



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

<p>Bid Receiving Canada School of Public Service /Attn: Naomi Gautier Entrance P4 Shipping and Receiving (door beside garage door) with the commissionaire from 9:00 AM to 3:00 PM Asticou Centre 241 Cité-des-jeunes Blvd. Gatineau, QC (Canada) J8Y 6L2</p> <p>Réception des soumissions /Attn: Naomi Gautier École de la fonction publique du Canada Entrée P4 Expédition et Réception (porte à côté de la porte de garage) avec le commissionaire de 9h00 à 15h00 Centre Asticou 241, boul. Cité-des-jeunes Gatineau, QC (Canada) J8Y 6L2</p>
--

REQUEST FOR PROPOSALS

DEMANDE DE PROPOSITIONS

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Solicitation No. - N° de la demande CSPS-RFP-19NG-1232/A	Amendment No. - N° de modification
--	------------------------------------

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à 2 :00 PM EST 14 :00 HNE	2019-1232
on – le December 18th, 2019 18 décembre 2019	

Date of Solicitation – Date de la demande 2019/11/08
Title – Titre: Collaborative and innovative space as a service for the Canada School of Public Service’s Digital Academy
Address inquiries to – Adresser toute demande de renseignement à : See Herein Voir ci-dessous
Destination See Herein Voir ci-dessous

Instructions:
Municipal taxes are not applicable.
 Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:
Les taxes municipales ne s’appliquent pas.
 Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression)
Signature : _____ Date : _____

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - BID SOLICITATION	6
2.5 APPLICABLE LAWS	7
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	7
2.7 BIDDERS' CONFERENCE	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	10
4.1 EVALUATION PROCEDURES	10
4.2 BASIS OF SELECTION.....	14
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
5.1 CERTIFICATIONS REQUIRED WITH THE BID	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	16
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS	17
6.1 SECURITY REQUIREMENTS	17
6.2 INSURANCE REQUIREMENTS.....	17
PART 7 - RESULTING CONTRACT CLAUSES	18
7.1 STATEMENT OF WORK.....	18
7.2 STANDARD CLAUSES AND CONDITIONS	19
7.3 SECURITY REQUIREMENTS	20
7.4 TERM OF CONTRACT	20
7.5 AUTHORITIES	20
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	21
7.7 PAYMENT	21
7.8 INVOICING INSTRUCTIONS	23
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	23
7.10 APPLICABLE LAWS	23
7.11 PRIORITY OF DOCUMENTS	23
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR).....	24
ANNEX A - STATEMENT OF WORK	25
ANNEX B - BASIS OF PAYMENT	31
ANNEX C - SECURITY REQUIREMENTS CHECK LIST.....	33
ANNEX 1 TO PART 3 OF THE BID SOLICITATION.....	36
ANNEX D- INSURANCE REQUIREMENTS	37
ANNEX E - TASK AUTHORIZATION FORM (IF APPLICABLE).....	40

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

1.2.1 The Canada School of Public Service (CSPS) is seeking space as a service to secure exclusive use of an open collaborative office environment ("space") for its Digital Academy (DA) staff and learners. The Digital Academy aims to create an environment where staff and learners are encouraged to be collaborative, open, creative and innovative. The space is a critical component of allowing the Digital Academy to reach this objective as the right space can facilitate new ways of working and provide an environment that makes collaboration, openness and innovation prevalent by default while remaining in physical proximity to CSPS partners.

Up to one Contract can be awarded for this requirement and, if a Contract is awarded, it will be for an initial period of two (2) years and one additional optional period of one (1) year. The Space must be available mid-January 2020.

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 There is an optional bidders' conference associated with this requirement. Consult Part 2 – Bidder Instructions.

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: 90 days

2.2 Submission of Bids

Bids must be submitted only to Canada School of Public Service (CSPS) Bid Receiving Unit by the date, time and place indicated on page 1 of the request for proposals.

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

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bidders' Conference

A bidders' conference will be held online via WebEx on Monday, November 25th, 2019. The conference will begin at 13:30 EST. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend.

Bidders wishing to join the conference must send an email to the Contracting Authority: naomi.gautier@canada.ca to confirm their attendance and to obtain the WebEx details no later than November 20th, 2019 at 3:00 pm EST. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than November 20th, 2019 at 3:00 pm EST.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (Three (3) hard copies) and one (1) soft copy on an USB key.

Section II: Financial Bid (One (1) hard copy) and one (1) soft copy on an USB key.

Section III: Certifications (One (1) hard copy) and one (1) soft copy on an USB key.

Section IV: Additional Information (One (1) hard copy) and one (1) soft copy on an USB key.

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.

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

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 and describe their approach 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 1 To Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex 1 To Part 3 Electronic Payment Instruments of the Bid Solicitation 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.

Section IV: Additional Information

3.1.4. The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet all the mandatory technical criteria specified below. Bids that fail to meet all the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

No.	Mandatory Technical (MT) Criterion	Bid Submission Requirement	Indicate where to find the information in the bid
MT-1	The Bidder must provide a staffed 24/7 phone service to report all building maintenance support requests. This must include a staffed maintenance and support phone service during regular business hours (8AM-5PM) to troubleshoot, diagnose, repair and/or replacement all provided equipment	<p>In order to demonstrate this, the Bidder must provide proof of offering a staffed 24/7 phone line to report building maintenance issues and a staffed phone line during regular business hours (8AM-5PM) to troubleshoot, diagnose, repair and/or replace all provided equipment and furniture for the duration of the contract.</p> <p>The bidder must include the following information to demonstrate meeting this requirement:</p> <ul style="list-style-type: none"> - The phone number of the 24/7 building maintenance support - Proof that it is not an automated answering service (e.g. staffed) during regular business hours - Description of the services it provides 	

MT-2	The Bidder's proposed space must include a secure electronic access control system to CSPA "exclusive areas".	The Bidder must provide proof that the proposed space includes electronic access control via ID cards or a similar mechanism. This can be demonstrated through documentation or the floor plan.	
MT-3	The Bidder must have 24/7/365 electronic video surveillance or equivalent of the entry point and/or electronic access points to the space and the common spaces (internal/external) of the building.	The Bidder must clearly demonstrate this by providing documentation or identify where video surveillance is on their floor plan submitted as part of this requirement.	
MT-4	The Bidder must provide public or private parking for vehicles and bikes (first come first serve) that is available for use by CSPA.	The Bidder must provide documentation or note where the public parking is in floor plans submitted as part of this requirement.	
MT-5	<p>The Bidder must provide a space for working staff that includes the following:</p> <ul style="list-style-type: none"> - Open work areas for 40 people which includes desk, adjustable office chairs, monitor holders and power outlets - Hoteling stations for a minimum of 10 people which includes desks, adjustable office chairs, monitor holders and power outlets. - Minimum of 2 dedicated meeting rooms for exclusive use by CSPA with the following specifications: . <ul style="list-style-type: none"> o 1 meeting room for exclusive use by CSPA that can accommodate up to 20 people and must be a minimum of 30m² and; o 1 meeting room for exclusive use by CSPA that can accommodate up to 8 people and must be a minimum of 15m² o Meeting rooms must include reconfigurable furniture (tables and chairs), full audio visual and video conferencing capabilities (TV screens or projector screens with HDMI input), 1 whiteboard. - Kitchen area in the same building that has a fridge/freezer, microwave and sink - Access to the washroom in the same building 	The Bidder must clearly demonstrate that the building and working space meet these requirements. The Bidder can submit a floor plan, photos and documentation to demonstrate meeting these requirements.	

MT-6	<p>The Bidder must provide a space for learners which includes the following;</p> <ul style="list-style-type: none"> - A minimum of 2 closed door rooms that can hold a minimum of 20 people each with reconfigurable desks and chairs - must be available at least three (3) business days per month for use by CSPS at no extra cost to CSPS. - Must be in the same building as the space. - Classrooms must be a minimum of 30m² each. - Classrooms must have: <ul style="list-style-type: none"> o reconfigurable furniture (tables and chairs), o power outlets (minimum 3), o full audio visual and video conferencing capabilities (TV screens or projector screens with HDMI input), o 1 whiteboard. 	<p>The Bidder must clearly demonstrate that the learning spaces meet these requirements. The Bidder can submit a floor plan, photos and documentation to demonstrate meeting these requirements.</p>	
MT-7	<p>The Bidder must provide a shared event area in the same building as the CSPS space which includes the following:</p> <ul style="list-style-type: none"> - A shared event area that can accommodate a minimum of 120 people (standing) or 80 seated. - The shared event area must be available to be booked at least two (2) business days per month at no extra cost to CSPS (included in the bid). - Event area must have: <ul style="list-style-type: none"> o reconfigurable furniture (tables and chairs), o power outlets (minimum 3), o full audio visual and video conferencing capabilities (TV screens or projector screens with HDMI input). 	<p>The Bidder must clearly demonstrate that the shared event space meet these requirements. The Bidder can submit a floor plan, photos and documentation to demonstrate meeting these requirements.</p>	
MT-8	<p>The Bidder must provide on-site climate controlled storage area, which is at least 15m² and for exclusive use by CSPS via a master key system or electronic access control.</p>	<p>The Bidder must clearly demonstrate that the on-site storage meets the requirements. This can be done through documentation, a floor plan and/or photos.</p>	
MT-9	<p>The Bidder must provide a space within a building located within a 5 km radius of the Parliament Light Rail Transit Station, Ottawa, ON K1P 6L2.</p>	<p>The Bidder must include the full address including postal code of the building where the space submitted in the bid is located.</p>	

4.1.1.2 Point Rated Technical Criteria

Bids will be evaluated and scored as specified in the table inserted below. Each point rated technical criterion should be addressed separately. No overall minimum score is required in this evaluation process.

No.	Rated Technical (RT) Criterion	Bid Submission Requirement	Evaluation Criteria	Maximum Points
RT-1	The space provided by the Bidder should be within 600m of a public transit route which runs at least every 15 minutes between 7AM-6PM Monday to Friday	The Bidder should demonstrate this requirement by providing the full address of the building and detailed public transit information including the transit service, route number, route schedule, location of nearest bus stop in relation to the building.	Points will be allocated as follows: 25 pts – Bidder’s building is within 600m of a public transit route, which runs at least every 15 minutes between 7AM-6PM Monday to Friday. 15 pts – Bidder’s building is within 600m of a public transit route, which runs at least every 30 minutes between 7AM-6PM Monday to Friday 0 pts - Bidder’s building is not within 600m of a public transit route, which runs at least every 30 minutes between 7 AM- 6 PM Monday to Friday.	25
RT-2	The space provided by the Bidder should include additional workstations/hoteling stations which includes desks, adjustable office chairs, monitor holders and power outlets.	The Bidder must clearly demonstrate that the building and working space meet these requirements. The Bidder can submit a floor plan, photos and documentation to demonstrate meeting these requirements.	Points will be allocated if the Bidder is able to provide additional workstations/hoteling stations as follows: 30 pts – 11 to 15 additional workstations/hoteling stations 20 pts – 6 to 10 additional workstations/hoteling stations 10 pts – 1 to 5 additional workstations/hoteling stations 0 pts – 0 additional workstation/hoteling station	30

RT-3	<p>The bidder should provide additional shared meeting room(s) that can accommodate up to 8 people, be a minimum of 15m2 and include:</p> <ul style="list-style-type: none"> - reconfigurable furniture (tables and chairs), - full audio visual and video conferencing capabilities (TV screens or projector screens with HDMI input), - 1 whiteboard. 	<p>The Bidder must clearly demonstrate that the building and working space meet these requirements. The Bidder can submit a floor plan, photos and documentation to demonstrate meeting these requirements.</p>	<p>Points will be allocated if the Bidder is able to provide additional meeting rooms as follows:</p> <p>20 pts – 2 or more additional shared meeting rooms</p> <p>10 pts – 1 additional shared meeting room</p> <p>0 pts – 0 additional meeting room</p>	20
RT-4	<p>the Bidder should be able to provide access to the following innovative and disruptive technologies within the same building (at additional charges):</p> <ul style="list-style-type: none"> - 3D Printer(s), - virtual reality, - other supporting technology like Smartboards 	<p>The Bidder must clearly demonstrate that the building and working space meet these requirements. The Bidder can submit a floor plan, photos and documentation to demonstrate meeting these requirements.</p>	<p>Points will be allocated if the Bidder is able to provide access to the following innovative and disruptive technologies as follows:</p> <p>5 pts – At least 1 3D printer</p> <p>5 pts – At least 1 virtual reality set</p> <p>5 pts – At least 1 smartboard or equivalent</p>	15
Total of all the Point Rated Technical Criteria:				90

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

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.
2. Bids not meeting (a) or (b) 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 50 % for the technical merit and 50 % 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 50 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50 %.
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 50/50 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 (50%) and Price (50%)

		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	$115/135 \times 50 = 42.59$	$89/135 \times 50 = 32.96$	$92/135 \times 50 = 34.07$
	Pricing Score	$45/55 \times 50 = 40.91$	$45/50 \times 50 = 45$	$45/45 \times 50 = 50.00$
Combined Rating		83,50	77.96	84.07
Overall Rating		2nd	3rd	1st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

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

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

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 Optional Services (*if applicable*)

The Contractor grants to Canada the option to acquire services described in Annex B – Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization (*if applicable*)

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.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex E.
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 Project Authority, within two (2) 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 Project 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.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 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 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 fifteen (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.

7.2 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 Security Requirements in Annex C – Security Requirements Checklist apply and form part of the Contract.

7.3.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ (*Will be inserted at Contract award*) to _____ inclusive (*Will be inserted at Contract award*).

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 one (1) additional one (1) year period 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 five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Naomi Gautier
Title: Senior Supply Specialist
Canada School of Public Service
Business Enablement and Assurance Services Branch
Procurement and Contracting Unit / Accommodations, Procurement and Integrated Security
Address: Asticou Center, 241 Cite-des-Jeunes Blvd, Gatineau, Quebec, Canada, J8Y 6L2
Telephone: 873-354-1752
E-mail address: naomi.gautier@canada.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 Project Authority

The Project Authority for the Contract is:

Name: **(Will be inserted at Contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Contractor's Representative

Name: **(Will be inserted at Contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

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 Space as a Service – All Inclusive Firm Monthly Rates

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid an all-inclusive firm monthly rates for the space as a service as specified in Annex B – Basis of Payment of \$_____ **(Will be inserted at Contract award)** for the first year of the contract period and an all-inclusive firm monthly rate of \$_____ **(Will be inserted at Contract award)** for the second year of the contract for a total cost of \$_____ **(Will be inserted at Contract award)**. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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 Individual task authorizations (if applicable)

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.1.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the "Tasks authorizations" portion of the Contract must not exceed \$ 50,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.7.2 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.

7.7.3 SACC Manual Clauses

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

7.7.4 Electronic Payment of Invoices – Contract (if applicable)

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);

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. When applicable, a copy of the TA's for the month to support the amount charged in the invoice;
- b. a copy of any other relevant documents.

2. Invoices must be distributed as follows:

- a. The original must be forwarded by email to the following address for certification and payment:
_____ **(Will be inserted at Contract award).**
- b. One (1) copy must be forwarded by email 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 C - Security Requirements Check List;
 - f) Annex D - Insurance Requirements;
 - g) the signed Task Authorizations (including all of its annexes, if any);
 - h) the Contractor's bid dated _____, (**Will be inserted at Contract award**), as clarified on _____ (**Will be inserted at Contract award**).

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance Requirements

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

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

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

ANNEX A - STATEMENT OF WORK

1. Title

Collaborative and innovative space as a service for the Canada School of Public Service's (CSPS) Digital Academy (DA).

2. Objective

The Canada School of Public Service (CSPS) is seeking to secure exclusive use of an open collaborative office environment and programming space as a Service ("space") for its Digital Academy (DA) staff and learners. The Digital Academy aims to create an environment where staff and learners are encouraged to be collaborative, open, creative and innovative. The space is a critical component of allowing the Digital Academy to reach this objective as the right space can facilitate new ways of working and provide an environment that makes collaboration, openness and innovation prevalent by default while remaining in physical proximity to CSPS internal and external partners.

3. Background

CSPS is the common learning service provider for the federal public service. It has a legislative mandate under the *Canada School of Public Service Act* to provide a range of learning activities to build individual and organizational capacity and management excellence within the public service. It offers learning services in both official languages, to all public service employees at all levels across the country, as well as to functional communities.

Launched in October 2018, the Digital Academy at the CSPS is a new teaching organization mandated to build digital skills and mindsets across the public service by providing training and learning opportunities to the federal public service and other public sector entities through in-person training, online delivery, in-person and webcast events, and other formats. It was designed to support the direction of the Government of Canada towards improved digital service delivery, more responsive policy on technologically driven change, and a modern workplace for public sector employees. The Academy is an element of the capacity-building needed to realize the Government of Canada [Digital Standards](#), the Government of [Canada Data Strategy Roadmap](#), and [Canada's 4th Plan on Open Government](#). It is also an important element of the next phase of public service renewal, Beyond 2020, which focuses on the importance of an agile, inclusive and equipped public service.

4. Scope

The Contractor must provide a furnished, fully accessible, future-facing, user-focused, networked and data-enabled and environmentally neutral or positive space that includes a combination of open concept office space, meeting rooms, collaborative space and all other general and support services required for an office space (e.g. parking, cleaning services, building maintenance etc.).

More specifically the Contractor must:

- Provide exclusive use of a working area (e.g. provide a floorplan to the CSPS which meets the Digital Academy's requirements)
- Provide 24/7/365 building maintenance and other support services including guaranteed response times and resolution times
- Provide a space which is "move-in ready" or "turn key" offering all required furniture, equipment, services, amenities and other requirements; as detailed herein.

5. Tasks

The Contractor must provide the following:

5.1. Common Expenses

The Contractor must pay all common expenses related to the building and the space (all-inclusive).

5.2. Building Maintenance

The Contractor must perform all building maintenance and space maintenance work on an as required and as requested basis.

The Contractor must offer 24/7 phone service to report building maintenance problems and provide resolution of maintenance requests within 1 business days for regular maintenance requests and within a reasonable amount of time for emergency maintenance requests (e.g. stuck elevator).

5.3. General Requirements

The Contractor's building, space and services must meet and maintain all legal and regulatory requirements and codes at the provincial and municipal level (e.g. building code, etc.).

The Contractor must include a representative of CSPS on the building's Occupational Health and Safety Committee or equivalent committee/working group as an observer.

The Contractor must include a representative of CSPS on any other common committees or working groups related to the building as an observer.

5.4. Security/Access Control

The Contractor must have a secured electronic access control system to the space (e.g. via ID cards).

The Contractor must provide 1.5x visitor's passes as there are hoteling stations offered in the space to CSPS for distribution as it sees fit.

The Contractor must be able to provide entry and visitor logs for the space when requested from CSPS.

The Contractor must have 24/7/365 electronic video surveillance or equivalent (e.g. CCTV) of the entry point and/or electronic access points to the space and the common spaces (internal/external) of the building. The Contractor must provide footage to CSPS upon request in MP4 or equivalent video format electronically.

The Contractor must provide a recent threat assessment of the building to CSPS.

5.5. Shipping/Receiving

The Contractor's building must have a designated shipping and receiving space where deliveries and shipments can be made with all major carriers (e.g. Fedex, UPS, Canada Post etc.) during regular business hours (8AM-4PM).

The Contractor must provide a service to CSPS that will allow for the sending and receiving of shipments in the building

5.6. Parking

Public or private parking for vehicles, bikes, and scooters must be available for use by CSPS on a first come first serve basis.

5.7. Cleaning

The Contractor must perform cleaning work, including furnishing all labour, material, tools/equipment and services, for the space both indoors and outdoors.

The Contractor must ensure that the space and all common areas of the building are clean and sanitary.

5.8. Equipment/Furniture

The Contractor must have the space setup in a way that is consistent with the approved floor plan.

The Contractor must provide all required furniture and equipment for the space including but not limited to:

- adjustable office chairs,
- desks,
- monitor stands,
- power outlets,
- access to wifi/internet (allowing for up to 100 simultaneous connections with minimum 100 Mbps download and 30 Mbps upload),
- audio/visual equipment including teleconference phones, integrated video conferencing systems, TV screens/projectors with HDMI input.
- All furniture and equipment must be modern (e.g. 10 years old or less) and in good working condition (e.g. no stains, no tears, no rips, no damage, etc.)
- The space must allow for cellular connectivity while within (e.g. 3-4 bars on standard cell phone networks at all times).

The Contractor must provide general maintenance and support for the equipment and furniture provided (e.g. troubleshooting, diagnostic, repair and/or replacement) on an as required and requested basis. Support must be provided during regular business hours (6AM-6PM) Monday-Friday with resolution within one (1) business day for regular maintenance requests and quicker response times for emergency maintenance requests that disrupt the ability of CSPS to use the space or conduct regular business. This covers maintenance and support for all furniture, equipment and IT equipment provided by the Contractor.

5.9. Space

The Contractor must provide and maintain a floor plan in PDF format upon request. The Floor Plan must demonstrate the space has a mix of open office areas, collaborative areas, learning areas, and meeting rooms. All space must be fully accessible following all federal, provincial and municipal laws, regulations, by-laws, guidance and directives regarding accessibility. The Contractor must maintain a floor plan of a space that is available for immediate and exclusive use by CSPS that meets the following requirements:

5.9.1. Staff Working Space

- Open work area (work stations) for minimum 40 people – must include desks, adjustable office chairs, monitor holders (subject to health and safety requirements) and power outlets.
- Hoteling or touch down stations for a minimum of 10 people - must include desks, adjustable office chairs, monitor holders and power outlets;

- Minimum of 2 dedicated meeting rooms for exclusive use by CSPS:
 - 1 meeting room for exclusive use by CSPS that can accommodate up to 20 people and must be a minimum of 30m² and;
 - 1 meeting room for exclusive use by CSPS that can accommodate up to 8 people and must be a minimum of 15m².
 - Meeting rooms must include reconfigurable furniture (including chairs and tables), full audio visual and video conferencing capabilities (TV screens or projector screens with HDMI input).
 - Each meeting room must have at least 1 whiteboard available.
 - Furniture must be able to be repositioned or movable to allow for different configurations of people, chairs and tables (e.g. 6 people, 1 table. 20 people, 3 tables etc.)
- Access to a kitchen area in the same building that has a fridge/freezer, microwave and sink.
- Access to washrooms in the same building (does not need to be within the secured space). Must be accessible to individuals with disability/wheelchair.
- Area within the secure space to store personal belongings (e.g. coats and bags).

5.9.2. Space for Learners

- Non-exclusive access to two (2) closed door rooms that can hold a minimum of 20 learners equipped with reconfigurable desks and chairs (subject to health and safety requirements)
- Must be in the same building as the space.
- Classrooms must be a minimum of 30 m² each.
- Must be available to be booked a minimum of three (3) business days a month at no extra cost to CSPS.
- Classrooms must include full audio visual and video conferencing capabilities (TV screens or projectors screens with HDMI input) and power outlets (minimum 3) and whiteboards (minimum 1 per learning space).
- Classrooms must have moveable furniture to facilitate multiple formats/groupings of collaboration.
- Classrooms must be in the same building as the space.
- CSPS will give the contractor advanced notice of three business days in the event that there are major reconfiguration requests. The contractor is responsible for reconfiguration of the space as requested.

5.9.3. Event Space

- Event space (can be shared/in a common area) that can accommodate a minimum of 120 people standing or 80 seated.
- must be available to be booked a minimum of two (2) business days a month at no extra cost to CSPS.
- Bookings beyond two days a month can be at additional cost to CSPS.
- The event space must be a minimum of 250m²
- Event space must include full audio visual capabilities (multiple static or reconfigurable TV screens or projector screens with HDMI input) that is suitable for presentations and simulations
- Event space must have movable furniture to support different room configurations (e.g. round tables vs. audience style seating)
- CSPS will give the contractor advance notice of three business days in the event that there are major reconfiguration requests. The contractor is responsible for reconfiguration of the space as requested.

5.9.4. Storage Space

- Onsite (in the same building as the space) storage space (e.g. separate room, shelves, lockers etc.) must be available for exclusive use by CSPS.

-
- Storage space must be at least 15m²
 - Storage space must be exclusive to CSPS via a master key system or electronic access control
 - Storage space must be climate controlled.

6. Requirements

The Contractor must deliver the following to CSPS:

6.1. Building Maintenance

- Notices about planned building maintenance with as much notice as possible (minimum 2 business days except in emergencies)
- Annually and/or as requested a report detailing response times and adherence to service standards as defined herein.

6.2. Security/Access Control

-
- Annually and/or as requested visitor logs for the space.
- Annually and/or as requested logs of entry for the space.
- As requested electronic video surveillance for the space or external common spaces.

6.3. Cleaning:

- Update posted cleaning logs in the bathroom as the bathroom is cleaned.
- Monthly cleaning logs for the space.

6.4. Equipment:

- Equipment as outlined below:
 - Modern, ergonomic and adjustable office chairs for all staff and hoteling workstations.
 - Monitor stands, power outlets, Wi-Fi access/network (allowing for up to 100 simultaneous connections with minimum 100 Mbps download and 30 Mbps upload) outlets for all staff and hoteling workstations;
 - Desks for computers and monitors for all staff and hoteling workstations;
 - Audio-visual equipment for meeting rooms and classrooms including but not limited to TV/Projector with HDMI input, videoconferencing equipment and teleconferencing equipment.
 - Whiteboard in the meeting rooms and classrooms

6.5. Signage

- CSPS must be added to any building directories or wayfinding signs in the building.
- CSPS must be provided with a nameplate or equivalent common signage required of building occupants for its space.

6.6. Other Requirements

- All meeting minutes, meeting summaries, agendas and other documents from the building's Health and Safety Committee/Working Group or equivalent as the respective meetings are taking place.
- All meeting minutes, meeting summaries, agendas and other documents from the building's other committees/working groups related to any common building issues or spaces.

-
- Any other notices or documents related to the common spaces of the building but not covered by other sections of this SoW (e.g. changes to parking, changes to common spaces, hiring of new contractor to perform maintenance etc.).
 - On an annual basis or as requested security clearance information (minimum Government of Canada Reliability Level) for any staff who will be entering the space.

6.7. Reporting Requirements

The Contractor must provide Section 6. Requirements reports to CSPS in PDF format via email to the Project Authority.

7. Client Support

CSPS will be responsible for providing a representative to act as a single point of contact with the Contractor.

8. Meetings

The Contractor must meet with CSPS on an as required basis (minimum semi-annually) to discuss space and building issues and concerns (e.g. maintenance, support etc.).

9. Location of Work, Work site and Delivery Point

The Contractor must provide a space within a building within a 5 km radius of the Parliament Light Rail Transit Station, Ottawa, ON K1P 6L2.

10. Language of Work

The Contractor must provide all communication (e.g. notices, emails and reports) in English and French.

The Contractor must provide all building maintenance, IT support and other support services in both English and French.

11. Special Requirements and/or Constraints

All spaces in the building must be fully accessible.

12. Tasks Authorizations (*if applicable*)

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. The following work must be TA based (if applicable):

- If the Event Space is needed more than 2 business days per month, additional days will be TA based;
- If closed door fully equipped classrooms that can hold a minimum of 20 learners are required for more than 3 business days each, additional days will be TA based;
- If additional shared meeting room fully equipped that can hold a minimum 8 people are required, additional days will be TA based;
- If major furniture reconfigurations are necessary for the classrooms and the Event Space, the "per hour work" will be TA based;
- Usage of a 3D Printer will be TA based;
- Usage of a virtual reality set will be TA based;
- Usage of a smartboard or equivalent technology will be TA based.

ANNEX B - BASIS OF PAYMENT

Proposed firm prices/rates are to be expressed in Canadian Dollar and must not include the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) and Provincial Sales Tax (PST) if applicable. Prices/rates submitted must include the furnishings of all labour, materials, equipment, permit fees, incidental costs, etc. necessary or proper for the completion of the work described in Annex A –Statement of Work. All costs, overhead, overtime, profit, financing, general requirements, contingencies, etc. must be included in the submitted rates.

***Note to bidders: Only Table 1: All-Inclusive Fixed Monthly Rates is mandatory and Column E - Estimated Contract value will be used for the calculation of the Financial Evaluation.*

1. Space as a service – All-Inclusive Fixed Monthly Rates

Fixed monthly rates include, but are not limited to, the following:

- Exclusive, accessible and secured access to :
 - an open work area (work stations) for minimum 40 people – must include desks, adjustable office chairs, monitor holders (subject to health and safety requirements) and power outlets;
 - Hoteling or touch down stations for a minimum of 10 people - must include desks, adjustable office chairs, monitor holders and power outlets;
 - 2 dedicated meeting rooms for exclusive use by CPSS (as per Annex A –Statement of Work);
 - Area within the secure space to store personal belongings.
- Access within the same building, but not necessary in the secured space, to:
 - A fully furnished kitchen area;
 - Washrooms;
 - Two (2) closed door fully equipped rooms for three (3) business days a month each that can hold a minimum of 20 learners (30 m² each);
 - Fully equipped event space that can accommodate a minimum of 120 people standing (or 80 seated) for two (2) business days a month (250m²);
 - Onsite storage space for exclusive use by CSPS (15m²).
- The building and the space must be accessible to individuals with disability/wheelchair;
- 24/7/365 building maintenance and other support services including guaranteed response times and resolution times;
- Maintenance and support for all furniture, equipment and IT equipment provided by the Contractor;
- All required furniture, equipment, services, deliverables (reports, meeting minutes, etc.), amenities and other requirements as indicated in Annex A – Statement of Work;
- Common expenses related to the building and the space;
- Cleaning work, including furnishing all labour, material, tools/equipment and services, for the space both indoors and outdoors.

Table 1 : All-Inclusive Fixed Monthly Rates

Description	Months per year	Initial Contract Period Year 1*	Initial Contract Period Year 2*	Option Period 1*	Estimated Contract value* E=A(B+C+D)
	A	B	C	D	E
Space as a service all-inclusive monthly rate	12	\$	\$	\$	\$

*Only one monthly rate per year covering the firm contract periods and the option to extend can be stated and must be expressed as a monthly total all-inclusive rate, applicable taxes extra.

2. Optional Services (if applicable)

****Note to bidders:** Optional services are non mandatory. Fill only if you have additional hoteling stations /workstations available to CSPA. Indicate the number of extra stations available. If not, indicate: N/A.

Table 2: All-Inclusive Monthly Rate for Additional Hoteling Stations/ Workstations

	Additional stations available	Initial Contract Period Year 1*	Initial Contract Period Year 2*	Option Period 1*
All-inclusive monthly rates for Individual Hoteling Station (rate per hoteling station per month)		\$	\$	\$

* Only one monthly rate per year covering the firm contract periods and the option to extend can be stated and must be expressed as a monthly total all-inclusive rate, applicable taxes extra.

3. Task Authorization Based Services (if applicable)

****Note to bidders:** TA based services are non-mandatory. Fill only for applicable items. If not applicable, indicate: N/A.

Table 3: Task Authorization Based Services

Item #	Description	Initial Contract Period Year 1*	Initial Contract Period Year 2*	Option Period 1*
1	All-inclusive per diem rates for the Event Space if needed more than 2 business days per month (rates per additional day)	\$	\$	\$
2	All-inclusive per diem rates for a closed door fully equipped classroom that can hold a minimum of 20 learners (30 m ²) (rates per additional day)	\$	\$	\$
3	All-inclusive per diem rates for an additional shared meeting room fully equipped that can hold a minimum 8 people (rates per additional day)	\$	\$	\$
4	Hourly Rate for furniture reconfiguration for the classrooms and event space	\$	\$	\$
5	Fixed fee per usage for a 3D Printer	\$	\$	\$
6	Fixed fee per usage for a virtual reality set	\$	\$	\$
7	Fixed fee per usage for a smartboard or equivalent	\$	\$	\$

* Applicable taxes extra.

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
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	CSPS	2. Branch or Directorate / Direction générale ou Direction Innovation & Policy Services Branch
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		
To award a contract offering Space as a Service to the digital Academy starting January 2020.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<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 / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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
 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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

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

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

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

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

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

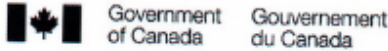
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

Security Classification / Classification de sécurité
--



ANNEX 1 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);

ANNEX D- INSURANCE REQUIREMENTS

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 Canada School of Public Service.
 - 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 Insured: 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 Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 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 acknowledgment 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.

All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b) Loss Payee: Canada as its interest may appear or as it may direct.
 - c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Canada School of Public Service who issued the Contract document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Warehouseman's Legal Liability Insurance

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.

-
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
 3. The following endorsements must be included:
 - a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c) Loss Payee: Canada as its interest may appear or it may direct.
 - d) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Canada School of Public Service who issued the Contract document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Additional Insurance

Notwithstanding the Contractor's requirement to maintain insurance pursuant to Annex D, the Contracting Authority hereby reserves the right to make a special declaration for goods whose value exceeds the Contractor's limit of insurance coverage. Upon such a declaration, the Contractor must provide a separate estimate and indicate the amount in the Task Authorization. The Canada School of Public Service must be responsible for the additional premium.

ANNEX E - TASK AUTHORIZATION FORM (If applicable)

TASK AUTHORIZATION / AUTORISATION DE TÂCHES			
Contractor/entrepreneur:		Contract #/No de Contrat:	
Requisition #/ Demande d'achat No:		Financial Coding/ codage financier:	
TA # /No de AT:		Date:	
TA Request / Demande d'AT			
1. Description of Work to be Performed/ Description du travail <i>The Work to be performed is in accordance with Annex A (Statement of Work) of the contract and Annex B- Basis of Payment./ Les travaux à exécuter sont conformes à l'annexe A (Énoncé des travaux) du contrat et l'Annexe B – Base de payment.</i>			
2. Period of Services estimated/ Durée estimative des services:	From /de (Date):	To /à (Date):	
3. Work Location/ Lieux	NCR /RCN		
4. Other Conditions or Restraints / Autres conditions ou restrictions	As per the contract / Selon le contrat		
5. TA Proposal / AT Proposition	Estimated Cost/ coût estimé		
TA Proposal/ AT proposition			
6. Estimated Cost TA/ Coût du AT estimé			
Description	Estimated Qty required / Qte estimative requise	All Inclusive Firm Rate/ Taux ferme tout inclus	Estimated Cost / Coût estimatif
All-inclusive per diem rates for the Event Space if needed more than 2 business days per month (rates per additional day)/ Tarifs journaliers tout inclus pour l'espace d'événement si requis pour plus de 2 jours ouvrables par mois (tarifs par jour supplémentaire)		\$ /day	\$
All-inclusive per diem rates for a closed door fully equipped classroom that can hold a minimum of 20 learners (30 m ²) (rates per additional day)/ Tarifs journaliers tout inclus pour une salle de classe fermée entièrement équipée pouvant accueillir au moins 20 étudiants (30 m ²) (tarifs par jour supplémentaire)		\$ /day	\$
All-inclusive per diem rates for an additional shared meeting room fully equipped that can hold a minimum 8 people (rates per additional day) / Tarifs journaliers tout inclus pour une salle de réunion commune supplémentaire entièrement équipée pouvant accueillir un minimum de 8 personnes (tarifs par jour)		\$ /day	\$
Hourly Rate for furniture reconfiguration for the classrooms and event space / Tarif horaire pour la reconfiguration du mobilier dans les salles de classes et l'espace d'événement		\$ /hr	\$
Fixed fee per usage for a 3D Printer / Prix fixe par utilisation pour une imprimante 3D		\$ /usage	\$
Fixed fee per usage for a virtual reality set / Prix fixe par utilisation par ensemble de réalité virtuelle		\$ /usage	\$
Fixed fee per usage for a smartboard or equivalent / Prix fixe par utilisation pour d'autres technologies comme un tableau interactif		\$ /usage	\$
Sub-total (excluding tax)/ Sous total (excluant les taxes)			\$
GST			\$
HST			\$
Total Must Not Exceed/ Total ne doit pas dépasser			\$

TA Approval /AT approbation		
7. Signing Authorities / Délégués autorisés		
Contractor's Representative (sign & print) / Représentant de l'entrepreneur (signer et lettres moulées):	Organization Name / Entreprise:	Date :
Project Authority (sign & print) /Autorité de projet (signer et lettres moulées):	CSPS /EFPC	Date :
For TA's above \$5,000.00 taxes included / Pour les TA de valeur supérieure à 5 000.00\$ incluant les taxes		
Contracting Authority (sign & print) / Autorité contractante (signer et lettres moulées))	CSPS /EFPC	Date :