

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

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

**1713 Bedford Row**

**Halifax, N.S./Halifax, (N.É.)**

## Halifax

## Nova Scotia

**B3J 1T3**

**Bid Fax: (902) 496-5016**

## Request For a Standing Offer Demande d'offre à commandes

## Regional Individual Standing Offer (RISO)

## Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> RISO-Aircraft Wash Svcs-Greenwood	
<b>Solicitation No. - N° de l'invitation</b> W0102-20013D/A	<b>Date</b> 2019-10-08
<b>Client Reference No. - N° de référence du client</b> W0102-20-013D	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-405-10793
<b>File No. - N° de dossier</b> HAL-9-83051 (405)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kendell, Byron	<b>Buyer Id - Id de l'acheteur</b> hal405
<b>Telephone No. - N° de téléphone</b> (902)497-5345 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN GREENWOOD NOVA SCOTIA B0P1N0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA SÉCURITÉ**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 FORMER PUBLIC SERVANT .....	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES .....	8
4.2 BASIS OF SELECTION.....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	10
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 INSURANCE REQUIREMENTS.....	11
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
<b>A. STANDING OFFER.....</b>	<b>11</b>
7.1 OFFER .....	11
7.2 SECURITY REQUIREMENTS .....	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	12
7.4 TERM OF STANDING OFFER.....	12
7.5 AUTHORITIES .....	13
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
7.7 IDENTIFIED USERS .....	14
7.8 CALL-UP INSTRUMENT .....	14
7.9 LIMITATION OF CALL-UPS.....	15
7.10 FINANCIAL LIMITATION .....	15
7.11 PRIORITY OF DOCUMENTS .....	15
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	15
7.13 APPLICABLE LAWS.....	16
7.14 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	16
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>

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7.1	STATEMENT OF WORK.....	16
7.2	STANDARD CLAUSES AND CONDITIONS.....	16
7.3	TERM OF CONTRACT .....	16
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	17
7.5	PAYMENT .....	17
7.6	INVOICING INSTRUCTIONS.....	17
7.7	INSURANCE .....	18
7.8	SACC <i>MANUAL</i> CLAUSES .....	18
<b>ANNEX A .....</b>		<b>19</b>
	STATEMENT OF WORK .....	19
<b>ANNEX B .....</b>		<b>20</b>
	BASIS OF PAYMENT .....	20
<b>ANNEX C .....</b>		<b>21</b>
	SECURITY REQUIREMENTS CHECK LIST .....	21
<b>ANNEX D .....</b>		<b>22</b>
	STANDING OFFER REPORTING FORM .....	22
<b>ANNEX E .....</b>		<b>23</b>
	INFORMATION FOR CODE OF CONDUCT CERTIFICATION .....	23
<b>ANNEX F .....</b>		<b>24</b>
	INSURANCE .....	24

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Standing Offer Reporting Form and the Information for Code of Conduct Certification.

### **1.2 Summary**

Work under this Standing Offer Agreement comprises, but is not necessarily limited to, the furnishing of all material, labour, and supervision required to provide aircraft wash services for the CC130 Hercules and CP140 Aurora aircraft at 14 Wing Greenwood in Greenwood, NS as per Annex A, Statement of Work, dated 6 May, 2019.

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).

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

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### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

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

Note: For offerors choosing to submit using epost Connect the email address is:

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[TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension (to be completed by bidder)

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

### **Work Force Adjustment Directive (to be completed by bidder)**

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

If so, the Offeror must provide the following information:

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

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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

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

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

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

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

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

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

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

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

#### Section I: Technical Offer

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

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## Section II: Financial Offer

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

### 3.1.1 Exchange Rate Fluctuation

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

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

**OFFERS MUST INCLUDE AND MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. OFFERS NOT INCLUDING AND MEETING ALL OF THE MANDATORY REQUIREMENTS BELOW WILL BE DEEMED NON-RESPONSIVE AND WILL BE GIVEN NO FURTHER CONSIDERATION.**

Paragraph in the SOW	Description of Mandatory Requirement	Met/Not Met
Para 3.3.1	Wash job supervisor must possess a minimum of seven (7) years' experience in the performance, verification, recording and airworthiness certification of maintenance tasks on an aeronautical product. A resume detailing the wash job supervisor's experience must accompany the bidder's proposal for verification purposes.	
Para 3.3.1	Contractor must have a First Aid qualified technician in the wash crew at all times. Bidder must confirm their understanding of the requirement and must detail how the requirement will be adhered to during the execution of the work.	
Para 3.3.4	In their submission, the bidder must provide proposed	

	procedures and work instructions documenting their ability to safely perform the work specified in this statement of work to include but not be limited to: <ul style="list-style-type: none"><li>a. Personnel eligibility criteria for conducting servicing tasks;</li><li>b. The process used to ensure personnel satisfy the defined eligibility criteria prior to authorization;</li><li>c. The process for controlling authorizations; and</li><li>d. Work sequence and sign off to ensure compliance with applicable publications listed in paragraph 2.2 and a consistent output.</li></ul>	
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#### 4.1.2 Financial Evaluation

M0220T (2016-01-28), Evaluation of Price

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications Required with the Offer

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

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

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

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

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

#### 5.2.3.1 Status and Availability of Resources

[M3020T](#) (2016-01-28), Status and Availability of Resources

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;

- 
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## 6.2 Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W0102-20013D

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC.
4. The Contractor/Offeror MUST NOT remove any CLASSIFIED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

- 
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
  6. The Contractor/Offeror must comply with the provisions of the:
    - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
    - (b) *Industrial Security Manual* (Latest Edition).

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is 1 year from Standing Offer award.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2), one (1) year periods** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 7.4.3 Delivery Points

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

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Byron Kendell  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-497-5345  
Facsimile: 902-496-5016  
E-mail address: [byron.kendell@pwgsc.gc.ca](mailto:byron.kendell@pwgsc.gc.ca)

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

#### 7.5.2 Project Authority

The Project Authority for the Standing Offer is (completed at award):

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

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

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

### 7.5.3 Offeror's Representative (to be completed by bidder)

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **DND authorized users within 405 (LRP) Squadron, 14 Wing Greenwood.**

### 7.8 Call-up Instrument

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

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;

- 
- statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$ (completed at award)** (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ **(to be completed at award)** (Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010C** (2018-06-21), Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror

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in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

#### **7.3.2 Delivery Date**

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

## 7.4 Proactive Disclosure of Contracts with Former Public Servants

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.

## 7.5 Payment

### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

### 7.5.2 Limitation of Price

[C6000C](#) (2017-08-17), Limitation of Price

### 7.5.3 Single Payment

[H1000C](#) (2008-05-12), Single Payment

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

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

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

## 7.6 Invoicing Instructions

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. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

14 Wing Greenwood

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Attn: Wing Replen/D. Benda  
PO Box 5000 Stn Main  
Greenwood, NS B0P 1N0

Invoices must be submitted within 30 days of completion of Work.

## **7.7 Insurance**

The Contractor must comply with the insurance requirements specified in Annex F. 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.

## **7.8 SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
D5328C (2014-06-26) Inspection and Acceptance

Solicitation No. - N° de l'invitation  
W0102-20013D  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1405  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**

(See Attachment)

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**ANNEX B****BASIS OF PAYMENT**

Please complete the following tables and submit with your bid.

1. The price of the bid will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized Sales Tax excluded, FOB destination including Canadian customs duties and excise taxes included.
2. The estimated annual usage figures (C) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

**Table A - Initial 1 Year Period**

Description	Unit of Issue	Estimated Quantity per Year	Unit Price	Extended Price
Aircraft Wash	Each	84		
Year One (Table A) Total				

**Table B - Option Year 1**

Description	Unit of Issue	Estimated Quantity per Year	Unit Price	Extended Price
Aircraft Wash	Each	84		
Option Year 1 (Table B) Total				

**Table C - Option Year 2**

Description	Unit of Issue	Estimated Quantity per Year	Unit Price	Extended Price
Aircraft Wash	Each	84		
Option Year 2 (Table C) Total				

**Total bid price (Table A+B+C)** \$ \_\_\_\_\_

*End of Basis of Payment*

Solicitation No. - N° de l'invitation  
W0102-20013D  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1405  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

(See Attachment)

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## ANNEX D

### STANDING OFFER REPORTING FORM

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and the end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)

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## ANNEX E

### INFORMATION FOR CODE OF CONDUCT CERTIFICATION

#### ***[PLEASE COMPLETE AND SUBMIT WITH BID]***

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person;

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## **ANNEX F**

### **INSURANCE**

#### **Commercial General Liability Insurance**

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

- 
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. 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.



National  
Defence

Défense  
nationale

**DEPARTMENT OF NATIONAL DEFENCE**

**STATEMENT OF WORK  
FOR  
14 WING AIRCRAFT WASH SERVICES**

Prepared by: Maj D.S. MacGregor  
405 (LRP) Squadron  
14 Wing Greenwood  
PO Box 5000 Stn Main  
Greenwood NS B0P 1N0

Date of Release: 6 May 2019

# Statement of Work

## 14 Wing Aircraft Wash Services

### TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>I</b>
<b>1.0 SCOPE .....</b>	<b>1</b>
1.1 PURPOSE.....	1
1.2 BACKGROUND.....	1
1.3 SECURITY OF WORK .....	1
<b>2.0 APPLICABLE DOCUMENTS.....</b>	<b>2</b>
2.1 APPLICABILITY.....	2
2.2 PUBLICATIONS.....	2
<b>3.0 REQUIREMENTS.....</b>	<b>3</b>
3.1 GENERAL.....	3
<b>4.0 DELIVERABLES .....</b>	<b>7</b>
<b>5.0 ACCEPTANCE AND CERTIFICATION .....</b>	<b>8</b>
<b>6.0 SCHEDULE.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>7.0 ADMINISTRATIVE DETAILS.....</b>	<b>8</b>
<b>8.0 AUTHORITIES .....</b>	<b>8</b>
8.1 TECHNICAL AND QUALITY AUTHORITY.....	8
8.2 PROJECT AUTHORITY.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## **Statement of Work 14 Wing Aircraft Wash Services**

### **1.0 SCOPE**

#### **1.1 Purpose.**

This Statement of Work (SOW) defines the work required to be performed by the Contractor to provide aircraft wash services for CC130 Hercules and CP140 Aurora aircraft to 14 Wing Greenwood.

#### **1.2 Background.**

Due to operation in a salt-water environment, 14 Wing CC130 Hercules aircraft and CP140 Aurora aircraft require an airframe wash every 60±6 days as part of their corrosion control maintenance program. Due to the increased flexibility required to respond to varying operational needs, technical requirements, and funding levels, 14 Wing is seeking to establish this airframe wash services as a Standing Offer which will be raised as required.

1.2.1 The number of aircraft stationed at 14 Wing Greenwood varies due to deployments and varying fleet specific availability requirements. It is estimated that up to 20 CC130 and 48 CP140 aircraft washes could be scheduled per year.

#### **1.3 Security of Work**

The work performed and the documentation prepared by the contractor will be unclassified. The contractor will, at all times during the performance of the Contract, hold a valid Designated Organization Screening level of SECRET. Contractor personnel who require access to the General Restricted Area (GRA) to complete airframe wash services shall each hold a valid personnel security screening level of SECRET. At all times the contractor must comply with applicable security regulations and restrictions, as required by the Wing Provost Marshall (WPM).

#### **1.4 Technical Authority**

The DND Technical Authority (TA) for this work shall be at:

14 Wing Greenwood  
P.O. Box 5000 Stn Main  
Greenwood NS BOP 1N0.

Technical questions regarding the requirements outlined herein must be directed through Public Works and Government Services Canada (PWGSC).

## **Statement of Work**

### **14 Wing Aircraft Wash Services**

#### **2.0 APPLICABLE DOCUMENTS**

##### **2.1 Applicability.**

The applicable publications listed in para 2.2 are references that will be followed by the contractor when delivering the required services.

##### **2.2 Publications.**

###### **2.2.1 CP140 documents:**

- 2.2.1.1 C-13-140-000/NE-000 – Aircraft Equipment Codes and Inspection Requirements – CP140 Aurora;
- 2.2.1.2 C-12-140-000/NR-001 – Servicing Level Inspection;
- 2.2.1.3 C-12-140-000/VC-000 – Corrosion Control, Cleaning, Painting, and Decontamination; and
- 2.2.1.4 C-12-140-000/VP-000 – Protection Instructions – CP140 Aurora Aircraft Equipment.

###### **2.2.2 CC130 documents:**

- 2.2.2.1 C-12-010-040/TR-021 – Standard Repair Procedures Aircraft Cleaning and Corrosion Control Exterior and Interior;
- 2.2.2.2 C-12-130-000/NE-000 – Aircraft Equipment Codes and Inspection Requirements – CC130 Hercules;
- 2.2.2.3 C-12-130-000/NR-000 – First Level Preventative Maintenance and Conditional Inspection Schedule;
- 2.2.2.4 C-12-130-000/VC-001 – Corrosion Control Procedures; and
- 2.2.2.5 C-12-130-0A0/MF-001 – Airframe Group – Description and Maintenance Instructions.

2.2.3 Additional documents shall include any other applicable references detailed by TA, including but not limited to:

- 2.2.3.1 A-GA-135-001/AA-001 – Flight Safety for the Canadian Forces

## **Statement of Work**

### **14 Wing Aircraft Wash Services**

2.2.3.2      A-GG-040-001/AG-001 – Canadian Forces General Safety Manual

## **3.0      REQUIREMENTS**

### **3.1      General.**

The contractor will submit bids in response to this RFP, an outline plan for services pursuant to this specification, and costing details for a Standing Offer. This Standing Offer will be called-up by 14 Wing when operational demands require re-prioritization of DND limited workforce.

3.1.1      Due to the unpredictable nature of 14 Wing search and rescue and maritime patrol operations, aircraft wash needs will be identified one week prior to the desired wash service and the final confirmation is to be provided by the TA or his/her representative within 24 hours of forecast start times. Unavoidable cancellations with less than 24 hours' notice may occur due to un-forecasted Air Sovereignty operations or other urgent military operations.

3.1.2      Aircraft are to be considered within scope of this SOW if the due date for their wash has been extended to a total of 96 days. An additional 30 days allows DND to remain flexible on scheduling and supporting both Domestic and International operations.

3.1.3      In general terms, the required services include aircraft wash services and associated workplace preparation and cleanup, including:

- 3.1.2.1      Inspection and preparation of wash materials and dispensing equipment;
- 3.1.2.2      Placement of washstands and equipment;
- 3.1.2.3      Washing of aircraft;
- 3.1.2.4      Rinsing of aircraft;
- 3.1.2.5      Washing of removed aircraft components;
- 3.1.2.6      Return of washstands to designated storage areas;
- 3.1.2.7      Cleaning of equipment and return of all material to designated storage areas;
- 3.1.2.8      Rinsing of hangar floor;
- 3.1.2.9      Cleaning of wash rack, washroom, and disposal room;

## **Statement of Work**

### **14 Wing Aircraft Wash Services**

3.1.2.10 Disposal of all garbage, waste, and recycling to designated disposal areas;

3.1.2.11 Return of issued items to Tool Crib; and

3.1.2.12 Placement of aircraft wheel covers on stand for drying.

3.1.4 Before submitting a proposal, a site visit will be offered to all interested bidders to become acquainted with all ascertainable conditions that may affect their work. During this visit, the Contractor may consult with the TA or a delegated representative regarding available services, material accommodations requirements, site access, and any other information that may affect the Contractor's tender.

#### **3.2 Work Environment**

3.2.1 14 Wing Greenwood is located 150 Km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS. Specified work is to be carried out on-site in the 12 Hangar Wash Bay or alternate location(s), as designated by the TA, due to operational requirements.

3.2.2 Airworthiness is critical to operational effectiveness and Flight Safety. Should the Contractor, during the course of the wash activity, notice any damage to the aircraft or associated components, the TA shall be notified immediately. The contractor must willingly participate in any discussions or damage investigations in which contractor personnel may have been involved, as requested by the TA.

3.2.3 The Contractor must:

3.2.3.1 Ensure that the site is not unreasonably encumbered with equipment or material;

3.2.3.2 Move stored products or equipment which may interfere with operations of TA or other contractors;

3.2.3.3 Execute their work with the least possible interference or disturbance to DND's normal use of the premises;

3.2.3.4 Ensure that all Contractor personnel comply with applicable:

3.2.3.4.1 standing orders at the site where work is being performed;

3.2.3.4.2 security regulations;

3.2.3.4.3 environmental regulations; and,

## **Statement of Work**

### **14 Wing Aircraft Wash Services**

3.2.3.4.4 safety regulations, including Flight Safety and General Safety orders.

3.2.3.5 Receive a briefing from the Wing Fire Chief regarding fire safety regulations and restrictions; and,

3.2.3.6 Receive a briefing from the Wing Air Traffic Control Officer regarding aircraft ramp safety and travel to and across restricted areas.

3.2.4 The contractor will be liable for any damage to existing equipment. Only equipment assigned for use by the contractor may be used.

3.2.5 DND will provide, free of charge, electric power , water, cleaning solutions, maintenance stands, scrub brushes, hoses and safety harnesses to support the delivery of aircraft wash services.

3.2.4 Material and equipment provided by DND will be stored by the contractor in areas designated by the TA or his/her representative.

3.2.5 The contractor must observe all safety measures required by the Canadian Labour Code, Provincial Government Regulations, Worker's Compensation Board and municipal statutes and authorities. In the event of conflict or discrepancy between any provisions of the above authorities, the most stringent requirement will apply. Contractor-created hazards must be marked with appropriate warning signs and barriers. All protective devices and barriers are to be maintained in good order until completion of the work, or until removal is ordered by the TA. Wash rack floors and aircraft surfaces may be slippery from cleaning compounds or other chemical residue. Boots used by personnel in these areas must provide adequate traction and protection for the work conditions.

3.2.6 Workers handling hazardous materials or equipment must be provided with all necessary personal protective equipment. Protective clothing and equipment such as rubber gloves, face and eye shields, goggles, respirators, aprons, and boots are to be supplied and maintained at the Contractor's expense. Work with hazardous materials is to be done by workers who are thoroughly educated on the risks involved with the material and trained in safe work practices. Material Safety Data Sheets (MSDS) for cleaning compounds and hazardous materials are located on-site. The contractor is responsible to ensure that all employees have read and understood these documents. Suspected hazardous materials that are not part of this contract must be reported to the TA immediately and work in the area must be halted until direction is received from the TA. The contractor accepts liability in the event of injury or damage resulting from misuse of or exposure to these hazardous materials.

3.2.7 The contractor must maintain the work area in a neat and tidy condition at all times. At no time are materials or equipment to be left in a manner that will create a hazardous condition. Paved surfaces must be broom cleaned. The contractor will use only cleaning materials approved by the

## **Statement of Work**

### **14 Wing Aircraft Wash Services**

TA. The TA will supply on-site containers for collection of waste materials and debris, and the Contractor must ensure that waste materials and debris are placed in these containers.

3.2.8 The Contractor will be responsible for loss or damage of any equipment supplied by DND that is the result of neglect or misuse by the Contractor or his/her employees. Lost or damaged equipment is to be replaced/repaired by the Contractor to the complete satisfaction of the TA.

3.2.9 The Contractor will endeavour to prevent damage to paved or concrete surfaces, buildings, landscaping, curbs fences and adjacent property, and will reimburse any damage caused by the Contractor as a result of misuse or negligence.

#### **3.3 Specifications**

3.3.1 The contractor is responsible for training his/her personnel in the safe and proper use of the facilities and equipment provided. Specifically, the wash job supervisor must possess a minimum of seven (7) years' experience in the performance, verification, recording and airworthiness certification of maintenance tasks on an aeronautical product. Furthermore, the contractor must have a First Aid qualified technician in the wash crew at all times.

3.3.2 The contractor must complete the wash job within six (6) hours from the scheduled start of the wash job as determined by the TA or his/her representative and must perform the work in accordance with all regulations and directives, taking precaution to avoid damage to any aircraft equipment. This includes, but is not limited to, the DND tool control program, or Contractor established tool control procedures which satisfy the intent of the DND tool control program, as specified in the TAA advisory Tool Management Program.

3.3.3 The contractor must have the ability to respond when notified by the TA or his/her representative no later than one (1) week prior to the desired wash service, with final confirmation provided by the TA or his/her representative within 24 hours of forecasted start times. Unavoidable cancellations with less than 24 hours' notice may occur due to un-forecasted Air Sovereignty operations or other urgent military operations.

3.3.4 In their submission, bidders must provide proposed procedures and work instructions documenting their ability to safely perform the work specified in this statement of work, including but not limited to:

3.3.4.1 Personnel eligibility criteria for conducting servicing tasks;

3.3.4.2 The process used to ensure personnel satisfy the defined eligibility criteria prior to authorization;

3.3.4.3 The process for controlling authorizations; and,

3.3.4.4 Work sequence and sign off procedures to ensure compliance with applicable publications listed in paragraph 2.2 and a consistent output.

## Statement of Work

### 14 Wing Aircraft Wash Services

3.3.5 The Contractor will provide support to the TA's Quality Management auditors during DND compliance audits. This includes, but is not limited to, providing access to technician qualification and authorisation files from within the company.

3.3.6 The Contractor is required to submit and implement a corrective action plan (CAP) to the TA, as directed by the Quality Management auditors, to address observations found during compliance audits, as requested in paragraph 3.3.5.

3.3.7 The contractor must report any safety occurrences to the TA immediately upon discovery.

#### 4.0 MANDATORY REQUIREMENT

4.1 A Mandatory Requirement is defined as a requirement that must be met for a Bidder's proposal to be further considered for evaluation. Mandatory Requirements are assessed as either compliant or non-compliant. The table below lists the mandatory requirements:

Paragraph in the SOW	Description of Mandatory Requirement
Para 3.3.1	Wash job supervisor must possess a minimum of seven (7) years' experience in the performance, verification, recording and airworthiness certification of maintenance tasks on an aeronautical product. A resume detailing the wash job supervisor's experience must accompany the bidder's proposal for verification purposes.
Para 3.3.1	Contractor must have a First Aid qualified technician in the wash crew at all times. Bidder must confirm their understanding of the requirement and must detail how the requirement will be adhered to during the execution of the work.
Para 3.3.4	In their submission, the bidder must provide proposed procedures and work instructions documenting their ability to safely perform the work specified in this statement of work to include but not be limited to: <ul style="list-style-type: none"><li>a. Personnel eligibility criteria for conducting servicing tasks;</li><li>b. The process used to ensure personnel satisfy the defined eligibility criteria prior to authorization;</li><li>c. The process for controlling authorizations; and</li><li>d. Work sequence and sign off to ensure compliance with applicable publications listed in paragraph 2.2 and a consistent output.</li></ul>

## **Statement of Work**

### **14 Wing Aircraft Wash Services**

#### **5.0 DELIVERABLES**

4.1 The contractor is required to inform the TA or delegate immediately following the completion of the wash service.

#### **6.0 ACCEPTANCE AND CERTIFICATION**

6.1 It is the responsibility of the TA to ensure adequate service is provided by the contractor. The TA reserves the right to inspect the work and process at any point to ensure the contractor is carrying out the duties described in section 3.0 of this SOW.

#### **7.0 ADMINISTRATIVE DETAILS**

7.1 DND will raise call-ups at least one week prior to the required aircraft wash service and will provide final confirmation within 24 hours of forecast start times.

#### **8.0 AUTHORITIES**

8.1 Technical and Quality Authority.

For the CP140 aircraft washes: (completed at award), or;

For the CC130 Hercules aircraft washes: (completed at award).



## 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	
Department of National Defence		14 Wing Greenwood	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
		14 Wing Greenwood P.O. Box 5000 Stn Main Greenwood NS BOP 1N0.	
4. Brief Description of Work / Brève description du travail			
Provide aircraft washing services to the CP140 and CC130 aircraft based out of 14 Wing Greenwood. It is estimated that 36 CC130 washes and 48 CP140 washes could be scheduled during the calendar year.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité : Secret

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 / Non ☐ Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☐ Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / 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).