



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving PWGSC/TPSGC reception des soumissions

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Accommodations & Meals, Thompson	
<b>Solicitation No. - N° de l'invitation</b> 5A316-193291/A	<b>Date</b> 2019-11-13
<b>Client Reference No. - N° de référence du client</b> 5A316-193291	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-206-10917	
<b>File No. - N° de dossier</b> WPG-9-42092 (206)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-12-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tetrault, Renata	<b>Buyer Id - Id de l'acheteur</b> wpg206
<b>Telephone No. - N° de téléphone</b> (204) 228-9032 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> INDIGENOUS SERVICES CANADA SUITE 300-391 YORK AVENUE WINNIPEG Manitoba R3C4W1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Check List, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, and the Task Authorization Form.

### **1.2 Summary**

Public Works and Government Services Canada on behalf of Indigenous Services Canada, First Nations and Inuit Health Branch (FNIHB), Non-Insured Health Benefits (NIHB), has a requirement for accommodations and associated services, including meals upon Client request, to authorized First Nations and Inuit people (collectively referred to as "Clients") temporarily in Thompson, MB for medical attention. All services are required on an "as and when requested" basis. Up to 80 Rooms may be required per 24 hour period. More than one Contract may be awarded to meet this need. Services are required during the Contract period from approximately April 1, 2020 to September 30, 2021 inclusive, with Canada retaining the irrevocable option to extend the period for up to one (1) additional consecutive 18-month period.

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.

The requirement is limited to Canadian goods and/or services.

This bid solicitation is to establish a contract with task authorizations (TA).

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

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

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

The Phased Bid Compliance Process applies to this requirement.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### 1.3 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>) 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: 120 days

### 2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada  
Room 310, 269 Main Street  
Winnipeg, Manitoba R3C 1B3  
Bid Fax: (204) 983-0338

**E-post Connect:** [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

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

### 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.

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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 ten (10) 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 Manitoba.

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 fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### **2.7 Bidders' Conference**

An optional bidders' conference will be held by WebEx Meeting on December 2, 2019. The conference will begin at 10:30am. 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 or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. 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 12:00pm on November 28, 2019. 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**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:
  - Section I: Technical Bid (one (1) hard copy)
  - Section II: Financial Bid (one (1) hard copy)
  - Section III: Certifications (one (1) hard copy)
- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

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

### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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 F Electronic Payment Instruments, to identify which ones are accepted.

If Annex F Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

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

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method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

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

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#### 4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid

- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

**4.1.1.4 Phase III: Final Evaluation of the Bid**

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

**4.1.2 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Appendix A6 to Annex A. **The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

**4.1.3 Financial Evaluation**

**4.1.3.1 Mandatory Financial Criteria**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

**4.2 Basis of Selection**

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

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 60% overall for the technical evaluation criteria which are subject to point rating; and
  - d. not exceed 40% of the financial evaluation threshold of all responsive bids.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
  6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

<b>Evaluation Summary – Technical Merit and Pricing Score</b>	
<i>Technical Merit = (Bidder's Total Technical Points Achieved / Total Points Available) x 60 %</i>	
<i>Pricing Score = (Lowest Total Evaluated Room Rate / Bidder's Total Evaluated Room Rate) x 40 %</i>	
<b>Combined Rating</b>	

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.

As Canada has a requirement for up to 80 Rooms per 24 hour period, multiple bids may be recommended for award as follows:

7.1 Recommendation #001 will be the bidder with the highest combined rating for the bidder's maximum Rooms offered up to 80 Rooms. If additional Rooms are needed to meet the 80 Room requirement, then:

7.2 Recommendation #002 will be the bidder with the second highest combined rating for the balance of Rooms required to meet the 80 Room requirement.

7.3 This process will continue to the next highest combined rating bidder until the 80 Room requirement is met.

The table below illustrates an example where the selection of the contractor(s) is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$75.

	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5
# Rooms Offered	20	60	12	150	60
Overall Technical Score	85/100	66/100	60/100	90/100	80/100
Bid Evaluated Price	\$98	\$75	\$115	\$190	\$160
<b>CALCULATIONS</b>					
Technical Merit Score	$85/100 \times 60\% = 51$	$66/100 \times 60\% = 39.6$	$60/100 \times 60\% = 36$	$90/100 \times 60\% = 54$	$80/100 \times 60\% = 48$
40% Financial Evaluation Threshold	$((98 + 75 + 115 + 190 + 160) / 5) = 127.6 \rightarrow 127.6 \times 1.40 = \$178.64$				
Pricing Score	$75/98 \times 40\% = 30.61$	$75/75 \times 40\% = 40$	$75/115 \times 40\% = 26.09$	Bidder <u>exceeds</u> 40% of the financial evaluation average and is therefore non-responsive.	$75/160 \times 40\% = 18.75$
Combined Rating	$51 + 30.61 = \mathbf{81.61}$	$39.6 + 40 = \mathbf{79.6}$	$36 + 26.09 = \mathbf{62.09}$		$48 + 18.75 = \mathbf{66.75}$
Overall Rating	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>4<sup>th</sup></b>		<b>3<sup>rd</sup></b>

## 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 procurement 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.

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

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

#### 5.2.3 Additional Certifications Precedent to Contract Award

##### 5.2.3.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:

i. ( ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

ii. ( ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

i. ( ) The Aboriginal business has fewer than six full-time employees.

**OR**

ii. ( ) The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### 5.2.3.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

### 5.2.3.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6(9), Example 2, of the *Supply Manual*.

**5.2.3.1.1** SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition.

## PART 6 – SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

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

## **PART 7 – RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid dated \_\_\_\_\_.

#### **7.1.1 Task Authorization**

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

##### **7.1.1.1 Task Authorization Process**

###### **Task Authorization:**

The Work 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.

As more than one contract has been awarded for this requirement, a request for service will be based on the order of ranking at article 7.1.1.3 **and** on individual requirements, including availability and/or location as per the Medical Transportation Policy Framework outlined below. If no contractor can perform the request, Canada reserves the right to obtain the required Work by other means.

Medical Transportation Policy Framework (2005) - Reference Section 9 – Meals and Accommodation:

“Where the trip includes an overnight or extended stay away from the client's residence, the most efficient and economical type of accommodation will be chosen, taking into consideration the client's health condition, location of accommodation and travel requirements to access medically required health services.”

###### **Task Authorization Process:**

1. The Technical Authority will request services using the "Task Authorization Form" specified in Annex E.
2. The Task Authorization (TA) will contain a schedule indicating completion dates for services in accordance with Annex A, Statement of Work, and Annex B, Basis of Payment.

3. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 7.1.1.2 Task Authorization Limit

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

#### 7.1.1.3 Task Authorization - Order of Ranking

To be determined at contract award contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: 5A316-193291/A. The contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_  
Ranked second: \_\_\_\_\_ (as applicable)  
Ranked third: \_\_\_\_\_ (as applicable)

#### 7.1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

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

#### 7.1.1.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows: *to be determined*

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

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## 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 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>) 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.

### 7.2.2 Supplemental General Conditions

4008 (2008-12-12), Personal Information, apply to and form part of the Contract.

## 7.3 Security Requirements

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List, attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The Work is to be performed during the period of approximately 1 April 2020 to 30 September 2021.

### 7.4.3 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 18-month 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Renata Tetrault  
Senior Procurement Specialist  
Procurement and Compensation Branch – Western Region  
Public Works and Government Services Canada (PWGSC)  
100-167 Lombard Avenue  
Winnipeg, MB R3B0T6  
Tel: 204-228-9032  
Fax: 204-983-7796  
Email: [renata.tetrault@pwgsc-tpsgc.gc.ca](mailto:renata.tetrault@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project Authority

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

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.

#### 7.5.2.1 Indigenous Services Canada Additional Contact

The ISC Procurement Authority is: *To be determined*

### 7.5.3 Contractor's Representative

Name:  
Title:  
Phone:  
Email:

## 7.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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

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

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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.

### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

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

### **7.7.3 SACC Manual Clauses**

H1008C (2008-05-12), Monthly Payment  
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. Month End Report;
  - b. Task Authorization for the period;
  - c. Copy of each authorized ISC Accommodation/Meal Voucher and Signed Meal Tickets.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.9 Certifications and Additional Information**

#### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

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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.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9.3 SACC Manual Clauses**

A3000C (2014-11-27), Aboriginal Business Certification  
A3060C (2008-05-12), Canadian Content Certification

### **7.10 Applicable Laws**

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

### **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 supplemental general conditions 4008 (2008-12-12), Personal Information;
- (c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

### **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.

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## ANNEX A - STATEMENT OF WORK

### MEALS AND ACCOMMODATIONS FOR MEDICAL TRAVELLERS – THOMPSON, MB

#### 1. Background

The Non-Insured Health Benefits (NIHB) Program provides registered First Nations and recognized Inuit (collectively referred to as "Clients") with coverage for a range of medically necessary health benefits when these benefits are not otherwise covered through private or provincial/territorial health insurance plans or social programs.

The NIHB Medical Transportation Policy Framework defines the policies and benefits under which the NIHB Program will fund eligible registered First Nations and recognized Inuit (Clients) with access to medically required health services not provided on the reserve or in the community of residence.

<https://www.canada.ca/en/indigenous-services-canada/services/first-nations-inuit-health/reports-publications/non-insured-health-benefits/non-insured-health-benefits-nihb-medical-transportation-policy-framework-july-2005-first-nations-inuit-health.html>

Medical transportation benefits may include assistance with meals and accommodation when these expenses are incurred while in transit for approved transportation to access medically required health services.

#### 2. Objective

To provide accommodations and meals upon request for approved Clients and, if applicable, an approved Escort, while attending medical appointments in Thompson, Manitoba.

#### 3. Scope of Work

The Contractor must provide, on behalf of Indigenous Services Canada, First Nations and Inuit Health Branch (FNIHB), Non-Insured Health Benefits (NIHB) accommodations and associated services, including meals upon request, to Clients and if applicable Escorts, temporarily in Thompson for medical attention on an "as and when requested" basis and in accordance with the terms and conditions and prices which are identified herein. Approval for Client and Escort's accommodations and meals will be provided by the NIHB Transportation Referral Accommodations (TRU)/After Hours Referral Unit or the Keewatin Tribal Council (KTC) Referral Unit.

NIHB estimates a need for accommodations of approximately **80 Rooms** per 24 hour period.

While the Contractor's facility may accommodate more, the Contractor will provide a maximum of      *to be determined at contract award*      Rooms per 24 hour period under this Contract "as and when requested" by Indigenous Services Canada. Canada will request Rooms as needed up to this maximum.

#### 3.1 Terminology

"**Client**" means a registered First Nations and recognized Inuit (collectively referred to as "Clients") who is eligible to receive medical transportation benefits under the NIHB Program.

"**Escort**" means a travelling companion for a client who is not the client's treating health professional. For instance, a parent/guardian or family member.

**“Room”** means a private accommodation room as described herein.

**“Stay”** means a 24 hour period commencing at time of Client’s check-in to a Room. The Client and, if applicable, Escort's stay must be based on a 24 hour period (eg. if check in time is 20:00, check out time will be 20:00 the next day). The period commences at the time the Client checks in, which can occur at any time.

**4. NIHB's Transportation Referral Unit/After Hours Referral Unit/KTC Referral Unit Responsibilities:**

NIHB's Transportation Referral Unit/After Hours Referral Unit/KTC Referral Unit will:

- 4.1 Approve and provide authorization numbers for accommodations for Client, and if applicable Escort. Refer to Appendix A4 for sample ISC accommodation/meal voucher.
- 4.2 Approve meals for Client, and if applicable Escort.
- 4.3 Provide approval and authorization where an extension in the length of stay has been approved.
- 4.4 Provide approval for additional meals for Client, and if applicable Escort, where an extension in length of stay has been approved.
- 4.5 Share only information regarding client’s needs necessary for the performance of the Work (i.e. transportation requirements, diets, fasting, appointments, travel arrangements, etc.).

**5. Contractor's Responsibilities**

The Contractor must ensure the appropriate placement of Clients, and if applicable, Escorts, ensure applicable documentation is completed and forwarded to the appropriate locations in accordance with Appendices A1, A2 and A3 and ensure the personal information and all other confidential information provided by Canada is handled in accordance with the Terms and Conditions of the Contract.

The Contractor must not require a security deposit, credit card or other financial hold from Canada or Clients and/or Escorts under this Contract.

The Contractor will provide the services as identified in this Statement of Work, including but not limited to the following:

- 5.1 Keep the facility open 24 hours/7 days a week to receive all Clients, and if applicable Escorts, as approved by NIHB Transportation Referral Unit/After Hours Referral Unit or KTC Referral Unit.
- 5.2 Ensure that the Contractor's staff are available 24 hours/7 days a week to receive and assist Clients, and if applicable Escorts (which includes providing meals and cleaning the facility).
- 5.3 Manage incoming calls and faxes and have a dedicated line for business services.

5.4 Advise the NIHB Transportation Referral Unit/After Hour Referral Unit or KTC Referral Unit when the facility has reached its capacity as per Article 3 Scope of Work.

5.5 Have in place policies and procedures which provide direction and clarification to the Contractor's staff, Clients and Escorts as to how each of the following situations will be handled. As applicable, these policies should be made available to Clients and Escorts.

- a) Check-in/Check-out Procedure/Policy: To ensure the appropriate placement of clients, ensure adequate documentation, and ensure the rights of Clients are respected;
- b) Issues/Concerns Policy: A means by which to deal with concerns or disputes involving a Client, a group of Clients, the staff or the Operator regarding feelings of injustice or unfairness which may give cause for complaint by the Client;
- c) Emergency Procedure/Policy: Procedures to follow in case of an emergency involving a Client;
- d) Cultural Respect & Understanding Indigenous Culture Policy
- e) Pest Control Policy.

5.6 Assign Clients, and if applicable Escorts, to their Room upon the Client's arrival at the facility or as soon as possible thereafter;

5.7 Client is not considered checked in for their Stay until assigned into a room and their room is available;

5.8 Provide an Orientation to Clients, and if applicable Escorts, within two hours of their arrival at the facility, identifying fire exit routes, emergency procedures, who to speak to if not feeling well or other needs arise, rules and regulations of the facility, location of services within the facility, food services hours of operation, safekeeping procedure and services offered;

5.9 Promote a healthy environment, including but not limited to: hand washing, drug and alcohol awareness.

5.10 Provide a change of bed linens daily, unless otherwise requested by the client;

5.11 Maintain cleanliness and orderliness of the facility by maintaining clean floors, walls, windows, bathrooms, linens, i.e. free from grime and dirt; orderliness: space to be free of obstacles that would hinder movement or put clients at risk; beds are made up daily; dishes are put away; furniture is arranged to ensure easy access for clients;

5.12 Rooms must be cleaned on a daily basis and between Client stays.

5.13 Require a policy/procedure for biohazard waste and removal (i.e. sharps waste containers).

5.14 Ensure communication between shift changes including information on arrivals, departures, vacancies;

5.15 **Confidentiality**: All Personal information exchanged between the Contractor and Indigenous Services Canada must be handled sensitively and marked as "Confidential".

5.16 Have a system in order to track Client arrival and departure at facility. The information captured by the system will include all of the data elements of Appendix 1, Daily Registration and must be kept confidential in accordance with the Terms and Conditions of the Contract. Any special requirements that a Client may have such as diet and/or mobility restrictions must be included in the system information.

## **6. Reports and Deliverables**

The Contractor will fax to the NIHB Transportation Referral Unit:

6.1 A daily report of Client activity to be faxed no later than 8:00 a.m. (see Appendix 1). The report must include:

- a) The Client and Escort (if applicable) name, Check In and Check Out date and time, authorization number, the length of stay prior authorized by NIHB and general comments;
- b) Situations where a Client did not check-in after authorization was provided (no shows);
- c) Situations where a Client is checked out of the facility prior to the authorized end date.

6.2 One original copy of the Invoice must be provided no later than the fifth working day of each month. Contracted facilities must submit a report even if there has been no use within the month period. These reports must be marked as "NIL".

6.3 All daily and month end reports must be treated as Confidential and in accordance with the terms and conditions of the Contract.

6.4 If for any reason there is a temporary decrease to the number of contracted rooms available (ie. Room closure).

## **7. Facility Inspections**

Representative of Canada (NIHB and/or PSPC) RESERVES THE RIGHT TO conduct random unannounced inspections of the facility to ensure all criteria identified in the Statement of Work and the Contractor's Bid Proposal are adhered to at all times. In the event that a deficiency is identified, the Contractor will have five (5) calendar days from the date of written notification from the Project Authority to rectify the situation before new Clients are referred to the facility.

## **8. Facility and Facility Standards**

8.1 The Contractor must have all the appropriate licensing and regulations and meet all applicable codes and bylaws in place from the City of Thompson, in the Province of Manitoba, as required. The Contractor must comply with all regulations for the operation of a facility of this type, including any and all requirements for fire and safety regulations and public health regulations and carry applicable insurance. The facility must meet Workplace, Health and Safety standards. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada;

8.2 Map of fire exits must be available for Clients to view. The maps must be posted in common areas such as lounges, Client phone area, dining area and as required in Accommodations;

8.3 24 hour/7 days/week security plan must be in place (i.e. locked doors, security guard);

8.4 The facility must be wheelchair accessible for all common areas and entrances/exits, as per fire regulations;

8.5 The Contractor must offer a minimum of 10 rooms of which a minimum of 10% of the rooms are wheelchair accessible (including washrooms).

8.6 The entire facility must be non-smoking.

8.7 The Contractor must provide sufficient safe and secure storage for bags and personal belongings. This storage is to be accessible to staff only.

8.8 A laundry facility must be available for Client/Escort use. Machines (washers and dryers) may be coin operated. Machines must be in working condition. These machines are for Client/Escort convenience. Use of these machines must not be charged to Canada.

8.9 Ensure a first aid kit is available and fully stocked at all times in accordance with the Manitoba Workplace Safety and Health Act and Regulations;

8.10 Health Professional Meeting Room: Upon request from the Transportation Referral Unit/After Hours Referral Unit, the Contractor must make available a secure, wheelchair accessible meeting room, preferably visible to staff, for the purpose of Client meetings with FNIHB Mental Health Therapists. The room is to be made available for a period of up to two (2) hours, and able to comfortably accommodate four (4) people with seating at no extra charge.

8.11 In-city Transportation Pick-up/Drop-off location visible, safe and easily accessed

## **9. Reception**

9.1 24 hour reception desk accessible by phone 24 hours from inside and outside facility;

9.2 Reception must be large enough to accommodate persons and luggage during Check-in/Check-out and have comfortable seating. In the event that there are numerous Clients checking in/out at one time and not enough seating, Clients must be made comfortable in the lounge/waiting area while waiting.

## **10. Lounge/Waiting Area**

The lounge/waiting area must meet the following requirements:

10.1 Large enough to comfortably hold an influx of guests at any given time;

10.2 Available for use by Clients, and if applicable Escorts, who are attending appointments and returning home the same day (refer to articles 13 and 14);

10.3 Furnished open lobby area that has seating available i.e. couches, love seats and armchair recliners;

10.4 Have an operational TV. This TV is for Client/Escort convenience. Pay-per-view (or similar fee for service) on TV in lounge or in-room must not be charged to Canada.

10.5 Provide access to, at minimum, one washroom which is wheelchair accessible, equipped with a sink, liquid soap, paper towels/hand dryer, toilet and baby change area and is in close proximity to the lounge area;

10.6 Have pay phones or phones for Client/Escort use. Phones must allow for free toll-free calls. These phones are for Client/Escort convenience. Use of these phones or in-room phones must not be charged to Canada.

#### **11. Elevator(s)/Wheelchair Lift**

There must be an elevator and/or wheelchair lift which provides access to all common areas and wheelchair accessible Accommodations, if these are not located on the ground floor.

#### **12. Room Accommodations**

Each Client and their Escort, if applicable, must be accommodated in a private room. Each Room must meet the following minimum requirements:

12.1 Each Room must be single or double occupancy as required by the Client. Each Room must include and be large enough to accommodate bed(s), a minimum one chair and a dresser (or equivalent storage space);

At minimum, a single occupancy room must include a single size bed.

At minimum, a double occupancy room must include one double size bed OR two single size beds.

When a Client has an authorized Escort, the Client/Escort will identify preference, whether a bed will be shared or two separate beds will be required. This should be clarified with Client/Escort at time of booking when possible, or upon arrival at the facility, prior to check-in, to ensure Room availability;

12.2 Each Room must have individual heating and cooling controls;

12.3 Each Room must include a fridge unit;

12.4 Each Room must include a safe for storage of valuables;

12.5 Each Room must have closet space (or equivalent);

12.6 Room must have reprogrammable swipe card, self-locking doors, plus an additional locking device (such as a deadbolt). Rooms must be reprogrammed for each new guest for security;

12.7 A master swipe card/key to all rooms must be accessible to staff in case of emergency;

12.8 CSA approved cribs, playpens and appropriate bedding meeting Health Protection Branch specifications must be available for all children under the age of two (2) years as needed and provided at no extra cost.

12.9 No bunk beds or cots permitted;

12.10 **70%** of the Contractor's offered Rooms must have a private washroom with sink, soap, towels, tub and/or shower and toilet.

Rooms that do not include a private washroom must offer a shared washroom with sink, liquid soap, paper towels/hand dryer, tub and/or shower and toilet in close proximity to the room. Each shared washroom must serve a maximum of 2 Rooms.

Wheelchair accessible Rooms must meet the same minimum standard but must also be equipped with safety bars.

12.11 Provide a minimum of two (2) complete sets of towels, consisting of at least one large bath towel, one hand towel and one face cloth per guest. Towels must be in good condition free from stains and/or tears at all times.

12.12 At Contract start-up the Contractor must provide new or like-new linens for each room offered. For each guest Check-In, the Contractor must provide each room with freshly changed clean bed linen. Bed linens must be in good condition free from stains and/or tears at all times.

### **13. Meals and Common Area Access with Room Stay**

13.1 During each 24 hour Room stay each client and approved Escort will be entitled to 3 meals (breakfast, lunch, supper) as described at article 16.

13.2 Each meal must be provided as requested by the Client, and if applicable Escort, not to exceed the allowance described herein. Additional meals above the entitled 3 meals in a 24 hour period can be authorized by TRU/After-Hours Referral, upon request of the Client to address medical dietary needs.

13.3 The Contractor must only invoice Canada for meals requested by the Client, and if applicable Escort, not to exceed the allowance described herein. Meals must be invoiced at the Contractor's standard menu prices not to exceed the maximum limitation detailed at Annex B. **Canada will only pay for meals that are requested by the Client and, if applicable, Escort within these limitations and that are supported by a signed meal ticket.** Sample meal tickets are included as Appendix A5.

### **14. Meals and Common Area Access with No Stay**

14.1 **No Stay:** Refers to a Client and, if applicable, Escort requiring short term placement when a room is not medically required. In these situations, the Contractor may invoice for meals authorized by TRU/After-Hours Referral, upon request of the Client and, if applicable, Escort. No Stay Clients will still require access to all common areas (i.e. Check-In time is 14:00 and Check-Out time is 18:00, a room is not required so Client and, if applicable, Escort is eligible for supper and access to all common areas.)

The Contractor must only invoice Canada for authorized meals requested by the Client and, if applicable, Escort not to exceed the allowance described herein. Meals must be invoiced at the Contractor's standard menu prices not to exceed the maximum limitation detailed at Annex B.

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**Canada will only pay for meals that are requested by the Client and, if applicable, Escort within these limitations and that are supported by a signed meal ticket.** Sample meal tickets are included as Appendix A5.

**14.2 Outside 24 Hour Stay:** Refers to a Client and, if applicable, Escort requiring further short term placement in addition to an authorized 24 Hour Room Stay. During the short term period, outside of the 24 Hour Room Stay, a Room is not medically required. Canada will be charged only for meals authorized by TRU/After-Hours Referral, upon request of the Client. The Client will still require access to all common areas (i.e. Check-In time is 10:00 Day 1 and Check-Out time is 13:00 on Day 2. A Room is required during the 24 Hour Stay from 10:00 Day 1 until 10:00 Day 2. During the period from 10:00 – 13:00 on Day 2 a room is not medically required however the Client is eligible for lunch and access to all common areas. Eligible billing would be for one (1) 24 Hour Stay and one (1) additional lunch, if requested.

**15. Dining Room and Food Preparation Area**

15.1 Dining room must be open for seating from 06:00 to 21:00 at a minimum.

15.2 Facilities must meet and remain compliant with all applicable codes, bylaws, certifications and regulations.

15.3 Must provide highchairs which are CSA approved and have functioning restraints for children under 2 years of age.

**16. Food/Meals**

Meal serving times must be posted for Client(s)/Escort(s).

The Contractor must:

16.1 Provide a variety of nutritional meals reflective of heart smart, diabetes and renal deficiencies diets and the Canada Food Guide. The Contractor must be able to accommodate medical and/or dietary restrictions as needed.

Within the allotted meal allowance a Client is entitled to food and beverage within the limitations stipulated.

16.2 Provide a nutritional Bag Lunch, if requested by the Client, for Clients arriving at the facility after 2100 hrs.

Provide a nutritional Bag Lunch, if requested by the Client, for Clients who are required to be away from the facility over meal hours or leaving the facility and in transit for more than 6 hours.

Bag Lunch may include, but not limited to, a sandwich, fruit, yogurt and juice/milk.

The Contractor must only invoice Canada for authorized Bag Lunch requested by the Client and, if applicable Escort, not to exceed the allowance described herein. Regardless of time of day, a Bag Lunch must be invoiced at the Contractor's standard menu prices not to exceed the maximum

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**limitation for Lunch detailed at Annex B. Canada will only pay for Bag Lunch that are requested by the Client and, if applicable Escort, within these limitations and that are supported by a signed meal ticket.** Sample meal tickets are included as Appendix A5.

16.3 Provide if requested by the Escort, for each child Client from 0-2 years of age formula including Enfalac, Similac, other equivalent formula as required and baby foods and juices to meet dietary requirements. Formula provided must be consistent with what Client is currently receiving. The Contractor must only invoice Canada for authorized requests by the Escort for a Client from 0-2 years of age. Formula and baby foods and juices may be invoiced at the maximum Child rates detailed at Annex B. Canada will only pay for requests by the Escort within these limitations and that are supported by a signed meal ticket. Sample meal tickets are included as Appendix A5.

16.4 Have available for each meal, at least two food options for Clients to request within the maximum rates for breakfast, lunch and dinner as stipulated in this Contract.

16.5 In situations when a Client may be absent from the facility during the regular meal serving times, the Client and, if applicable, Escort may request a nutritional Bag Lunch (see 16.2 above) as their meal allowance. Alternatively, upon Client request, a standard meal may be set aside for the Client and, if applicable, Escort to be reheated and consumed upon their return.

16.6 The Contractor must not allow alcohol sales, tips or gratuities to be charged to Canada.

#### **17. NIHB Recommendations**

Staff working at the facility, including management, has Aboriginal language capabilities.

**Appendix A1** – Daily Registration Report

**Appendix A2** – Month End Report

**Appendix A3** – Monthly Invoice – Example

**Appendix A4** – Sample ISC Accommodation/Meal Voucher (Issued by TRU/After-Hours Referral)

**Appendix A5** – Sample Meal Tickets

**Appendix A6** – Evaluation Criteria

Solicitation No. - N° de l'invitation  
 5A316-193291/A  
 Client Ref. No. - N° de réf. du client  
 5A316-193291

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 WPG-9-42092

Buyer ID - Id de l'acheteur  
 wpg206  
 CCC No./N° CCC - FMS No./N° VME

### Appendix A1 – Daily Registration Report

Date:		Facility:		Signature:						
	Last Name	First Name	Treaty No. of Client (Full 10-digit)	Arrival Date YY-MM-DD	Check-In Time (24:00)	# of 24 Hour Stays Authd	Date Auth'd Until YY-MM-DD	Depart Date YY-MM-DD (If known)	Autho rization No.	Comments
Name of Client										
Name of Escort										
Name of Client										
Name of Escort										
Name of Client										
Name of Escort										
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Solicitation No. - N° de l'invitation  
5A316-193291/A  
Client Ref. No. - N° de réf. du client  
5A316-193291

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-9-42092

Buyer ID - Id de l'acheteur  
wpg206  
CCC No./N° CCC - FMS No./N° VME

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## Appendix A3 – Monthly Invoice – Example

Contractor Name

Address

Phone: (204)XXX-XXXX Fax: (204)XXX-XXXX

Contract #:

GST #:

### Monthly Invoice

To: Accounts Verification Unit, NIHB Manitoba Region  
First Nations and Inuit Health Branch  
300-391 York Avenue  
Winnipeg MB R3C 4W1

Pay: Registered Name  
Address  
Winnipeg MB  
Postal Code

**Billing Dates:**

Day/Month/Year - Day/Month/Year

**Sub Total :**

**GST:**

**Invoice Total:**

Solicitation No. - N° de l'invitation  
 5A316-193291/A  
 Client Ref. No. - N° de réf. du client  
 5A316-193291

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 WPG-9-42092

Buyer ID - Id de l'acheteur  
 wpg206  
 CCC No./N° CCC - FMS No./N° VME

**Appendix A4 – Sample ISC Accommodation/Meal Voucher**  
 (Issued by the NIHB Transportation Referral Unit (TRU)/After-Hours Referral Unit/KTC Referral Unit)

Protected When Completed  Indigenous Services Canada Services aux Autochtones Canada

**ACCOMMODATION** **VOUCHER #:**

<b>Part 1 - Participant Information</b> Last Name, First Name: Address: Traveller(s):	<b>Part 2 - Trip Details</b> Check in: Check out: Origin: Destination: Confirmation Number: Special Considerations: <b>Comments:</b>																																													
<b>Part 3 - Provider Information</b> Provider Name: Address: Telephone: Fax: Vendor No:	<b>Billing Address:</b> Indigenous Services Transportation Referral Unit Non-Insured Health Benefits Program 300-391 York Ave Winnipeg, MB R3C 4W1 Telephone: 204-983-0911 Fax: 204-984-7458 or 7834																																													
<b>Part 4 - Payment Details</b> * Amounts shown are estimates only and subject to change. I declare that the accommodation as detailed below has been provided to the person named herein and the charges to Indigenous Services Canada will be:																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Rate Type</th> <th>Rate</th> <th>Qty</th> <th>Sub Total</th> <th>Tax Type</th> <th>Tax</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Double Occupant</td> <td></td> <td></td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="7"></td> <td align="right">Sub Total</td> <td>\$0.00</td> </tr> <tr> <td colspan="7"></td> <td align="right">Taxes</td> <td>\$0.00</td> </tr> <tr> <td colspan="7"></td> <td align="right">Total</td> <td>\$0.00</td> </tr> </tbody> </table>		Type	Description	Rate Type	Rate	Qty	Sub Total	Tax Type	Tax	Total	Double Occupant			\$0.00		\$0.00		\$0.00	\$0.00								Sub Total	\$0.00								Taxes	\$0.00								Total	\$0.00
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Official Signature _____ Date _____ Note: The Authorization Number does not cover telephone calls, alcohol, tips or gratuities, laundry, Pay-Per-View movies, or any other supplementary charges.																																														
<b>Part 5 - Departmental Use Only</b> FNIBB Authorizing Officer: FNIBB Authorizing Officer Signature: _____ Date Printed: _____																																														
<b>Part 6 - Confirmation</b> Please have the original document signed by the participant and submit to the Billing Address as indicated in «Part 2» of this document.  <div style="display: flex; justify-content: space-around;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Participant/Guardian Signature</span> <span>Date</span> </div>																																														

This voucher is intended for the use of the individual or entity to which it is addressed and contains confidential client information. The information is to be used solely for the provision of services for the client. Any other use and/or disclosure is prohibited unless authorized by the client and/or the NIHB Program. Corporate entities or individuals providing goods or services to be paid or reimbursed by the Non-Insured Health Benefits (NIHB) Program must do so in accordance with and as authorized by the NIHB Program's Medical Transportation Policy Framework which can be found on-line at <https://www.canada.ca/en/indigenous-services-canada/services/first-nations-inuit-health/reports-publications/non-insured-health-benefits/non-insured-health-benefits-nihb-medical-transportation-policy-framework-july-2005-first-nations-inuit-health.html>. Any alteration to this warrant not approved by the NIHB Program renders it null and void.

### Appendix A5 – Sample Meal Tickets

<p>(Insert Name of Accommodation) <b>INDIGENOUS SERVICES CANADA DINNER MEAL TICKET CHILD (age 5 and under) VALID UP TO \$13.50 + GST (PST EXEMPT - PST#R390516-0)</b> <b>One Person &amp; Meal Per Ticket Ticket must be Given to Server before Ordering</b> <b>Holder is responsible for any charges over amount of the ticket</b>  DATE: _____ Room #: _____  AMOUNT (\$): _____  CLIENT/ESCORT SIGNATURE: _____ (Escort signs for Clients under 18 years of age)</p>	<p>(Insert Name of Accommodation) <b>INDIGENOUS SERVICES CANADA DINNER MEAL TICKET ADULT (age 6 and over) VALID UP TO \$27.00 + GST (PST EXEMPT - PST#R390516-0)</b> <b>One Person &amp; Meal Per Ticket Ticket must be Given to Server before Ordering</b> <b>Holder is responsible for any charges over amount of the ticket</b>  DATE: _____ Room #: _____  AMOUNT (\$): _____  CLIENT/ESCORT SIGNATURE: _____ (Escort signs for Clients under 18 years of age)</p>
<p>(Insert Name of Accommodation) <b>INDIGENOUS SERVICES CANADA LUNCH MEAL TICKET CHILD (age 5 and under) VALID UP TO \$5.50 + GST (PST EXEMPT - PST#R390516-0)</b> <b>One Person &amp; Meal Per Ticket Ticket must be Given to Server before Ordering</b> <b>Holder is responsible for any charges over amount of the ticket</b>  DATE: _____ Room #: _____  AMOUNT (\$): _____  CLIENT/ESCORT SIGNATURE: _____ (Escort signs for Clients under 18 years of age)</p>	<p>(Insert Name of Accommodation) <b>INDIGENOUS SERVICES CANADA LUNCH MEAL TICKET ADULT (age 6 and over) VALID UP TO \$11.00 + GST (PST EXEMPT - PST#R390516-0)</b> <b>One Person &amp; Meal Per Ticket Ticket must be Given to Server before Ordering</b> <b>Holder is responsible for any charges over amount of the ticket</b>  DATE: _____ Room #: _____  AMOUNT (\$): _____  CLIENT/ESCORT SIGNATURE: _____ (Escort signs for Clients under 18 years of age)</p>
<p>(Insert Name of Accommodation) <b>INDIGENOUS SERVICES CANADA BREAKFAST MEAL TICKET CHILD (age 5 and under) VALID UP TO \$5.00 + GST (PST EXEMPT - PST#R390516-0)</b> <b>One Person &amp; Meal Per Ticket Ticket must be Given to Server before Ordering</b> <b>Holder is responsible for any charges over amount of the ticket</b>  DATE: _____ Room #: _____  AMOUNT (\$): _____  CLIENT/ESCORT SIGNATURE: _____ (Escort signs for Clients under 18 years of age)</p>	<p>(Insert Name of Accommodation) <b>INDIGENOUS SERVICES CANADA BREAKFAST MEAL TICKET ADULT (age 6 and over) VALID UP TO \$10.00 + GST (PST EXEMPT - PST#R390516-0)</b> <b>One Person &amp; Meal Per Ticket Ticket must be Given to Server before Ordering</b> <b>Holder is responsible for any charges over amount of the ticket</b>  DATE: _____ Room #: _____  AMOUNT (\$): _____  CLIENT/ESCORT SIGNATURE: _____ (Escort signs for Clients under 18 years of age)</p>

## Appendix A6 – Evaluation Criteria

### Mandatory Technical Criteria (M)

In order to be deemed compliant, Bidders must meet each Mandatory Criteria listed below. Mandatory requirements are evaluated on a simple pass or fail basis. Failure to meet all of the Mandatory Criteria will result in your bid being deemed non-compliant and it will not be given any further consideration in the evaluation process.

#### MANDATORY CRITERIA INSTRUCTIONS:

1. The Bidder must clearly demonstrate how they meet each mandatory criteria listed below.
2. To clearly demonstrate compliance with the mandatory criteria, Bidders should respond with complete specifications of the services required.
3. The complete specifications should be submitted with the proposal, but may be submitted afterwards. If the complete specifications are not submitted as requested, Phase II of the Phased Bid Compliance Process outlined in the RFP will be applied.

<b>Mandatory Technical Criterion</b>			
<b>M1</b>	The Bidder must have the ability to perform the full Scope of Work as identified in Annex A.		
<b>M2</b>	The Bidder must meet all the applicable licensing, regulations, codes and bylaws in place from the City of Thompson and/or Province of Manitoba, as required. Copies may be requested at any time.		
<b>M3</b>	The Bidder must provide a facility that is open and available 24 hours per day, 7 days a week, to receive and assist all authorized Clients and, if applicable, Escorts.		
<b>M4</b>	The Bidder must agree to provide meals as requested by the Client, and if applicable Escort, as per the terms and conditions in Annex A and Annex B.		
<b>M5</b>	The Bidder must provide copies of the following policies and procedures as outlined in Annex A: <ol style="list-style-type: none"> <li>1. Check-In Policy and Procedure</li> <li>2. Issues/Concerns Policy</li> <li>3. Emergency Procedures Policy</li> <li>4. Cultural Respect &amp; Understanding Indigenous Culture Policy</li> <li>5. Pest Control Policy</li> </ol>		
<b>M6</b>	<p>The Bidder must offer a facility with a minimum of 10 Rooms as outlined in Annex A, including, but not limited to all requirements as detailed under article 12 of the Statement of Work. <b>Indicate the TOTAL number of Rooms offered:</b> _____.</p> <p style="text-align: center;">The Bidder should provide a drawing of their floorplan with their bid.</p> <table border="1" style="width: 100%;"> <tr> <td style="padding: 5px;">           A minimum of 10% of the Rooms offered must be wheelchair accessible. From the TOTAL above, indicate the number of Rooms offered that are wheelchair accessible: _____.         </td> </tr> <tr> <td style="padding: 5px;">           A minimum of 70% of the Rooms offered must have a private washroom with sink, soap, towels, tub and/or shower and toilet. From the TOTAL above, indicate the number of Rooms offered that have a private washroom: _____.            Rooms that do not include a private washroom must offer a shared washroom with sink, liquid soap, paper towels/hand dryer, tub and/or shower and toilet in close proximity to the room. Each shared washroom must serve a maximum of 2 Rooms.         </td> </tr> </table> <p>M6 can be met conditionally by a Bidder. It is anticipated that a Bidder may need to renovate, update or change their facility to meet all requirements outlined in Annex A relating to M6. As</p>	A minimum of 10% of the Rooms offered must be wheelchair accessible. From the TOTAL above, indicate the number of Rooms offered that are wheelchair accessible: _____.	A minimum of 70% of the Rooms offered must have a private washroom with sink, soap, towels, tub and/or shower and toilet. From the TOTAL above, indicate the number of Rooms offered that have a private washroom: _____. Rooms that do not include a private washroom must offer a shared washroom with sink, liquid soap, paper towels/hand dryer, tub and/or shower and toilet in close proximity to the room. Each shared washroom must serve a maximum of 2 Rooms.
A minimum of 10% of the Rooms offered must be wheelchair accessible. From the TOTAL above, indicate the number of Rooms offered that are wheelchair accessible: _____.			
A minimum of 70% of the Rooms offered must have a private washroom with sink, soap, towels, tub and/or shower and toilet. From the TOTAL above, indicate the number of Rooms offered that have a private washroom: _____. Rooms that do not include a private washroom must offer a shared washroom with sink, liquid soap, paper towels/hand dryer, tub and/or shower and toilet in close proximity to the room. Each shared washroom must serve a maximum of 2 Rooms.			

<b>Mandatory Technical Criterion</b>	
	<p>such, Canada will accept as compliant a Bidder's commitment to M6 to be fully met no later than September 30, 2020.</p> <p>Bidders must clearly indicate in their Bid if renovations, upgrades or other notable changes are required to meet M6 and must articulate the scope of renovations, upgrades or changes, including their plan and timelines, in their Bid. For example a Bid may state 'Upgrade necessary for article 12.2.' and go on to describe the nature of the change, plan and timeline. This plan will be evaluated as part of Point Rated criterion R3.</p> <p>If a Contract is awarded to a Bidder who has met M6 conditionally, Canada will complete an additional facility inspection prior to a mutually agreed upon start date <i>OR</i> by September 30, 2020 at the latest. If this Mandatory Criterion is not fully complied with by September 30, 2020 the Contract will be Terminated for Default.</p> <p>If a Contract is awarded to a Bidder who fully complies with M6 at time of evaluation the Contract start date is anticipated to be April 1, 2020 or a date mutually agreed upon but no later than September 30, 2020.</p>

**Point Rated Criteria (R)**

Bids passing the Mandatory Evaluation Criteria will be scored on the Point Rated Evaluation Criteria (R). All bids meeting the Mandatory Criteria must achieve a minimum pass mark of 60% overall for the Point Rated Evaluation Criteria. Bidders must provide a narrative and/or description of how they meet each point rated criteria in their proposal.

**POINT RATED CRITERIA INSTRUCTIONS:**

1. The Bidder should clearly address each point rated criteria listed below.
2. Bidders must respond to the point rated criteria with complete specifications, narratives, and/or supporting detail. **There will be no opportunity to submit additional documentation in response to the point rated criteria after bid close.**

<b>Point Rated Criteria</b>	
<p><b>R1. Company Experience:</b> The Bidder should detail the company's previous experience in providing services similar to the services described in the Statement of Work at Annex A. It is not sufficient to simply restate each experience. The Bidder should provide brief supporting details for each experience presented.</p> <p>Points will be awarded as follows up to a maximum of 10 points. No partial marks will be awarded.</p>	
<b>Experience</b>	<b>Points</b>
Hotel/motel service provider	3
Receiving, care or boarding home	
Apartment/residence management	
Restaurant or kitchen service	3
Indigenous clients	3
Other relevant experience	1

**R2. Facilities and Services:** The Bidder should describe the company's overall facilities and included service offerings relevant and related to the scope of work described in the Statement of Work at Annex A. It is not sufficient to simply restate the items below. The Bidder should provide brief supporting details for each item presented.

Points will be awarded as follows up to a maximum of 70 points. No partial marks will be awarded.

Facilities and Services			Points
% of Rooms offered that include a private washroom as described in the Statement of Work at Annex A.	<i>Points will be awarded for only the highest % achieved.</i>	70-79%	15
		80-89%	20
		90-99%	25
		100%	30
Buffet or Cafeteria style food service			2
Restaurant or Menu food service			3
Inclusion of basic Indigenous food options in food service			3
Bannock included as food service option			2
On-site security			3
Monitored security cameras			2
Staff with medical and/or CPR training			4
AED on-site			1
Other amenities related to medical care (for example medical facility, pharmacy on-site or in close proximity)			5
Complimentary Local transportation services			2
Complimentary Airport transportation services			2
Other transportation services			1
Partnership with industry or business partner for provision of transportation services			2
Access to Indigenous cultural facilities and/or services on-site or in close proximity			2
Staff Indigenous language capabilities			2
Government services information board and/or pamphlets available to Clients			2
Other relevant facility or service offerings above and beyond the scope of work described in the Statement of Work at Annex A			2

**Note:** All items under R2 for which the Bidder receives points will be included in any resulting contract with the Bidder.

**R3. Approach:** The Bidder should provide a detailed narrative to describe their approach to service delivery, including but not limited to:

Approach to Service	Maximum Points	
How the Bidder will meet the facility standards described in the Statement of Work at Annex A, including the Bidder's plans with timelines for any required renovations/updates.	15	Points will be awarded as per the Point Rated Scoring Grid.
How the Bidder will implement and enforce the mandatory 'Cultural Respect & Understanding Indigenous Culture' policy and procedure.	2.5	
How the Bidder will implement and enforce the mandatory 'Check-in/Check-out' policy and procedures and relevant related conditions described in the Statement of Work at Annex A.	2.5	

**Point Rated Grid: R3 will be rated in accordance with the table below.**

Marks will be given according to the indicated value based on the completeness and accuracy of the response. Responses must clearly demonstrate an understanding and knowledge to the overall requirement and provide concise and sufficient detail to clearly engage the issue in the question to attain full marks.

0-49%	50-64%	65-79%	80-100%
Unsatisfactory – Unclear and lacking detail and substance. Plan is lacking understanding. Deficient in more than one area; weak understanding of scope of work.	Weak - The plan addresses and provides some relevant detail, but still lacks complete understanding of the scope of work.	Satisfactory – Plan provides sufficient evidence and demonstrates a good understanding of the work, provided clear strategies to successfully meet the full scope of the work.	Superior – Plan fully details approach to the work, addressing issues and problems, providing workable strategy. Excellent understanding of the requirement demonstrated.

**Prior to finalizing the Technical Evaluation, Canada will conduct an assessment of the Bidder's facilities to confirm the facilities meet the mandatory and point rated criteria and accurately reflect the Bidder's proposal. The Bidder agrees to make its facilities available for this Assessment.**

**ANNEX B - BASIS OF PAYMENT**

**1. INSTRUCTIONS**

- 1.1 It is MANDATORY that bidders submit firm rates for the period of the proposed contract and option period in the following pricing schedules.
- 1.2 Should there be an error in the extended pricing of the bid, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.
- 1.3 GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.
- 1.4 The quantities and estimates specified below are provided for evaluation purposes only.

**2. PRICING SCHEDULES**

A. Room Rate per 24-hour Stay

The Contractor will be paid the following firm all-inclusive rates per authorized Room for each Stay of 24 hours, as per the Statement of Work at Annex A. Meals are not included in this rate.

A Single Room rate applies for a single Client. A Double Room rate applies for a Client with Escort.

	A	B	C	D
	Contract Period	Option Period	Estimated Usage	Extended Price = $((A+B)/2)*C$
Single Room	\$	\$	50%	
Double Room	\$	\$	50%	
<b>Total Evaluated Room Rate</b>				

B. Common Area Access with No Stay or Outside 24 Hour Stay

The Contractor must only invoice Canada for authorized meals requested by the Client, and if applicable Escort, not to exceed the allowance described herein.

C. Meals

Meals, as requested by the Client, and if applicable Escort, supported by a signed meal ticket will be reimbursed at cost up to the following ceiling rates. GST extra as applicable. These rates may be amended upward from time to time in accordance with the NIHB Medical Transportation Program regional meal rates for Manitoba.

*Estimated Usage: For information only, it is anticipated that most Clients, and if applicable Escorts, will redeem their meal tickets.*

	Child (5 and Under)	Adult (6 and Over)
<b>Breakfast</b>	\$5.00	\$10.00
<b>Lunch</b>	\$5.50	\$11.00
<b>Dinner</b>	\$13.50	\$27.00



**ANNEX C**

**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 Indigenous Services Canada		2. Branch or Directorate / Direction générale ou Direction NIHB, FNIHB, MB Region
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 Meals and Accommodations for NIHB Medical Transportation Clients - Thompson, MB		
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? (Specify the level of access using the chart in Question 7. c) Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input 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"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser la(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" 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"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No / Non  Yes / Oui  
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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.
12. b) Will the document 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité Unclassified
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## ANNEX D – INSURANCE REQUIREMENTS

### D1. Commercial General Liability Insurance

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



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
5A316-193291/A  
Client Ref. No. - N° de réf. du client  
5A316-193291

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-9-42092

Buyer ID - Id de l'acheteur  
wpg206  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX F 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).

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**ANNEX G to PART 5 OF THE BID SOLICITATION**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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