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**Department of Foreign Affairs, Trade and
Development (DFATD)**

Ministère des Affaires étrangères, commerce et
développement (MAECD)

Request for Proposal

Demande de proposition

proposal to: Department of Foreign Affairs Trade
and Development.

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 here to, the goods, services, and
construction listed herein and on any attached
sheets at the price(s) set out therefor.

Proposition à: Ministère des Affaires Étrangères,
commerce et développement

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 appendices ci-jointes,
les biens, services et construction énumérés ici
sur toute feuille ci-annexée, au(x) prix
indiqué(s).

Comments — Commentaires:

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT — LE PRÉSENT DOCUMENT
COMPORTE UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ**

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development / Affaires
étrangères, commerce et développement
It Contracting Services Unit / Unité des services de
contrats TI
200 Promenade du Portage,
Gatineau, QC

| | |
|---|---|
| Title — Sujet: RFSO – Ground Transportation for Official Visits | |
| Solicitation No. — N° de l'invitation 20-161395 | Date: January 20, 2020 |
| Sollicitation Closes — L'invitation prend fin | Time Zone — Fuseau horaire |
| At / à: 2:00 PM | EDT (Eastern Daylight Saving Time) |
| On / le February 04, 2020 | |
| F.O.B. — F.A.B. | |
| Plant-Usine: <input type="checkbox"/> Destination: X Other — Autre: <input type="checkbox"/> | |
| Address Enquiries to — Addresser toutes questions à: | |
| Name : Tracy Langille | |
| E-Mail : tracy.langille@international.gc.ca | |
| Telephone No. – No de téléphone: (343) 203-1318 | FAX No. – No de télécopieur : N/A |
| Destination of Goods and or Services/Destination – des biens et ou services: | |
| Department of Foreign Affairs, Trade and Development (DFATD)/Ministère des Affaires étrangères, commerce et développement (MAECD) | |
| Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur: | |
| Telephone No. – No de téléphone: | FAX No. – No de télécopieur: |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |



TABLE OF CONTENTS

| | |
|--|-----------|
| PART 1 - GENERAL INFORMATION | 4 |
| 1.1 INTRODUCTION | 4 |
| 1.2 SUMMARY | 4 |
| 1.3 SECURITY REQUIREMENTS | 5 |
| 1.4 DEBRIEFINGS | 5 |
| PART 2 - OFFEROR INSTRUCTIONS | 5 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS | 5 |
| 2.2 SUBMISSION OF OFFERS | 5 |
| 2.3 FORMER PUBLIC SERVANT | 5 |
| 2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS | 6 |
| 2.5 APPLICABLE LAWS | 6 |
| PART 3 - OFFER PREPARATION INSTRUCTIONS..... | 6 |
| 3.1 OFFER PREPARATION INSTRUCTIONS..... | 6 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 7 |
| 4.1 EVALUATION PROCEDURES | 7 |
| 4.2 BASIS OF SELECTION – LOWEST PRICE PER POINT..... | 13 |
| PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION | 13 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER | 14 |
| 5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION..... | 14 |
| PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS | 15 |
| 6.1 SECURITY REQUIREMENTS | 15 |
| 6.2 FINANCIAL CAPABILITY | 15 |
| 6.3 INSURANCE REQUIREMENTS..... | 15 |
| PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES | 16 |
| A. STANDING OFFER | 16 |
| 7.2 SECURITY REQUIREMENTS | 16 |
| 7.3 STANDARD CLAUSES AND CONDITIONS | 16 |
| 7.4 TERM OF STANDING OFFER..... | 17 |
| 7.5 AUTHORITIES | 17 |
| 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... | 18 |
| 7.7 IDENTIFIED USERS | 20 |
| 7.8 CALL-UP PROCEDURES | 20 |
| 7.9 CALL-UP INSTRUMENT | 20 |
| 7.10 LIMITATION OF CALL-UPS..... | 20 |
| 7.11 FINANCIAL LIMITATION | 20 |
| 7.12 PRIORITY OF DOCUMENTS..... | 20 |
| 7.13 CERTIFICATION AND ADDITIONAL INFORMATION..... | 21 |
| 7.14 APPLICABLE LAWS..... | 21 |
| B. RESULTING CONTRACT CLAUSES | 21 |
| 7.1 STATEMENT OF WORK..... | 21 |
| 7.2 STANDARD CLAUSES AND CONDITIONS | 22 |
| 7.3 TERM OF CONTRACT | 22 |
| 7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... | 22 |
| 7.5 PAYMENT | 23 |
| 7.6 INVOICING INSTRUCTIONS..... | 25 |
| ANNEX "A" - STATEMENT OF WORK..... | 27 |



ANNEX "B" - BASIS OF PAYMENT.....30
ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST34
ANNEX "D " - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION.....38
ANNEX "E" - INSURANCE REQUIREMENTS39
ANNEX "F" – STANDING OFFER REPORTING REQUIREMENTS.....41



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

1.2.1 The Department of Foreign Affairs, Trade and Development (DFATD) requires the services of a ground transportation (limousine) company to provide sedans, mini-vans, SUVs and large vans on an “as and when requested” basis to support transportation requirements for Visits to Ottawa and the National Capital Region (NCR). The services provided by the bidder are significant in the impression made upon foreign dignitaries visiting Canada. The quality of logistics facilitation offered by Canada and its Government must be superior. The bidder is expected to, through services provided, enhance Canada’s image while providing transportation services during visits. Since needs and situations are ever changing, flexibility in serving clients is of the utmost importance.

The services requested include both visits requiring Royal Canadian Mounted Police (RCMP) controlled motorcades and visits not involving RCMP controlled motorcades.

The Contract is expected to be for two (2) years, plus three (3) one (1) year option periods.

1.2.2

The requirement is subject to the provisions of the the Canadian Free Trade Agreement (CFTA).



1.3 Security Requirements

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Bids must be submitted only to the Department of Foreign Affairs, Trade and Development (DFATD) via email by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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



2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than eight (8) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The offer must be gathered per section and separated as follows:

Section I: Technical Offer (1 soft copy)
Section II: Financial Offer (1 soft copy)
Section III: Certifications (1 soft copy)
Section IV: Additional Information (1 soft copy)

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

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

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://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/2/20) <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/2/20>).

To assist Canada in reaching its objectives, Offerors should:

Section I: Technical Offer

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

Section II: Financial Offer

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



3.1.1 Electronic Payment of Invoices - Offer

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

The Contractor accepts to be paid on a monthly basis using the following:

- Direct Deposit
- Cheque

3.1.2 Exchange Rate Fluctuation

[C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **Secret**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected/classified information from the identified work site(s), and the Contractor/Offeror 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 CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex "C",
 2. Industrial Security Manual (Latest Edition)

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation



4.1.1.1 Mandatory Technical Criteria

| | MANDATORY CRITERIA | MET | NOT MET | Comments, Referenced Section/Page in Bidder's Proposal |
|-----------|---|--------------------------|--------------------------|--|
| M1 | <p>Vehicle specifics The bidder MUST demonstrate that they own/lease a fleet of a minimum of six (6) vehicles, including at minimum two (2) sedans, one (1) mini-van, one (1) SUV and one (1) large van as per specifications listed in 3.16 in Annex A - Statement of Work. Vehicles must be newer, less than six (6) years old at the time of bid closing (i.e. 2014 models or newer), and be comfortable for the clientele, (i.e. Foreign dignitaries). A complete list with photos of the fleet must be provided detailing the type of vehicle, the make, the model, the colour and the year. A description of how the vehicles' cleanliness is maintained must be included.</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| M2 | <p>The bidder MUST demonstrate compliance by providing photocopies of certificates for the following for all fleet vehicles:</p> <ul style="list-style-type: none"> • City of Ottawa Vehicle License Certificates; • Vehicle Ownership Certificate registering commercial vehicles; • Commercial Vehicle Operators Registration Certificate (CVOR) with a minimum "satisfactory" rating under the Public Vehicle Operating Authority; • Ottawa Airport Pre-arranged Limousine Permits; • an Operating Authority issued by the Ontario Highway Transport Board pursuant to the Public Vehicles Act; • an Operating Authority pursuant to the Motor Vehicle Transport Act for inter-provincial operation; and • a valid Commercial General Liability insurance coverage in the amount of Eight (8) Million Dollars. | <input type="checkbox"/> | <input type="checkbox"/> | |
| M3 | <p>Drivers The bidder MUST demonstrate by submitting a CV for each of the proposed drivers, that all drivers have a minimum of two (2) years' experience within the last five (5) years in the executive / corporate limousine service industry or a combination of related driving experience (i.e. such as former police officers, funeral home drivers, corporate executives' drivers, government drivers (driving Ministers or Deputy Ministers), Embassy drivers (driving Ambassador) etc.)</p> | <input type="checkbox"/> | <input type="checkbox"/> | |



| | MANDATORY CRITERIA | MET | NOT MET | Comments, Referenced Section/Page in Bidder's Proposal |
|-----------|---|--------------------------|--------------------------|--|
| M4 | <p>The proposed drivers of all vehicles MUST be in possession of a valid driver's license of the appropriate class issued for the relevant category of vehicle, pursuant to the Ontario Highway Traffic Act or the Société de l'assurance automobile du Québec.</p> <p>ON https://www.ontario.ca/laws/statute/90h08</p> <p>QC https://saaq.gouv.qc.ca/en/saaq/documents/laws-and-regulations/highway-safety-code/</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| M5 | <p>The bidder MUST declare that the proposed drivers are fluent in one of the two official languages of Canada (English or French).</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| M6 | <p>Motorcade The bidder MUST demonstrate that they have experience coordinating drivers within a "motorcade formation" with the Royal Canadian Mounted Police or another police force in Canada as well as experience in liaising directly with RCMP officers or another police force in Canada.</p> <p>To demonstrate the bidder's experience, the following information must be provided:</p> <ul style="list-style-type: none"> • Identify specific visit / event(s) and clients; • Start and end dates; • Explanation of liaison process with RCMP or another police force (briefings, meetings etc.). <p>Reference checks may be conducted to confirm the information provided.</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| M7 | <p>The bidder MUST demonstrate that a minimum of five (5) drivers have experience driving within a "motorcade formation" with the Royal Canadian Mounted Police or another police force in Canada.</p> <p>To demonstrate the driver's experience, the following information must be provided:</p> <ul style="list-style-type: none"> • Identify specific visit / event(s) and clients; • Start and end dates; • Explanation of liaison process with RCMP or another police force (briefings, meetings etc.). <p>Reference checks may be conducted to confirm the information provided.</p> | <input type="checkbox"/> | <input type="checkbox"/> | |



4.1.1.2 Point Rated Technical Criteria

Proposals that successfully meet ALL of the mandatory criteria will be evaluated against each of the following point-rated criteria.

Bidders attaining the minimum point-rated score will be further evaluated on their financial proposal.

| Number | Criteria | Maximum Points | |
|--------|--|----------------|---|
| PR1 | <p>Bidder Experience The bidder should demonstrate the following using detailed project descriptions:</p> <p>Experience operating a limousine or transportation service for the executive or corporate or government sectors or foreign/Canadian dignitaries or Very Important Person (VIP).</p> <p>Note: a VIP is defined as a person who is accorded special privileges due to his/her status.</p> <p>To demonstrate the bidder's experience, the technical bid should include a detailed description of three (3) relevant projects undertaken within the last five (5) years, by the bid closing date.</p> <p>Each project should include the following information:</p> <ul style="list-style-type: none"> • Identify client; • Years of service per client; • Client telephone and email address. • Overall approach (i.e. service standard to clients); • Amount and types of vehicles. <p>Reference checks may be conducted to confirm the information provided.</p> | 40 | <p>0-10 points - Unsatisfactory -Makes brief, vague, indirect or implied references to this criterion.</p> <p>11-20 points - Weak -Addresses this criterion, however, very few details are provided on the bidder's experience. -Details are incomplete or vague; i.e. years of service, client details etc.</p> <p>21-30 points - Good -All details have been provided. -Experience in delivering transportation services to private or public sector clients are somewhat relevant to the Statement of Work (similar in scope). -Overall approach is efficient and satisfactory.</p> <p>31-40 points - Very Good -All details have been provided. -Experience in delivering transportation services to private or public sector clients is very relevant to the Statement of Work (similar in scope). -Overall approach is of high quality and high standard.</p> |
| PR2 | <p>Driver Experience The bidder should demonstrate using detailed project descriptions, the following experience for each proposed driver:</p> <p>Experience in addition to the required two (2) years' experience within the last five (5) years in the executive / corporate limousine service industry or a combination of related driving experience (i.e. such as former police officers, funeral home drivers, corporate executives' drivers, government drivers (driving Ministers or Deputy Ministers), Embassy drivers (driving Ambassador) etc.</p> <p>To demonstrate the proposed driver's experience and qualifications the following information must be submitted for each</p> | 40 | <p>A maximum of 5 points per driver (8 drivers)</p> <p>0-1 points - Unsatisfactory -Makes brief, vague, indirect or implied references to this criterion.</p> <p>2 points - Weak -Very little experience in driving services similar to the Statement of Work for private or public sector clients. <i>(Insufficient depth in the information provided to complete a full assessment of the individual's experience and expertise.)</i></p> <p>3-4 points - Good <u>Score of 3 points</u></p> |



| Number | Criteria | Maximum Points | |
|-------------------|---|----------------|--|
| | <p>proposed driver:</p> <p>-A Curriculum Vitae outlining the qualifications, training, and related work experience and expertise in driving for the executive / corporate or limousine service which includes at a minimum:</p> <ul style="list-style-type: none"> • Name of the Client / employer(s); • Number of months of service in this industry; • Language of services provided; • Start and end dates per client / employer; • Client / employer name, contact and telephone number for whom the work was performed. <p>Reference checks may be conducted.</p> | | <p>-Some experience in providing driving services similar to the Statement of Work for private or public sector clients. <u>Score of 4 points</u></p> <p>-Relevant experience in providing driving services similar to the Statement of Work for private or public sector clients. -Professional training experience.</p> <p>5 points - Very Good -Very relevant and demonstrated experience in providing driving services similar to the Statement of Work for private or public sector clients. -Professional training experience.</p> |
| <p>PR3</p> | <p>Additional Vehicles The bidder should indicate if the following vehicles are within its fleet (owned/leased) as they may be requested on occasion: -a mini-bus/mini-coach (i.e. approx. twenty to twenty four (20-24) passengers).</p> | <p>15</p> | <p>0 points Bidder does not currently have a mini-bus in its fleet.</p> <p>15 points Bidder currently has a mini-bus/mini-coach in its fleet.</p> |
| <p>PR4</p> | <p>Understanding of the Requirement The bidder should demonstrate using detailed project descriptions, their understanding of the requirement and the operational needs of DFATD by providing an outline or work plan of their proposed process that includes steps and procedures involved to meet the requirements for the provision of transportation services for official visits to Ottawa as detailed in Annex A - Statement of Work.</p> <p>The bidder must address the following key elements in the response to this requirement:</p> <ul style="list-style-type: none"> • responsiveness twenty four hours/seven days (24/7) and three hundred and sixty five (365) days of year; • flexibility: twenty four (24) hours' notice, changes to number of vehicles, meal times etc.; • client service; • single point of contact / coordinator; • tact and discretion; • training of staff; • communication strategy / being reachable (cell phones); • risk mitigation; • identify a plan for rental of vehicles above the fleet base when required; • business attire. | <p>20</p> | <p><u>2 points for each element addressed:</u></p> <p>4 points - Unsatisfactory -Makes brief, vague, indirect or implied references to this criterion.</p> <p>10 points - Weak -Bidder has demonstrated a weak understanding of the requirement. -Proposed process for the provision of transportation services for official visits to Canada is incomplete and lacking in details. -The response did not address most of the key elements.</p> <p>14 points - Good -Bidder has demonstrated a good understanding of the requirement. -Proposed process for the provision of transportation services for official visits to Canada is acceptable. -The response addressed some of the key elements.</p> <p>20 points - Very Good -Bidder has demonstrated a very good understanding of the requirement. -Proposed process for the provision of transportation services for official visits to Canada is clear, logical and complete. -The response addressed all of the key</p> |



| Number | Criteria | Maximum Points | |
|--------|--|----------------|--|
| | | | elements. |
| PR5 | <p>Clarity of the Proposal The proposal should be presented clearly and logically to facilitate a clear and straightforward evaluation based on the information requested in the RFSO. The proposal will be evaluated in terms of clarity, conciseness and structure.</p> <p>The bidder must include in their offer the following as a minimum in the response to this requirement:</p> <ul style="list-style-type: none"> • Table of contents; • Tabs; • Numbering system; • Page numbers. | 15 | <p>0 points - Unsatisfactory -Makes brief, vague, indirect or implied references to this criterion.</p> <p>5 points - Weak -Overall proposal was unclear and lacking in details to fully assess the bidder's capabilities. -Difficult to find information. Missing elements such as table of contents, tabs, numbering system somewhat corresponds to the solicitation document, cross-referencing, page numbering, format of document, etc.</p> <p>10 points - Good -Information provided throughout the proposal is somewhat clear and succinct. -ideas that are well organized and help the reader move along; key points that are well-presented but do not demonstrate in-depth understanding of the topic and objectives; substantive conclusions; good writing style; and sentences that flow smoothly and evenly. -Overall presentation of the information is acceptable. Some elements could be improved such as table of contents, tabs, numbering system corresponds to the solicitation document, cross-referencing, page numbering, format of document, etc.</p> <p>15 points - Very Good -Information provided throughout the proposal was very clear, succinct and focused writing, relevant, quality details that give the reader key information, and compelling style that connects strongly with the reader and addresses the target audience's interests appropriately. -Excellent presentation of the information (i.e. table of contents, tabs, numbering system corresponds to the solicitation document, cross-referencing, page numbering, format of document, etc.).</p> |

POINT-RATED CRITERIA:

Proposals having successfully met ALL of the mandatory criteria will be evaluated and point-rated against the criteria listed, using the evaluation factors and weighting indicators indicated.



Bidders must receive the minimum technical rating score in order to be further evaluated based on their financial proposal.

Any bid that fails to obtain the required minimum technical rating score specified will be declared non-compliant. Each point rated technical criterion should be addressed separately.

The Maximum and Minimum required point allocation is summarized below:

| Number | Criteria | Maximum | Points Received |
|---|-------------------------------|------------|-----------------|
| PR1 | Bidder Experience | 40 | |
| PR2 | Driver Experience | 40 | |
| PR3 | Additional Vehicles | 15 | |
| PR4 | Understanding the Requirement | 20 | |
| PR5 | Clarity of the Proposal | 15 | |
| Total PR1 - PR5 (min 80% or 104) | | 130 | |

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Bid

4.2 Basis of Selection – Lowest Price Per Point

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 80% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 130 points.
2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the



Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following



reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC *Manual* clause [M9033T](#) (2011-05-16) Financial Capability

6.3 Insurance Requirements

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

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



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

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

7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **Secret**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected/classified information from the identified work site(s), and the Contractor/Offeror 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 CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex "C",
 2. Industrial Security Manual (Latest Edition)

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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



The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "F" . If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from contract award to March 01, 2022.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Project Authority ninety (90) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Contracting Authority.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority is:

Name: Tracy Langille
Title: Procurement Officer
Department of Foreign Affairs, Trade and Development
Domestic Procurement SPP
Address: 200 Promenade du Portage, Gatineau, QC K1A 0G4

Telephone: 342-203-1318

E-mail address: Tracy.Langille@international.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for



any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority *(at contract award)*

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Offeror's Representative *(at contract award)*

Name: _____

Company: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Foreign Affairs, Trade and Development (DFATD).

7.8 Call-up Procedures

One Standing Offer:

Where only one standing offer will be authorized for use as the result of a competitive RFSO, the resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. the following form should be used
 - 942 Call-up Against a Standing Offer

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes excluded).

7.11 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$360,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Project Authority.

The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Project Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Project Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;



- c) the Standard Instructions [2006](#) (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services – Competitive Requirements
- d) the general conditions; [2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Federal Contractors Program for Employment Equity – Certification;
- i) Annex E, Insurance Requirements;
- j) Annex F, Standing Offer Reporting Requirements
- k) the Offeror's bid dated _____

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the [FCP Limited Eligibility to Bid](#) list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13.3 SACC Manual Clauses

[M3020C](#) (2016-01-28) Status of Availability of Resources – Standing Offer

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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



7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract award to March 01, 2022.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the



Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

7.5 Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.5.1 Basis of Payment

7.5.2 Limitation of Expenditure

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

7.5.3 Terms of Payment - Monthly Payments

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

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

7.5.4 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.



If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);
- b. Cheque;

7.6 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. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
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.

7.7 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage



must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



ANNEX "A" - STATEMENT OF WORK

1.0 Background

The Official Visits Division (XDV) of the Department of Foreign Affairs, Trade and Development (DFATD), coordinates State and Official Visits to Canada by foreign dignitaries. The Division requires the services of a transportation company to provide sedans, mini-vans, SUVs and large vans in support of Visits to Ottawa and the National Capital Region.

2.0 Objective

The services provided by the bidder will include, but are not restricted to, providing sedans, mini-vans, SUVs and large vans on an "as-requested" basis to support transportation requirements for Visits to Ottawa and the National Capital Region. The services provided by the bidder are significant in the impression made upon foreign dignitaries visiting Canada. The quality of logistics facilitation offered by Canada and its Government must be superior. The bidder is expected to, through services provided, enhance Canada's image while providing transportation services during visits. Since needs and situations are ever changing, flexibility in serving clients is of the utmost importance.

The services requested include both visits requiring Royal Canadian Mounted Police (RCMP) controlled motorcades and visits not involving RCMP controlled motorcades.

3.0 Scope of Work

3.1 The services provided by the bidder will pertain to the provision of vehicles to be used during visits and advance visits in the National Capital Region. Some requirements will include drop-offs in Montreal / Dorval.

3.2 The driver's knowledge of the National Capital Region is essential. An excellent familiarity with the downtown core and the flow of traffic is crucial to avoid impediments to the Visitor's programme.

3.3 The bidder shall refrain from any action, which might be prejudicial to the friendly relations between DFATD and the Visitor's country/organization. Smoking in the vehicles or in the presence of a visitor is not permitted and vehicles are to be smoke and odour free.

3.4 At the bidder's own cost and expense, the drivers of all vehicles must have in their possession a fully functioning, hands free, cellular telephone that is carried with them at all times during a visit. The drivers' cellular telephone numbers must be provided to the Office of Protocol in advance of the visit.

3.5 The drivers of all vehicles may be required to move / carry luggage and may be required to assist passengers when necessary. Therefore, specific instructions for each visit should be followed precisely and may differ from visit to visit.

3.6 The drivers are expected to exhibit tact and discretion at all times during a visit. Examples of poor comportment include but are not restricted to the following: talking on the phone for lengthy periods; repeating conversations that occur in the vehicle; unnecessary or unrequested chatter with the Visitor or Visitor's delegation.

3.7 A single point of contact within the company is required (herein referred to as Coordinator). This is in order for the Project Authority to efficiently make bookings, inform of changes and advise of cancellations. As well, the bidder's Coordinator would take all the detailed information from the Project Authority and in turn supply the Project Authority with all necessary and requested information. This communication may be in the form of e-mails to maintain a record of communications. Communication for last minute urgent additions or changes may on occasion come in the form of verbal requests by the authorized Departmental representative. The Coordinator must be fluent in one of the two official languages of Canada (English or French).

3.8 Once a booking is made and confirmed, the Project Authority shall be supplied with driver(s) name(s), cellular phone number(s), make and type of vehicle(s) and licence plate number(s) of vehicle(s).



3.9 The Project Authority will provide an itinerary to the Coordinator to be disseminated to all drivers, thus ensuring that they are familiar with all addresses and locations. The Coordinator and drivers must be available for briefings prior to the start of a visit, when applicable.

3.10 The Project Authority may request that the driver(s) or vehicle(s) be replaced due to unsatisfactory Delivery of Service or in the latter case an unsatisfactory vehicle. It will be the responsibility of the bidder to provide a satisfactory replacement driver and/or vehicle within a two (2) hour period.

3.11 Vehicles may be requested with as little as twenty four (24) hours' notice by the Project Authority. In addition, changes to number of vehicles and the hours they are needed are also continual; therefore, the ability for the company to be flexible to the Official Visits Division's needs is crucial.

3.12 The drivers must have the ability to work beyond their originally stated hours on short notice (i.e. one (1) hour) and to work extensive hours.

3.13 Short prior notice occurs at times requesting vehicles (same day) with response needed within a few hours. Waiting time can be long during a visit (waiting in car for several hours) and is a prerequisite of service required.

Service can be requested: seven (7) days a week / twenty four (24) hours a day / three hundred and sixty five (365) days of the year. The duration of a visit averages from one-three (1-3) days. The average number of vehicles, and hours requested on a yearly basis is as follows (statistics averaged from January 2018-September 2019):

| # of hours for sedans | # of hours for mini-vans | # of hours for SUVs | # of hours for large vans |
|-----------------------|--------------------------|---------------------|---------------------------|
| 342 | 664 | 294 | 329 |

3.14 Ability to be flexible with driver meal times is crucial as meal occasions may be very irregular and spread out during visits. Note: Drivers will not be provided with meals, they are responsible for providing their own.

3.15 The number of vehicles requested differs from visit to visit but the range of vehicles per visit is between one (1) to eight (8) vehicles. This number of vehicles must be available should the need arise. Anything above eight (8) vehicles would be on an exceptional basis.

3.16 Sedans must be full-size luxury class, four (4) door sedans with automatic transmission and air conditioning and be conservative in colour (i.e. dark colours: black, charcoal, navy);

Mini-vans must be seven (7) passenger and conservative in colour (i.e. dark colours: black, charcoal, navy), with automatic transmission and air conditioning;

SUVs must be six to eight (6-8) passenger and conservative in colour (i.e. dark colours: black, charcoal, navy), with automatic transmission and air conditioning;

Large vans must be ten to fifteen (10-15) passenger and conservative in colour (i.e. dark colours: black, charcoal, navy), with automatic transmission and air conditioning.

3.17 All vehicles must be maintained in a very clean and pristine condition at all times and be mechanically sound. The vehicles must be of the highest quality and standard to service VIP passengers. DFATD reserves the right to inspect the vehicles each time a call-up is made.

3.18 Sub-contracting is permitted with prior authorization from the Project Authority.



4.0 Constraints

4.1 The bidder and its drivers, must possess, maintain, and currently be in compliance, abide by, and continue to abide by throughout the Standing Offer, all current, applicable, Federal, Provincial, Municipal, and Ottawa Macdonald-Cartier International Airport regulations, laws, and by-laws, including, but not limited to, the following:

- the Public Vehicles Act of Ontario;
- the Highway Traffic Act of Ontario;
- the Motor Vehicle Transport Act;
- City of Ottawa Vehicle For Hire Licence (By-law No. 2016-273);
- any environmental laws
- City of Ottawa Vehicle License Certificates;
- Vehicle Ownership Certificate registering commercial vehicles;
- Commercial Vehicle Operators Registration Certificate (CVOR) with a minimum “satisfactory” rating under the Public Vehicle Operating Authority;
- Ottawa Airport Pre-arranged Limousine Permits;
- an Operating Authority issued by the Ontario Highway Transport Board pursuant to the Public Vehicles Act;
- an Operating Authority pursuant to the Motor Vehicle Transport Act for inter-provincial operation; and
- a valid public liability insurance coverage in the amount of Eight (8) Million Dollars.

4.2 Should the bidder require the use of vehicles outside their licensed fleet for a visit, they must arrange in advance for temporary vehicles with the City of Ottawa as well as the Ottawa Macdonald-Cartier International Airport to obtain necessary permissions, licences and permits. These arrangements must be initiated upon receipt of the requirement.

4.3 For visits entailing an RCMP motorcade, the bidder shall ensure that there is liaison/contact in advance with the RCMP to ensure coordination and exchange of information.

4.4 For visits entailing an RCMP motorcade, the bidder shall ensure that the same vehicles will be used for the duration of the visit and shall ensure that all vehicles are available for overnight lockdown at an RCMP facility if the RCMP deems it necessary.

5.0 Dress Code

Drivers must wear a business suit and be presentable on each visit. The Bidder shall ensure that all staff involved on visits are dressed in business attire. Business attire is defined as; dark dress pants, dark pant suit, or dark skirt, shirt and tie, dark dress slacks, blouse, dark jacket and dress shoes.

6.0 Location

The services of the transportation company are required for visits to Ottawa and for visits in proximity of a three hundred (300)-kilometre radius of Ottawa.

7.0 Language of Work

The language of work will be in one of Canada’s official languages (English or French).



ANNEX "B" - BASIS OF PAYMENT

- 1.1 The Offeror must complete this pricing schedule and include it in its financial proposal. **Pricing must only be contained in the financial proposal.** A price breakdown must be provided for the firm all inclusive hourly rates.
- 1.2 Offerors shall quote in Canadian dollar (CAD), firm prices/rates as indicated in the tables below that include all costs necessary to perform the work. All prices include the costs of the driver(s). GST/ HST must be indicated separately, as applicable. Failure to provide pricing for an item will render the bid non-responsive.
- 1.3 The prices given below for the services will remain in force for the entire duration of the standing offer including the three (3) extension periods of one year if they are exercised.
- 1.4 The volumetric (estimated usage) data is provided in good faith and does not represent a commitment on the part of Canada. Canada's actual usage may be higher or lower.

PRICING SCHEDULE 1: INITIAL STANDING OFFER PERIOD (24 MONTHS)

During the period of the initial Standing Offer, for Work performed in accordance with the Call-up, the Offeror will be paid as specified below.

| PRICING SCHEDULE 1 – INITIAL CONTRACT PERIOD March 01, 2020 to February 28, 2022 | | | | |
|---|--|--------------------------------|---------------------------------|-------------------|
| | Category | Firm All-Inclusive Hourly Rate | Estimated No. of Hours per Year | Subtotal (in CAD) |
| | | A | B | C = A x B |
| 1 | Sedans – first ninety (90) minutes | CAD_____ | | |
| 2 | Sedans per additional hour (or part thereof) | CAD_____ | 249 | CAD_____ |
| 3 | Mini-Vans – first ninety (90) minutes | CAD_____ | | |
| 4 | Mini-Vans per additional hour (or part thereof) | CAD_____ | 523 | CAD_____ |
| 5 | SUVs – first ninety (90) minutes | CAD_____ | | |
| 6 | SUVs per additional hour (or part thereof) | CAD_____ | 219 | CAD_____ |
| 7 | Large Vans – first ninety (90) minutes | CAD_____ | | |
| 8 | Large Vans per additional hour (or part thereof) | CAD_____ | 153.5 | CAD_____ |
| Pricing Schedule 1 Total (TAX excluded): | | | | CAD_____ |
| OPTIONAL VEHICLES (not for evaluation purposes) | | | | |
| 9 | Mini Coach – first ninety (90) minutes | | | CAD_____ |



| PRICING SCHEDULE 1 – INITIAL CONTRACT PERIOD March 01, 2020 to February 28, 2022 | | | | |
|--|--|---------------------------------------|--|--------------------------|
| | Category | Firm All-Inclusive Hourly Rate | Estimated No. of Hours per Year | Subtotal (in CAD) |
| | | A | B | C = A x B |
| 10 | Mini Coach per additional hour (or part thereof) | | | CAD_____ |

PRICING SCHEDULE 2: OPTION PERIOD ONE (12 month period)

This section is only applicable if the option to extend the Standing Offer is exercised by Canada.

During the extended period of the Standing Offer specified below, the Offeror will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

| PRICING SCHEDULE 2 – OPTION PERIOD 1 March 01, 2022 to Feb 28, 2023 | | | | |
|---|--|---------------------------------------|--|--------------------------|
| | Category | Firm All-Inclusive Hourly Rate | Estimated No. of Hours per Year | Subtotal (in CAD) |
| | | A | B | C = A x B |
| 1 | Sedans – first ninety (90) minutes | CAD_____ | | |
| 2 | Sedans per additional hour (or part thereof) | CAD_____ | 249 | CAD _____ |
| 3 | Mini-Vans – first ninety (90) minutes | CAD_____ | | |
| 4 | Mini-Vans per additional hour (or part thereof) | CAD_____ | 523 | CAD_____ |
| 5 | SUVs – first ninety (90) minutes | CAD_____ | | |
| 6 | SUVs per additional hour (or part thereof) | CAD_____ | 219 | CAD_____ |
| 7 | Large Vans – first ninety (90) minutes | CAD_____ | | |
| 8 | Large Vans per additional hour (or part thereof) | CAD_____ | 153.5 | CAD_____ |
| Pricing Schedule 2 Total (TAX excluded): | | | | CAD_____ |
| OPTIONAL VEHICLES (not for evaluation purposes) | | | | |
| 9 | Mini Coach – first ninety (90) minutes | | | CAD_____ |
| 10 | Mini Coach per additional hour (or part thereof) | | | CAD_____ |



PRICING SCHEDULE 3: OPTION PERIOD TWO (12 month period)

This section is only applicable if the option to extend the Standing Offer is exercised by Canada.

During the extended period of the Standing Offer specified below, the Offeror will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

| PRICING SCHEDULE 3 – OPTION PERIOD 2 | | | | |
|--|--|---------------------------------------|--|--------------------------|
| March 01, 2023 to February 29, 2024 | | | | |
| | Category | Firm All-Inclusive Hourly Rate | Estimated No. of Hours per Year | Subtotal (in CAD) |
| | | A | B | C = A x B |
| 1 | Sedans – first ninety (90) minutes | CAD_____ | | |
| 2 | Sedans per additional hour (or part thereof) | CAD_____ | 249 | CAD _____ |
| 3 | Mini-Vans – first ninety (90) minutes | CAD_____ | | |
| 4 | Mini-Vans per additional hour (or part thereof) | CAD_____ | 523 | CAD_____ |
| 5 | SUVs – first ninety (90) minutes | CAD_____ | | |
| 6 | SUVs per additional hour (or part thereof) | CAD_____ | 219 | CAD_____ |
| 7 | Large Vans – first ninety (90) minutes | CAD_____ | | |
| 8 | Large Vans per additional hour (or part thereof) | CAD_____ | 153.5 | CAD_____ |
| Pricing Schedule 3 Total (TAX excluded): | | | | CAD _____ |
| OPTIONAL VEHICLES (not for evaluation purposes) | | | | |
| 9 | Mini Coach – first ninety (90) minutes | | | CAD_____ |
| 10 | Mini Coach per additional hour (or part thereof) | | | CAD_____ |



PRICING SCHEDULE 4: OPTION PERIOD THREE (12 month period)

This section is only applicable if the option to extend the Standing Offer is exercised by Canada.

During the extended period of the Standing Offer specified below, the Offeror will be paid as specified below to perform all the Work in relation to the Standing Offer extension.

| PRICING SCHEDULE 4 – OPTION PERIOD 3 March 01, 2024 to February 28, 2025 | | | | |
|---|--|---------------------------------------|--|--------------------------|
| | Category | Firm All-Inclusive Hourly Rate | Estimated No. of Hours per Year | Subtotal (in CAD) |
| | | A | B | C = A x B |
| 1 | Sedans – first ninety (90) minutes | CAD_____ | | |
| 2 | Sedans per additional hour (or part thereof) | CAD_____ | 249 | CAD _____ |
| 3 | Mini-Vans – first ninety (90) minutes | CAD_____ | | |
| 4 | Mini-Vans per additional hour (or part thereof) | CAD_____ | 523 | CAD_____ |
| 5 | SUVs – first ninety (90) minutes | CAD_____ | | |
| 6 | SUVs per additional hour (or part thereof) | CAD_____ | 219 | CAD_____ |
| 7 | Large Vans – first ninety (90) minutes | CAD_____ | | |
| 8 | Large Vans per additional hour (or part thereof) | CAD_____ | 153.5 | CAD_____ |
| Pricing Schedule 4 Total (TAX excluded): | | | | CAD _____ |
| OPTIONAL VEHICLES (not for evaluation purposes) | | | | |
| 9 | Mini Coach – first ninety (90) minutes | | | CAD_____ |
| 10 | Mini Coach per additional hour (or part thereof) | | | CAD_____ |

PRICING SCHEDULE 5: SUMMARY PRICING SCHEDULE

| SUMMARY PRICING SCHEDULE | |
|---|----------|
| Total Evaluated Price - Sum of Schedules 1, 2, 3 and 4, taxes excluded) = | CAD_____ |



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

Government of Canada /
Gouvernement du Canada

| |
|---|
| Contract Number / Numéro du contrat 20-161395 |
| Security Classification / Classification de sécurité |

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
|--|--|---|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DFATD | 2. Branch or Directorate / Direction générale ou Direction XDD - XDV | |
| 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 Ground transportation requirements for official visits. Vehicles are required to come with professional drivers who will have access and proximity to foreign dignitaries as well as Canadian dignitaries. Though the drivers and companies will not have access to secret or protected documents, they will have advance knowledge of itineraries and sites foreign dignitaries will be visiting. They are also in the presence of foreign and Canadian dignitaries and therefore their conversations. | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | |
| 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. | | |
| 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? | | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input checked="" type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/> | | |
| Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A / PROTÉGÉ A <input 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 checked="" type="checkbox"/> | NATO SECRET / NATO SECRET <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> |
| SECRET / SECRET <input checked="" type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET / SECRET <input type="checkbox"/> |
| TOP SECRET / TRÈS SECRET <input type="checkbox"/> | | TOP SECRET / TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

| |
|---|
| Contract Number / Numéro du contrat 20-161395 |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity: Protected A and / or B
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?

No / Non Yes / Oui

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

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

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

| | | | |
|---|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input checked="" 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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



| |
|---|
| Contract Number / Numéro du contrat 20-161395 |
| Security Classification / Classification de sécurité |

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Government of Canada /
Gouvernement du Canada

| |
|---|
| Contract Number / Numéro du contrat 20-161395 |
| Security Classification / Classification de sécurité |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---|-----------------------------------|---|--|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature | |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel Justin.Barrette@international.gc.ca | Date October 3, 2019 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature | |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature | |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature | |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



ANNEX “D” “to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer 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 an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror’s certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside 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 RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Offeror has a combined workforce in Canada of 100 or more employees; and
 - A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, 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 Offeror is not a Joint Venture.

OR

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



ANNEX “E” - INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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



For other provinces and territories, send to:

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

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



ANNEX “F” – STANDING OFFER REPORTING REQUIREMENTS

In accordance with section 3.2 of the Standing Offer, the Offeror must report on a quarterly basis the following information:

| The Offeror must complete all of the data fields identified below, as applicable. | | | |
|--|--|---|---------|
| Standing Offer Number: | | | |
| Reporting Period: _____ to: _____ | | | |
| Call-Up Number | Date of Call-up and amendment(s) if applicable | Value of Call-up GST/HST excluded/Value of amendment GST/HST excluded (if applicable) | GST/HST |
| | | | |