
REQUEST FOR PROPOSAL (RFP)

UPS Maintenance services for the David Florida Laboratory in Ottawa

Bid Submission Deadline:
February 20th, 2020 at 2:00 PM (EST)

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Monday to Friday
Receiving/Shipping (8:00 to 16:30)
Closed between 12:00 and 13:00
6767 route de l'Aéroport
Saint-Hubert (Quebec) J3Y 8Y9, Canada

Or by E-Post Connect

Reference: CSA File No. 9F030-20190305 / B

Note: Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



February 5th, 2020

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PART 1 - GENERAL INFORMATION

1. Summary

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations specialized to provide UPS maintenance services for the David Florida Laboratory in Ottawa.

- **Period of the Contract**

- Year 1: Award of contract to March 31st, 2021
- Year 2 (optional): April 1st, 2021 to March 31st, 2022
- Year 3 (optional): April 1st, 2022 to March 31st, 2023
- Year 4 (optional): April 1st, 2023 to March 31st, 2024
- Year 5 (optional): April 1st, 2024 to March 31st, 2025.

- **Work location**

The work will take place at the David Florida Laboratory (3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2). .

- **Travel**

As travel is not required, no travel expenses will be reimbursed.

2. Security Requirement

There are no security requirements associated with this requirement.

3. Trade Agreements

The requirement is not subject to the provisions of any trade agreements currently in force.

4. Optional site visit

Arrangements have been made for non-mandatory site visit to be held on **February 12th, 2020, at 10:00am at the David Florida Laboratory (3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2).**

The bidders MUST communicate with the Contracting Authority to confirm attendance and provide the names of the person(s) who will attend 48 hours in advance. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

* For the site visit, you have to bring an identification card that you will show at the reception.

* For the site visit, it is recommended bringing the request for proposals documentation with you to be able to take notes.

5. The epost Connect service

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



entitled Bid Preparation Instructions, of the bid solicitation, for further information. **(see instruction at Appendix G)**

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

6. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this bid solicitation and accept the clauses and conditions of the resulting contract.

1.1. SACC Manual Clauses

The document 2003 (2019-03-04) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23>

2. Submission of Bids

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

Bids must be submitted **ONLY TO**:

- ❖ By the epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

Epost connect service information: Section 08 (2019-03-04) - Transmission by epost Connect of document **2003 (2019-03-04)** – Standard Instructions - Goods or Services - Competitive Requirements
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>

Or

- ❖ the CSA's Tenders Reception Office

at the date, time and place indicated on the front page of this bid solicitation.

DO NOT COPY THE CONTRACTING AUTHORITY



3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the **Contracting Authority** alexander.gentile@canada.ca **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **PROVINCE OF ONTARIO**.

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

5. Office of the Procurement Ombudsman clause

Clause for solicitation documents and regret letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](http://www.opo-boa.gc.ca).

6. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for proposal

❖ **If Submitted to Canadian Space Agency Tenders Reception Office**

1 hardcopy in 3 sections

Optional: 1 electronic support including the 3 separate files

❖ **If Submitted by epost Connect service:** <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

3 separate documents

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



Section II: Financial Bid

Bidders must submit the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

Bidders should review Contract Cost Principles 1031-2 - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable costs.

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Business name and address of bidder

- 1) Name: _____
- 2) Address: _____
- 3) Telephone: _____ Fax: _____
- 4) Email: _____
- 5) Email for financial questions: _____
- 6) Procurement Business Number (PBN): _____
- 7) Tax number: _____
- 8) Board of directors: _____
Name and title

Name and title

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Evaluation Criteria

2.1 Mandatory Criteria (SEE ANNEX D)

At Bid closing time, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

2.2 Point Rated Technical Criteria (SEE ANNEX D)

To be declared responsive, a bid **MUST** achieve a pass on rated requirements outlined in the Annex D.

3. Financial Evaluation

Clause of the manual of SACC A0220T (2014-06-26) Evaluation of price

4. Basis of Selection Highest Combined Rating of Technical Merit (60%) and Price (40%)

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



6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certifications Required with the Bid

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

1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

1.2 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 with FPS, bidders must provide the information required below before contract award.

1.2.1 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.

1.2.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

1.2.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

1.3 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>



- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex H - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Annex H - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.5 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

1.6 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.7 Procurement Business Number (optional)

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractsCanada.gc.ca/>.



For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): _____

1.8 Certification

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Federal Contractors Program for Employment Equity - Bid Certification
- 1.2. Former Public Servant
- 1.3. Ineligibility and Suspension Policy
- 1.4. Integrity Provisions – List of Names
- 1.5. Status and Availability of Resources
- 1.6. Education and Experience
- 1.7. Procurement Business Number
- 1.8. Certification

Signature

Date

Name (print or type) of person authorized to sign on behalf of the Organization

Phone : _____

E-Mail : _____



PART 6 - RESULTING CONTRACT CLAUSES

1. Priority of Documents

The documents specified below will form part of and will be incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears shall prevail over the wording of any document which subsequently appears on the list.

- the Articles of Agreement;
- Annex A, Clauses and Conditions
General Conditions:
 - **2010C (2018-06-21)**, Services (medium complexity)
- Annex B, Basis of payment
- Annex C, Statement of Work;
- Annex D, Performance Evaluation
- the Contractor's proposal dated _____

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "C".

3. Standard Clauses and Conditions

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

3.1 General conditions

2010C (2018-06-21), Services (medium complexity)
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/17>

4. Security Requirements

There is no security requirement applicable to the Contract.

5. Term of Contract

From award date of the contract to March 31, 2021

5.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by **an additional four (4) years period under the same terms and conditions**. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in appendix B Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.



The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Basis of Payment - Limitation of expenditure

For the Work described the Statement of Work in Annex C, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a limitation of expenditure of **\$XXXXXX**. (*insert the amount at contract award*) Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 percent committed, or
- (b) four (4) 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.

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. Methods of 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.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

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.

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY
9F030 – FINANCIAL SERVICES
Security and Facility - DFL
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9, CANADA

OR BY E-MAIL : asc.facturation-invoicing.csa@canada.ca

One (1) copy must be forwarded to the Project Authority

9. Electronic Payment of Invoices

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

10. Applicable Laws

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

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

11. Contracting Authority

The Contracting Authority for the Contract is:

Alexandre Gentile
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-4875
E-Mail: alexander.gentile@canada.ca

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



12. Project Authority

To be inserted at contract award.

Name: TBD

David Florida Laboratory

Canadian Space Agency

Address: 3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2

Telephone:

E-Mail:

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

13. Contractor's Representative

The Contractor's Representative for the Contract is:

Name:

Contractor:

Telephone:

E-Mail:

14. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See ANNEX E.

15. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

16. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.



17. Insurance Requirements

Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

18. Office of the Procurement Ombudsman clause

18.1 Contract Clauses - Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

18.2 Contract clause – Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



ANNEX “B”

Basis of Payment

Pricing



During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

The Bidder should complete this pricing schedule and include it in its financial bid.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a all travel and living expenses for work performed within the Contractor's place of business to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- b any travel expenses for travel between the Contractor's place of business and to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation;
- d the price must be entered for each item listed; and
- e the price are firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labor for all inspections, testing, cleaning and maintenance services.

1) Annual Firm Price for annual & semi-annual inspections and maintenance

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Annual firm price	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year



Extra Work – “As and When Requested” and/or “Emergency Service Calls”

"Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labor, repair and replacement parts. When "As and When Requested" work is requested during the contract period, the contractor must complete and submit "Cost Estimate Form for Extra Work". Written authorization must be obtained from the CSA/DFL Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labor Rate (including Overhead, Profit, and all related Costs).

2) LABOR: Fixed hourly rate shall be:

Work schedule – Monday to Friday, 7:00 a.m. to 4:00 p.m. (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Technician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

Overtime – Monday to Friday, 4:00 p.m. to 7:00 a.m. (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Technician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

Overtime – Saturday, Sunday and holidays (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Technician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour



Minimum hours billed per “Emergency Service Call” only (not applicable for extra work)

Work schedule – 24 hours on 24, 7 days on 7 (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Minimum hours billed	hours	hours	hours	hours	hours

3) Materials (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Percentage of mark-up on materials (if applicable)	%	%	%	%	%

For the purpose of the evaluation (the evaluation will include the total for the five (5) years)

- Annual firm prices.
- 8 hours per year (Qualified Technician).
- 2 hours per year (Qualified Technician during overtime hours of work – Monday to Friday 4:00 pm to 7:00 am).
- 2 hours per year (Qualified Technician during overtime hours of work – Saturday, Sunday and Holidays).
- 2 calls per year X minimum hour billed X hourly rate during regular hour.
- Material, equipment and supplies: estimated 2,000.00\$ per year.
- UPS batteries replacement – once in five (5) years.

*** Hours mentioned above are indicated for information purposes and evaluation only.**



ANNEX C

STATEMENT OF WORK (SOW)



1. Project Intent

- .1 To provide periodic maintenance and emergency services for three of our UPS systems referred to below.

2. Project Requirements

- .1 Provide annual and semi-annual preventative maintenance on our UPS systems according to the manufacturer's recommendations for the UPS models indicated in Appendix "A".
- .2 If not already stated in the manufacturers recommendations, perform the following tasks:
 - Visually inspect equipment for loose connections, burned insulation or any other signs of wear;
 - Visually check for liquid contamination from batteries and capacitors;
 - Clean and vacuum UPS equipment enclosures;
 - Check and record environmental conditions and performance related to temperature and humidity including unit fans;
 - Provide a complete operational test of the system, including a monitored battery-rundown test to determine if any battery strings or cells are near the end of their useful lives **(annual only)**;
 - Perform impedance testing on exposed batteries;
 - Test UPS transfer switches, circuit breakers and maintenance bypasses **(annual only)**;
 - Provide written report to the DFL representative of all works performed on the units.

3. Delivery of Materials and Service. Schedule & Sequence of Works

- .1 Work schedule must be coordinated with the CSA/DFL Authority or his assigned representative.
- .2 At the beginning of each maintenance year the Contractor must send a written request including their recommendations to the Building Engineer with CSA/DFL Authority to initiate the planning of maintenance works. The Contractor shall notify of the potential impact of maintenance work on the facility's equipment and operations.
- .3 Upon receipt, the CSA/DFL Authority shall provide the maintenance schedule for the yearly maintenance period and the Contractor must follow the established dates of the maintenance schedule.
- .4 Work is to be conducted during the working hours of the facility from 7:00 AM to 4:00 PM, Monday to Friday unless it is an emergency.
- .5 A minimum of 10 days' notice and confirmation must be given to the CSA/DFL Building Engineer prior to any inspections, site service works and maintenance visits.

4. Hourly rate for work during regular working hours

- .1 Provide a firm price for annual and semi-annual inspections and an hourly rate for on-call 24/7 emergency service. Rates are to include all travel expenses. Minimum hourly charge for service calls with pricing of parts to be clearly stipulated separately in the proposal.
- .2 The hourly rate for work performed during regular working hours is designed to cover the costs incurred by the Contractor in executing a service call and/or maintenance work in an area where CSA/DFL employees may be continuing their activities. This hourly rate aims to compensate for cleaning costs, security and precautions the Contractor must take to complete its assignment.
- .3 The rate applies to all service calls and/or maintenance costs for work executed during regular working hours of Monday to Friday from 7:00 AM to 4:00 PM.

5. Hourly rate for work performed outside regular working hours

- .1 The hourly rate for work performed outside regular working hours is designed to cover costs



incurred by the Contractor when responding to a service call and/or maintenance work during evenings, weekends or statutory holidays.

- .2 The rates apply to all construction and/or maintenance costs, additional cleaning costs and security for maintenance works or parts of those works executed outside regular working hours, from 4:00 p.m. to 7:00 a.m. on weekdays, as well as weekends and statutory holidays.

6. Equipment, tools and safety equipment

Supply equipment and tools to complete the work as per Operations and Maintenance (O&M) Authority instructions and/or Scope of Work; these have to be up to date, in good standing and CSA/DFL approved. CSA/DFL will not provide, rent or lend any tools, lifting equipment or any other equipment to complete the work or any portion of the work assigned to the contractor.

7. Materials

- .1 Unless otherwise specified, the Contractor is to supply, deliver and install all materials required for contract execution. All materials to be new with manufacturer's seal intact and label; all materials and equipment used shall be cUL, ULC or CSA approved for designated application.
- .2 The Contractor shall be responsible for having its materials delivered to the CSA/DFL loading dock, then transporting said materials from the loading dock to the work site within 12 hours of delivery.
- .3 CSA/DFL reserves the right to supply materials and parts. The Contractor shall be responsible for transporting said materials from the warehouse to the work site.

8. Removal of debris

The Contractor shall remove from the work site, at the end of each inspection or as instructed by the Building Engineer, all rubbish or debris generated from the work activity. The Contractor will be responsible to clean the work area and any other space that has been affected by his (her) activity. All debris shall be disposed of into appropriate bins (i.e. metal, paper, garbage) provided by the CSA/DFL.

9. Occupational health and safety

- .1 Ensure that all resources assigned to work have the necessary valid training, certificates and/or licenses of qualification required by law at the bidding stage. Upon request, CSA/DFL O&M Authority may ask for a copy of such permits, licenses or certificates prior to performing any work, or when on site.
- .2 The purpose of these requirements is to minimize or eliminate risk to personnel health & safety and to the environment. All Contractors and Sub-Contractors performing work at CSA/DFL facilities are expected to comply with applicable CSA/DFL health and safety guidelines, applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices.
- .3 All technicians shall implement Lock Out/Tag Out that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include steam, electrical and other forms of hazardous energy, as necessary. All technicians must have received prior training and will be briefed on in-house Lock Out/Tag Out (LOTO) procedures by their assigned CSA/DFL O&M Authority. Procedures must be strictly followed.
- .4 All LOTO activities MUST be coordinated with the CSA/DFL O&M Authority.



10. Building Security

- .1 All staff employed by the Contractor, regardless of hours of work, MUST sign IN and OUT and, enter the times of arrival and departure in registers or on sheets provided in a specific designated area. In the event of a dispute and the absence of other evidence, the Register will be regarded as evidence of hours of work. Failure to "sign in or out" will render the entry invalid.
- .2 A Visitor's badge must be prominently displayed at all times.
- .3 No audio/visual equipment, cellular phones or cameras are permitted in any of the CSA/DFL buildings.
- .4 No 2-way radios or cellular/wireless phones are permitted in CLEANROOM areas.

11. Service availability

- .1 Ensure that resources are capable and available to perform the work according to the schedule agreed upon by the Contractor and the CSA/DFL, including 24-hour emergency service with a response time not to exceed two (2) hours from when the call is placed to the arrival of a service technician to the site.
- .2 Provide a single point of contact and its manager's contact information for the emergency service calls.
- .3 Provide next day service for non-emergency type service calls.

LIST OF UPS EQUIPMENT

Make	Model	Serial #	KVA	Location	Assigned to
Eaton	9355-15	bc062jba04	15	Room E-7a	Vibration Cell UPS
Eaton	9355-15	be012jba01	15	Room E-7a	To be replaced
Eaton	93E 140	bk395lxx03	40	Room 307-m	Main IT Server(s)



ANNEX D

EVALUATION CRITERIA



MANDATORY CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis.

NOTES: Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Proposals MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance. Each category should be addressed separately. Submitted documentation should indicate which criteria it applies to.

MANDATORY CRITERIA		Bidder Response Description (include location in bid)	Met/Not Met
MC1	The Bidder has provided government issued documentation that the company has been in business for at least five (5) years. To demonstrate compliance with this criterion, the bidder must include with their proposal the government issued documented proof of its status (e.g. Certificate of Incorporation, Business Registration, or Tax Return, clearly showing duration).		
MC2	The Bidder must provide clear evidence of the company's recent years' experience and past performance by referencing three (3) Projects/Contracts of similar ¹ nature within the past five (5) years. To demonstrate compliance with this criterion, the bidder must complete The Mandatory Company's Experience and Past Performance form.*		
MC3	The Bidder provided two (2) names of qualified technicians that have at least five (5) years of experience working with uninterrupted power supplies. To demonstrate compliance with this criterion, the bidder must include with their proposal a detailed curriculum vitae (CV)² for each of the proposed resources clearly showing the years of experience. The Mandatory Personnel Experience and Past Performance form must indicate that both technicians have at least five (5) recent years ³ of relevant experience and past performance by referencing and providing details of three (3) similar projects/contracts within last five years (5) whereby the service personnel have performed satisfactorily.**		



MC4	<p>The Bidder provided copies of valid certificates and documentation of two (2) qualified technicians demonstrating training and qualification for servicing Eaton equipment.</p> <p>To demonstrate compliance with this criterion, the bidder must include copies of certificates and training documentation for each technician.</p>		
-----	---	--	--

* If the Bidder submits three (3) references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

** If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of two (2) qualified personnel will be assessed. The first two (2) proposed employees listed in the proposal will be considered for evaluation.

- 1 Similar – is defined as maintenance and/or construction service of different types of UPS equipment including electrical installations and UPS maintenance contracts that are similar in nature, size and scope that have been successfully completed in government or private organizations. The Bidder will have to prove that the company possesses experience working in high-tech / industrial / laboratory.
- 2 Experience – is defined as when the Bidder certifies that all the detailed information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- 3 Recent experience – is defined as an experience gained since January 2010 and includes the solicitation closing date.



Form of Mandatory Company’s Experience and Past Performance

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract including equipment models and troubleshooting and maintenance techniques applied to demonstrate Bidder’s knowledge and experience			



Form of Mandatory Personnel Experience and Past Performance

NAME OF QUALIFIED TECHNICIAN 1:			
<hr/>			
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/ mm/dd)	From: _____ (yyyy/m m/dd)	From: _____ (yyyy/m m/dd)
	To: _____ (yyyy/mm/dd)	To: _____ (yyyy/mm/dd)	To: _____ (yyyy/mm/dd)
Description of Project/ Contract			



NAME OF QUALIFIED TECHNICIAN 2:			
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2:_____	Project/Contract Reference #3:_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From:_____ (yyyy/mm/dd)	From:_____ (yyyy/m/dd)	From:_____ (yyyy/m/dd)
	To: _____ (yyyy/mm/dd)	To: _____ (yyyy/mm/dd)	To: _____ (yyyy/mm/dd)
Description of Project/ Contract			



RATED CRITERIA

To be declared responsive, a bid **MUST** achieve a pass on rated requirements

#	Rated Criteria:	Points	Received
R1	The Bidder demonstrated that the Company has been in business for: <ul style="list-style-type: none"> - between five (5) and nine (9) years - between ten (10) and fourteen (14) years - greater than fifteen (15) years 	5 points 10 points 15 points	
R2	The Bidder demonstrated detailed experience of the Qualified Technician #1 in the maintenance, inspection, troubleshoot and repair of Eaton UPS stations: <ul style="list-style-type: none"> - between five (5) and nine (9) years - between ten (10) and fourteen (14) years - greater than fifteen (15) years 	5 points 10 points 15 points	
R3	The Bidder demonstrated detailed experience of the Qualified Technician #2 in the maintenance, inspection, troubleshoot and repair of Eaton UPS stations: <ul style="list-style-type: none"> - between five (5) and nine (9) years - between ten (10) and fourteen (14) years - greater than fifteen (15) years 	5 points 10 points 15 points	
Minimum score of Rated Criteria: Maximum score of Rated Criteria:		15 45	



ANNEX “E”

Performance Evaluation Report



PERFORMANCE EVALUATION REPORT

Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the contract agent responsible.

Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

*Supplier	
Rating scale:	10 – 9: Excellent 6 – 5: Satisfactory 2 – 1: Unsatisfactory 8 – 7: Very Good 4 – 3: Poor
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1 Comments:
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1 Comments:

3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1 Comments:
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1 Comments:

5. Please rate the quality of communication between the department and the supplier.	10 9 8 7 6 5 4 3 2 1 Comments:
--	-----------------------------------



<p>6. Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work 	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>TOTAL</p>	<p>/60</p>

Overall Rating

- Excellent: 54 and over
- Very Good: 42 to 53
- Satisfactory: 30 to 41
- Poor: 18 to 29
- Unsatisfactory: 18 or less



ANNEX F

INTEGRITY FORM

**To be included with certifications
(Section III : Certifications):**



Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres / Other members:	
Commentaires / Comments	



ANNEX G

E-POST INSTRUCTIONS



Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. Suppliers requested the ability to submit their bids electronically and PSPC listened! The Bid Receiving Unit in the National Capital Region is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service and your organization has been identified as a potential participant.

The pilot will include a limited number of solicitations, starting with "invitation only" tenders to pre-qualified suppliers. Later on in the pilot, suppliers may watch for opportunities posted on Buyandsell.gc.ca that will be clearly identified as solicitations selected for the epost Connect pilot.

What is epost Connect?

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

Please note that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate in the epost Connect pilot.

To provide you with an overview of how the system works and to help inform your decision, attached is the CPC epost Connect Participant Guide.

Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

How to participate

Please confirm your participation in the pilot to PSPC's National Capital Region Bid Receiving Unit at: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

IMPORTANT: If you decide not to participate in this pilot using an epost Connect account you are still invited to bid and the regular methods for bid submissions that are outlined in the solicitation document. We look forward to collaborating with you on this exciting new initiative!