> <p><u>*Certification:</u> The attendance of Bidders' Representatives will be checked at the beginning and end of the Mandatory Site Visit and after all breaks. To receive Canada's certification of attendance of the Mandatory Site Visit, the Bidder's Representative must be in attendance each time attendance is checked by Canada; otherwise certification will not be granted. Canada will publish a list of the Bidders' company names that received a certification of attendance in the amendment to the RFP which will be published after the Mandatory Site Visit. Bidders whose company names are included in this published attendance list will have complied with this Mandatory Requirement.</p>

#	<u>Mandatory Technical Criteria</u>	Page Number(s) in Bid
M2	<p>The Bidder must demonstrate in their proposal that they have a minimum of 750 days experience in the last five (5) years as a contractor for the provision of Wildlife Control services in accordance with the Canadian Aviation Regulations (CARS) Part 3 Airport Wildlife on an airfield with the following characteristics. The bidder will demonstrate this experience by providing references for contracts where they have accumulated these hours, that meet the following:</p> <p>(a) No smaller than CFB Trenton (CFB Trenton's size is 44,000 square meters fenced in area), and</p> <p>(b) With low level flight movements totaling at least 29,000 movements per year (including a minimum of : fast-moving jet propelled aircraft, helicopters and turbo propelled aircraft), <i>and</i></p> <p>(c) With a similar habitat (close to a large body of water that causes the flight paths of birds to pass in and around the airport premises) as that of CFB Trenton, <i>and</i></p> <p>(d) Managing at least 2 full time employees who provided Wildlife Control Services. This includes all aspects of managing personnel, including, but not limited to the recruiting, employing and training.</p> <p>The Contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder).</p> <p>However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one (1) or more joint venture members, to meet the experience requirement - that is, one similar Contract could be described for one joint venture member and another Contract could be described for another joint venture member. If two members of the joint venture worked on the same work site at the same time, it will only be counted as one (1) Contract.</p>	<p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p>

#	<u>Mandatory Technical Criteria</u>	Page Number(s) in Bid
M3	<p>The Bidder must demonstrate it has a valid Commercial Falconry license issued within the last five years prior to bid close date by:</p> <p>(A) Providing a copy of a valid Ontario Commercial Falconry license, or providing a copy of a Ontario Commercial Falconry license issued within the last five years as of bid close date; and</p> <p>(B) Demonstrating experience in propagating falconry birds or other birds of prey for two consecutive years within the last five years prior to bid close date; and</p> <p>(C) Demonstrating experience in keeping falconry birds or other birds of prey for five consecutive years as of bid close date.</p> <p>In substantiating its claims, the Bidder may provide a narrative that includes leg band numbers and the duration the Bidder has kept those birds, as well as supporting documents such as applicable out-of-province licenses.</p>	
M4	<p>The Bidder must provide the leg band numbers, species, age and a copy of the log books for the raptors, to demonstrate that they are in possession of six (6) live raptors of various species, suitable to perform wildlife control at CFB Trenton.</p>	

M5	<p>Regarding the proposed resources: As a minimum the Bidder must propose one Senior Wildlife Control Officer (SWCO) and one Wildlife Control Officer (WCO). The Bidder must demonstrate that their two proposed resources possess the skills and certifications required below. The information should be provided in the form of a résumé or CV, at the very least demonstrate this experience by providing references for contracts where they have accumulated these hours.</p> <p>(a)The proposed SWCO must possess a minimum of 5,850 hours of wildlife control experience at an airport(s) in the past five (5) years incorporating the use of birds of prey and applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services.</p> <p>(b)The proposed Wildlife Control Officer (WCO) must possess a minimum of 1,950 hours of wildlife control experience at an airport(s) in the past five (5) years incorporating the use of birds of prey and applying Transport Canada Wildlife Control Procedures (TP 11500) to wildlife control services.</p>	<p>(a) # of hours, and reference page number in bid:</p> <p>_____</p> <p>(b)# of hours, and reference page number in bid:</p> <p>_____</p>
M6	<p>The Bidder must provide documentation that would include the name of the trainer and date for the completion of an Airport Wildlife Control course for the proposed SWCO and WCO for:</p> <p>(a)The proposed SWCO must have completed an Airport Wildlife Control Course. The Course must have applied the guidelines of the Canadian Aviation Regulations, and the training must have been completed less than five years prior to the date of bid closing.</p> <p>(b)The proposed WCO must have completed an Airport Wildlife Control Course. The Course must have applied the guidelines of the Canadian Aviation Regulations, and the training must have been completed less than five years prior to the date of bid closing.</p>	<p>(a)</p> <p>Name of Trainer:</p> <p>_____</p> <p>Date of completion:</p> <p>_____</p> <p>(b)</p> <p>Name of Trainer:</p> <p>_____</p> <p>Date of completion:</p> <p>_____</p>
M7	<p>The bidder must provide documentation that each of their WCO possess a valid Firearms Acquisition Certificate or a valid Firearms Possession Permit for the possession of firearms.</p> <p>The bidder must provide either a copy of the valid Certificate or a letter of verification from the issuing office.</p>	

Point Rated Technical Evaluation Criteria

The Bidder should demonstrate an understanding of the services that are to be provided, and how they will meet all the requirements identified throughout the request for proposal. They must demonstrate that they have suitable processes and procedures in place to ensure the services requested herein can be provided by detailing their understanding of the requirement and their competence to satisfy all requirements stated herein.

Point Rated Technical Evaluation Criteria have been broken down into the following four (4) categories:

- A: Experience over and above that required to meet M2;
- B: Projects requiring similar deliverables to those identified in the SOW;
- C: Education; and
- D: Equipment/Resources over and above those stated in the SOW.

#	<u>Point Rated Technical Criteria</u>	Page Number(s) in Bid
R1	<p>Points Will be awarded for experience over and above that required to meet M2 (750 days) as follows:</p> <p>M2 <i>"The Bidder must demonstrate in their proposal that they have a minimum of 750 days experience in the last five (5) years as a contractor for the provision of Wildlife Control services in accordance with the Canadian Aviation Regulations (CARS) Part 3 Airport Wildlife on an airfield with the following characteristics. The bidder will demonstrate this experience by providing references for contracts where they have accumulated these hours.</i></p> <p>(a) <i>No smaller than CFB Trenton (CFB Trenton's size is 44,000 square meters fenced in area), and</i></p> <p>(b) <i>With low level flight movements totaling at least 29,000 movements (including a minimum of : fast-moving jet propelled aircraft, helicopters and turbo propelled aircraft), and</i></p> <p>(c) <i>With a similar habitat (close to a large body of water that causes the flight paths of birds to pass in and around the airport premises) as that of CFB Trenton, and</i></p> <p>(d) <i>Managing at least 2 full time employees who provided Wildlife Control Services. This includes all aspects of managing personnel, including, but not limited to the recruiting, employing and training".</i></p> <p><i>Bidders must include the contact names, phone numbers, start and end dates for each contract, the client company name and location at which the work was provided. Bidders should provide titles and email addresses for the contacts. Canada reserves the right to contact the names in order to verify the information provided.</i></p> <p><i>The Contract must have been performed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one (1) or more</i></p>	<p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p> <p>Points will be awarded as follows:</p> <p>751 days to 900 days = 10 points</p> <p>901 days to 1050 days = 20 points</p> <p>1050+ days = 30 points</p>

	<i>joint venture members, to meet the experience requirement - that is, one similar Contract could be described for one joint venture member and another Contract could be described for another joint venture member. If two members of the joint venture worked on the same work site at the same time, it will only be counted as one (1) Contract.</i>	
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#	Point Rated Criteria	Page #(s) in bid
R2	<p>The Bidder must demonstrate in their proposal that they have experience submitting deliverables similar to those required in the SOW (Reports/logs etc)</p> <p>Points will be awarded based on the number of projects where the bidder can demonstrate the deliverable experience such as:</p> <ul style="list-style-type: none"> - Daily Logs of Wildlife Control Activities - Monthly Summary Reports - Aerodrome Scare/Kill permit report - Annual Summaries - Aerodrome Bird Strike Reports - Wildlife Incident Report - Bird Activity Level - Or any other report germane to the Scope of Work in the RFP <p>Each of the referenced projects must:</p> <ul style="list-style-type: none"> - Have been initiated within the last 10 years prior to RFP closing date - Have a duration of at least 2 years (to demonstrate regular report submissions) - Include a minimum of at least 5 out of the 8 listed types of reports or logs mentioned above 	<p>Points will be awarded as follows:</p> <p>1 project = 10 points</p> <p>2 projects = 20 points</p> <p>3 projects = 30 points</p> <p>4 or more projects = 40 points</p>
R3	<p>Points will be awarded for Education over and above the required courses identified at Annex D, items M6 & M7. Bidders must provide details (include copies of diplomas, degrees, course certificates) of relevant education completed by the Contractor, SWCO or WCO that will enhance the execution of the work requirements.</p>	<p>Points will be awarded as follows to a maximum of 20 points:</p> <p>Degree/Diploma = 5 points/employee</p> <p>Work related course= 2 points/course/employee</p>
R4	<p>Provide a list of equipment over and above that specified in the SOW at Annex A, Item 10.4.3 that can be utilized in fulfilling the requirements of this contact. For example but not limited to the following:</p> <ul style="list-style-type: none"> • Bird Radar • Data collection software • Robotic bird drone • Advanced Scare tactics 	<p>Points will be awarded as follows to a maximum of 10 points:</p> <p>Additional equipment= 5 points per resource</p>
		<p>Max points = 100</p> <p>Minimum score = 70% = 70 points</p>

ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "E"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

3. Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, represented by Public Works and Government Services Canada.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. 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.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
 - i. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.

Solicitation No. - N° de l'invitation
W0125-20WR08/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-5-52027

Buyer ID - Id de l'acheteur
KIN630
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

SECURITY REQUIREMENTS CHECK LIST

Solicitation No. - N° de l'invitation
W0125-20WR08/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-5-52027

Buyer ID - Id de l'acheteur
KIN630
CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

DND 626 TASK AUTHORIZATION FORM

ANNEX A: SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0125-20WR08

Security Classification / Classification de sécurité

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	
National Defence		CFS TRENTON	
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 Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment and transportation required for the provision of Wildlife control for the DND on all land, structures and facilities owned by 8 Wing Trenton to include CFD Mountain View, as indicated in Specification Wxxxx-xxxxxxx/x, dated 2019-xx-xx.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>	
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>	
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>	
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>	
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX 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 À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

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

☒ No ☐ Yes
Non Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government
of Canada

Gouvernement
du Canada

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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)	Title - Titre	Signature
Major D.M. Blakely	Wing Air Traffic Control Officer	BLAKELY, DOUGLAS 907 <small>Digitally signed by BLAKELY, DOUGLAS 907 Date: 2019.04.30 11:09:09 -04'00'</small>
Telephone No. - N° de téléphone 613-392 2811 ext 3417	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel douglas.blakely@forces.gc.ca
		Date 30 Apr 2019

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Christine Charette	A/Security Analyst	C Charette
Telephone No. - N° de téléphone 613-996-0268	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Christine.Charette@forces.gc.ca
		Date 02-05-19

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
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
	Judy Holt	Digitally signed by Holt, Judy Date: 2019.08.21 13:13:33 -04'00'
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

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

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

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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