



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

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

**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> Grain Seeds	
<b>Solicitation No. - N° de l'invitation</b> 21C41-198280/B	<b>Date</b> 2020-01-13
<b>Client Reference No. - N° de référence du client</b> 21C41-19-8280	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-630-8014	
<b>File No. - N° de dossier</b> KIN-9-52073 (630)	<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 2024-07-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Holt, Judy	<b>Buyer Id - Id de l'acheteur</b> kin630
<b>Telephone No. - N° de téléphone</b> (613) 536-4995 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA Collins Bay Institution 1455 Bath Road KINGSTON Ontario K7L4V9 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 / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<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</b> <b>(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>

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 CANADIAN CONTENT .....	3
1.4 DEBRIEFINGS .....	3
1.5 USE OF AN E-PROCUREMENT SOLUTION (EPS).....	4
<b>PART 2 - SUPPLIER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF ARRANGEMENTS .....	4
2.3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - NOTIFICATION.....	5
2.4 ENQUIRIES - REQUEST FOR SUPPLY ARRANGEMENTS .....	5
2.5 APPLICABLE LAWS.....	5
<b>PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
3.1 ARRANGEMENT PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT.....	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SUPPLY ARRANGEMENT AND ADDITIONAL INFORMATION.....	8
<b>PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES.....</b>	<b>8</b>
<b>A. SUPPLY ARRANGEMENT.....</b>	<b>8</b>
6.1 ARRANGEMENT .....	8
6.2 SECURITY REQUIREMENTS .....	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF SUPPLY ARRANGEMENT .....	9
6.5 AUTHORITIES .....	9
6.6 IDENTIFIED USERS.....	9
6.7 ON-GOING OPPORTUNITY FOR QUALIFICATION .....	10
6.8 PRIORITY OF DOCUMENTS .....	10
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	10
6.10 APPLICABLE LAWS.....	10
6.11 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	10
6.12 INSURANCE - NO SPECIFIC REQUIREMENT.....	11
<b>B. BID SOLICITATION .....</b>	<b>11</b>
6.1 BID SOLICITATION DOCUMENTS.....	11
6.2 BID SOLICITATION PROCESS.....	12
<b>C. RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
6.1 GENERAL .....	12

Solicitation No. - N° de l'invitation  
21C41-198280/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-9-52073

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

---

<b>ANNEX "A"</b> .....	<b>14</b>
REQUIREMENT .....	14
<b>ANNEX "B"</b> .....	<b>15</b>
SUPPLY ARRANGEMENT USAGE REPORT .....	15

---

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

### 1.2 Summary

- 1.2.1 The Correctional Service of Canada (CSC) CORCAN has a requirement for the supply and delivery of various Grain Seeds as detailed in Annex A over a period of 5 years, from the date of award – 31 December 2024.
- 1.2.2 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods or may be limited to Canadian goods.
- 1.2.3 This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

### 1.3 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods as defined in clause [A3050T](#).

SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

### 1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt

of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

### 1.5 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

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

## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2019-03-04) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Arrangements

Arrangements 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 RFSA:

Bid Receiving Public Works and Government Services Canada  
Kingston Procurement  
86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, Ontario, K7L 1X3

Email address for epost Connect service:

[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Arrangements 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 [2008](#), or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: 613 545 8067

### 2.3 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

### 2.4 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 7 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

### 2.5 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement  
Section II: Certifications

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

Section I: Technical Arrangement (1 hard copy)  
Section II: Certifications (1 hard copy)

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

- If the Supplier is simultaneously providing copies of its arrangement 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.

Canada requests that suppliers provide their arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy)  
Section II: Certifications (1 hard copy)

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

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

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

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

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, suppliers 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 Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

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

---

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical criteria.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The supplier certifies they have the financial and technical ability to provide various grain seeds as detailed herein.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

### 4.2 Basis of Selection

To be declared responsive, an arrangement must:

- a) Comply with all the requirements of the Request for Supply Arrangement
- b) Meet all Mandatory technical evaluation criteria

Arrangements not meeting a) and b) will be declared non responsive.

A Supply Arrangement will be issued to all responsive bidders.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

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

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



---

## 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

The Supply Arrangement covers the Work described in the Requirement at Annex A.

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement.

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### 6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "B". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 20 calendar days after the end of the reporting period.

## 6.4 Term of Supply Arrangement

### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the date of issuance to 31 December 2024.

### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Supply Arrangement.

## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Judy Holt  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston, ON K7L 1X3

Telephone: 613 536 4995  
Facsimile: 613 545 8067  
E-mail address: [judy.holt@pwgsc-tpsgc.gc.ca](mailto:judy.holt@pwgsc-tpsgc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 6.5.2 Supplier's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User is: **to be determined.**

---

### 6.7 On-going Opportunity for Qualification

A Notice will be posted continuously until 31 July 2024 on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

### 6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Requirement;
- (d) the Supplier's arrangement dated \_\_\_\_\_

### 6.9 Certifications and Additional Information

#### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

#### 6.9.2 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

### 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

### 6.11 Transition to an e-Procurement Solution (EPS)

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

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

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## **6.12 Insurance – No Specific Requirement**

*SACC Manual* Clause G1005C (2016-01-28), Insurance – No Specific Requirement

## **B. BID SOLICITATION**

### **6.1 Bid Solicitation Documents**

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements; OR 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 or 2004 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;
  - **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (g) conditions of the resulting contract.

---

## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

6.2.3 The bid solicitation process within the scope of this Supply Arrangement is as follows:

### **6.2.3.1 Requirements estimated below \$25,000.00 (applicable taxes included)**

The Identified user, in accordance with their delegated authorities will issue a Request for Proposal (RFP) using template Low Dollar Value Bid Solicitation and Resulting Contract Template (Simple) to all SA holders. Bidders must be provided with a minimum of fifteen (15) business days in which to respond to the Request for Proposal.

### **6.2.3.2 Requirements estimated between \$25,001.00 and \$40,000.00 (applicable taxes included)**

The Identified user, in accordance with their delegated authority, will issue a Request for Proposal (RFP) using template Medium Complexity Bid Solicitation and Resulting Contract template (MC) to all SA Holders. Bidders must be provided with a minimum of fifteen (15) calendar days to respond to the Request for Proposal.

For PWGSC Contracting Authorities only: this requirement is subject to a preference for Canadian goods and/or services or will be limited to Canadian goods and/or services.

### **6.2.3.3. Requirements estimated between \$40,001.00 and \$100,000.00 (applicable taxes included)**

Requirement will be forwarded to the PWGSC Supply Arrangement Authority with funded 9200 for processing. A Request for Proposal (RFP) will be issued to all SA Holders. Bidders will be provided with a minimum of fifteen (15) calendar days to respond to the Request for Proposal.

### **6.2.3.4 Requirements estimated at over \$100,000.00 (applicable taxes included)**

The requirement is outside the scope of the supply arrangements. The requirement must be administered separately by a PWGSC Contracting Authority.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) website.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract

## **C. RESULTING CONTRACT CLAUSES**

### **6.1 General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;

- (b) **MC** (for medium complexity requirements), general conditions 2010A will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

---

## ANNEX "A"

### REQUIREMENT

#### 1. Objective

The Correctional Service of Canada (CSC) CORCAN requires the supply and delivery of various grain seeds to grow agricultural crops to meet cropping needs.

#### 2. Background

CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and following their release to the community, including vocational and on the job training as well as support to find employment in the community.

Research confirms that stable employment has a direct impact on offender recidivism. Through CORCAN work, offenders are placed in pro-social environments, gain a new sense of self and identity, and learn new skills and knowledge. This results in creating safer communities.

#### 3. Scope

A sample of the requirements are as follows:

3.1 The Contractor may be required to supply and deliver one or more of the following items:

- .1 Corn Seed Round Up Ready, Certified Canada 1 Grade
- .2 Soybean Seed Round Up Ready, Certified Canada 1 Grade
- .3 Barley Seed, Certified Canada 1 Grade
- .4 Grass Seed – Alfalfa, Certified Canada 1 Grade
- .5 Barley, Peas, Triticale Mix, 40/30/30, Certified Canada 1 Grade

3.2 The Contractor may be required to provide one of the following treatments to the seeds:

- .1 Fungicide
- .2 Insecticide

3.3 The Contractor may be required to provide one of the following methods of packaging:

- .1 Paper Bags
- .2 Tote, weight range 950-1,000 KG per tote

#### 4. Delivery Location

The Contractor must deliver the product to the following two locations:

**Collins Bay Institution**  
1455 Bath Road  
Kingston ON K7L 4V9

**Joyceville Institution**  
3766 HWY 15  
Kingston ON K7L 5E5

#### 5. Shipping Instructions

The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the CSC personnel identified in the Request for Proposal document. The Correctional Service of Canada may refuse shipments when prior arrangements have not been made.

---

**ANNEX "B"**

**SUPPLY ARRANGEMENT USAGE REPORT**

**Send Report to:** [Judy.Holt@pwgsc-tpsgc.gc.ca](mailto:Judy.Holt@pwgsc-tpsgc.gc.ca)

**Quarterly Usage Report Schedule:**

Period of:	Report Due no later than:
April 01 – June 30	July 20
July 01 – September 30	October 20
October 01 – December 31	January 20
January 01 - March 31	April 20

**Each usage Report is to be comprised of:**

**a) Completed Contracts:**

The Supplier hereby offers to provide information on completed Contract as per the format below:

<b>Supply Arrangement:</b> 21C41-198280	<b>Start Date of SA:</b>	<b>End Date of SA:</b>
<b>Total Value to Date (\$):</b>	<b>Start Reporting Date:</b>	<b>End Reporting Date:</b>
<b>Total Value for Reporting Period (\$):</b>		

Invoice No.	Description/Location	Date of Contract Award	Date of Completion	Total Value of Contract

**Nil Report:**

We have not done any business with the Federal Government for this period.

Prepared by: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_