

Solicitation No. - N° de l'invitation
F2915-140013/E
Client Ref. No. - N° de réf. du client
F2915-140013

Amd. No. - N° de la modif.
File No. - N° du dossier
PWA-5-75004

Buyer ID - Id de l'acheteur
Pwa122
CCC No./N° CCC - FMS No./N° VME

REFRESH

Request for Supply Arrangement

This is a request to solicit bids for Supply Arrangements (SAs) for as-and when-required services to conduct Bathymetric Surveys within Canada. Suppliers capable of meeting the requirement of this solicitation are invited to submit an arrangement. This document also allows suppliers who were issued an SA under the last solicitation to submit arrangements against additional geographical location (s). Qualified suppliers that received a Supply Arrangement (SA) under RFSA F2915-140013/A, F2915-140013/B, F2915-140013/C & F2915-140013/D are not obligated to respond to this Refresh RFSA.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, Evaluation Criteria, the Non-Disclosure Agreement, Daily Log, Task Requisition and other annexes.

1.2 Summary

The Government of Canada seeks to implement an integrated multi-platform approach to bathymetric surveying in Canada's navigable waters. This allows for the delivery of a flexible, affordable and sustainable hydrographic survey program to meet Canada's foreseeable hydrographic requirements. The Supply Arrangement will remain valid until such time as Canada no longer considers it to be advantageous to use it. A Notice will be posted "once a year" on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement. This procurement is subject to the provisions of the following Trade Agreements:

Canadian Free Trade Agreement (CFTA).

Existing Supply Arrangement Holders

This document allows existing SA Holders to submit arrangement to enable them to qualify for Additional Services and/or additional geographic locations for which they currently do not have a supply arrangement.

Existing supply arrangement holders are not required to re-qualify for any geographical location for which they already have a supply arrangement although they must otherwise comply with the new requirements of the refresh solicitation.

“For services requirements, Suppliers must provide the required information as detailed in article 2.3 of Part 2 of the Request for Supply Arrangements (RFSA), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.”

“As final service delivery locations are undetermined at this stage, but may be for surveys on Canada’s navigable waters in areas subject to Comprehensive Land Claims Agreements (CLCAs), CLCAs may apply to the individual task requisitions.”
If a task requisition is for service delivery in location subject to CLCAs, this specific task requisition will be subject to the applicable CLCA and may include bid evaluation criteria such as:

- **The existence of head offices, administrative offices or other facilities in a CLCA area;**
- **The employment of CLCA beneficiary labour; engagement of CLCA beneficiary professional services, or use of suppliers that are beneficiaries or beneficiary firms in carrying out the contract; or**
- **The undertaking of commitments, under the contract, with respect to on-the job training or skills development for CLCA beneficiaries.**

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.4 Key Terms

“New Supplier”

a supplier that was not issued an SA under solicitation F2915-140013/A/B/C

“Existing Supplier or SA Holder “

a supplier that was issued an SA under solicitation F2915-140013/A/B/C

“Refresh Solicitation”

A solicitation that allows existing and new suppliers to provide arrangement to qualify and existing suppliers to provide arrangement to qualify for more services throughout the entire period of the Supply Arrangement. Existing suppliers are not required to provide an arrangement in order to continue to provide the services in their qualified geographical location.

“Supplier” (RFSA stage)

the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

“Supplier”(SA stage)

means the person or entity whose name appears on the Supply Arrangement and who has become a pre-qualified supplier and been issued a Supply Arrangement;

“Supply Arrangement”

means the written arrangement between Canada and the Supplier, these general conditions, any referenced clauses and conditions, and any other document specified or referred to as forming part of the Supply Arrangement;

“Supply Arrangement Authority”

means the person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

“Request for Supply Arrangement”

a procurement tool established by PWGSC for use by clients that allows buyers to solicit bids from a pool of pre-qualified suppliers for specific requirements. The intent is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations

Supply Arrangement

“Bid Solicitation”

an invitation, verbal or written, to suppliers to submit a bid, quotation or offer.

“Responsive bid”

A bid, tender, proposal or quotation that meets all the mandatory requirements stipulated in the solicitation document.

1.5 Use of an e-Procurement Solution (EPS)

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

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

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

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

RETURN BIDS TO:
Bid Receiving
Public Works and Government Services Canada
1713 Bedford Row,
Halifax, N.S.
B3J 1T3

TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca.

Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2008](#), or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: **(902) 496-5016**.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

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

2.5 Enquiries - Request for Supply Arrangements

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

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

2.6 Applicable Laws

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

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

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

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

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

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

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

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

- If the Supplier is simultaneously providing copies of its arrangement using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

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

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

Section I: Technical Arrangement

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Point Rated Technical Criteria

(Maximum 200 points)

Bidders must demonstrate a technical understanding of the hydrographic survey services required by addressing each of the Items listed below as stipulated in Annex 2 herein. Each of the above noted criteria stipulated in Annex 2, have been broken down into more specific technical considerations, identified as "Items". Proposals will be evaluated Item by Item within each Criteria, with each Item being assessed a grade from "Not Addressed" to "Excellent". Each Item will then be awarded the number of points shown for the grade received. The points awarded for each item will then be added together to give a total for each of the three criteria.

Maximum points for each criteria are as follows:

1. Technical Understanding - 150 points
2. Resources - 50 points

When the evaluation is completed, the total marks for each of the criteria will be added together to give an overall mark for the proposal. **The maximum total of points is 200.**

Please note that proposals receiving less than 60% of the total overall points in any of the two Technical Criteria will be considered to be non-compliant and will be rejected.

Item 1.1 Describe the approach and methodology (i.e., a hydrographic survey plan identifying individual steps or sub-tasks) for completing assigned surveys and meeting the specified objectives,
Maximum points for Item 1.1 = 50 points

Item 1.2 Software, hardware, platforms and other resources which will be used to execute the proposed survey methodology,

Maximum points for Item 1.2 = 50 points

Item 1.3 Provide examples of projects which have been successfully completed, including the names of the clients, the dates, approximate magnitude of the projects and accuracies achieved.

Note: Client information should be detailed enough to establish contact for the sole purpose of validating information provided in the proposal.

Maximum points for Item 1.3 = 50 points

2. 0 HUMAN RESOURCES (Maximum 50 points)

Proposals should identify the relevant human resources available to provide the hydrographic survey services required. Bidders are requested to provide the detailed information described in the evaluation items shown below.

Item 2.1 Identify key personnel (along with their roles and responsibilities)

Maximum points for Item 2.1 = 50 Points

Please note: Suppliers must choose to qualify in one or more geographical region (s) and depths for which they wish to be considered. Please complete Geographical region (s) Matrix in Annex 3.

The technical bid must 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 suppliers 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. The Supplier's proposed services must meet the Statement of Work detailed herein.

4.2 Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all technical evaluation criteria's to be declared responsive. Proposals receiving less than 60% of the total overall points in any of the two Technical Criteria will be considered to be non-compliant and will be rejected.

Please refer to Annex 2 for detailed evaluation criteria's.

4.3 Financial Viability

SACC Manual clause [S0030T](#) (2014-11-27) Financial Viability.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Arrangement

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide with its arrangement the required documentation, as applicable), to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

5.2.2.1.1 *SACC Manual* clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

5.2.2.2 Education and Experience

5.2.2.2.1 *SACC Manual* clause [S1010T](#) (2008-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in "the Statement of Work at Annex 1"

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supply Arrangement Reporting

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

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "5". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Supply Arrangement Authority no later than (14) calendar days after the end of the reporting period.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from _____ to _____ (one year from the date of Supply Arrangement).

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **including** areas subject to Comprehensive Land Claims Agreements (CLCAs).

6.5 Authorities

6.5.1 Supply Arrangement Authority

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The Supply Arrangement Authority is:

Name: Chukwudi Chinye
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions
Address: 1713 Bedford Row
P.O. Box 2247
Halifax, NS B3J 1T3

Telephone: 902- 401-7604
Facsimile: 902- 496-5016
E-mail address: chukwudi.chinye@pwgsc-tpsgc.gc.ca

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

6.5.2 Supplier's Representative (To be completed by Supplier)

Name: _____

Title: _____

Address: _____

Email: _____

Telephone: _____

6.6 Identified Users

The Identified User is:

- Public Services and Procurement Canada
- Natural Resources Canada (NRcan)
- Fisheries and Oceans Canada, Canadian Hydrographic Service
- Department of National Defense (DND)
- Environment and Climate Change Canada (ECCC)
- Parks Canada.

All users of this SA must provide after the completion of a Bathymetric Survey contract under this SA, at the same time they provide to the Identified User, free of charge access and use of all the data acquired, processed and all documentation and all formats to the DFO-Science CHS for the purpose of safe and efficient navigation through CHS Official Charts and Publications in Canadian waterways and Public Good

6.7 On-going Opportunity for Qualification

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

6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex 1, Statement of Work;
- (d) Annex 3, Geographical Regions(s) Locations Matrix
- (e) the Supplier's arrangement dated _____ (*insert date of arrangement*)

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 SACC Manual clause

G1005C Insurance 2016-01-28

H1001C Multiple Payments 2008-05-12

C6000C Limitation of Price 2011-05-16

A9117C Direct Reporting by Customer Department 2007-11-30

C0711C Time Verification 2008-05-12

C0705C Discretionary Audit 2010-01-11

A7017C Replacement of Specific Individuals 2008-05-12

A3025C Proactive Disclosure of Contracts with Former Public Servants 2013-03-21

A2000C Foreign Nationals (Canadian Contractor) 2006-06-16

A2001C Foreign Nationals (Foreign Contractor) 2006-06-16

B. BID SOLICITATION

6.1 Bid Solicitation Documents

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

- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

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

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements;

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

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) financial capability
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

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

6.2.2 The bid solicitation will be sent directly to Suppliers via email.

1. Bid Solicitation Requirements

2.1 For all requirements up to an estimated value of \$400,000.00 (HST included), the Identified user must issue a "Request for Proposal" to all of the (SA) Holders.

2.2 For all requirements that exceed \$400,000.00 (HST included), must be sent to PWGSC office for processing.

2. Bid Solicitation Documents

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the requirement;
- (b) bid preparation instructions;
- (c) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (d) evaluation procedures and basis of selection;
- (e) conditions of the resulting contract.

3.0. Bid Solicitation Process

3.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued an SA.

3.2 The bid solicitation will be sent directly to suppliers via email.

- As work arises under the Supply Arrangement, the Identified Users:
- Public Works and Government Services Canada
- Natural Resources Canada (NRcan)
- Fisheries and Oceans Canada, Canadian Hydrographic Service
- Department of National Defense (DND)
- Environment and Climate Change Canada (ECCC)
- Parks Canada

A Request for Proposal will be sent directly to Supply Arrangement holders under the following framework:

A). Work estimated at less than \$400,000.00 (HST included):

- these requirements will be sent via email to all SA holders on the supply arrangement by the identified users listed above.
- Bidders will be provided with a minimum of **fifteen (15) calendar days** in which to respond to the Request for Proposal.

B). Work estimated over \$400,000.00 (HST included) up to a maximum of \$4,000,000.00 (HST included)

- these requirements will be sent via email to all SA holders on the supply arrangement by PWGSC directly with the above identified users acting solely as the technical authority.
- Bidders will be provided with a minimum of **twenty-one (21) calendar days** in which to respond to the Request for Proposal.

Requirements will be sent directly to supply arrangement holders in the form of a Bid Solicitation - Request for Proposal (RFP), a sample of which is attached at Annex 6. Each RFP will contain specific detail on the services required, specific location of the requirement, required certification, and instructions to submit a proposal and a basis of payment.

C. RESULTING CONTRACT CLAUSES

6.1 General

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

For any contract to be awarded using the template:

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-
- (a) **MC** (for medium complexity requirements), general conditions (2010C) will apply to the resulting contract;
- (b) **HC** (for high complexity requirements), general conditions (2035) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

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

ANNEX "1"

STATEMENT OF WORK

HYDROGRAPHIC SURVEYING

1. Introduction

The detailed requirements of any particular survey tasking will be contained in a Task Requisition. Please note that "General Information" section explains; how taskings will be made against the Supply Arrangement; identifies the reporting requirements of Suppliers; provides instructions in the preparation of proposals and other related administrative details.

2. Description of Required Services

The Government of Canada requires hydrographic survey services, *in accordance with the 2013 CHS Standards for Hydrographic Surveys* <http://www.cartes.gc.ca/data-gestion/standards-normes/intro-eng.asp> to augment its internal capacity.

3. Objective and Scope

Hydrographic surveying is a specialized field, requiring technical expertise as well as platform support for the collection of data. To produce nautical products that meet the requirements of the *Nautical Charts and Publications Regulations, 1995* made pursuant to the *Canada Shipping Act, 2001*, the Government of Canada requires accurate survey data calibrated to a stringent set of standards. The Government of Canada would like to enhance its capacity for data acquisition through the development of a Supply Arrangement for Bathymetric Surveying. The Government of Canada intends to implement an integrated multi-platform approach to Hydrographic surveying in Canada's navigable waters. This allows for the delivery of a flexible, affordable and sustainable hydrographic survey program to meet Canada's foreseeable hydrographic requirements. Private sector bathymetric surveys are part of this multi-platform approach.

4. Requirements

The *2013 CHS Standards for Hydrographic Surveys* is the document that specifies the requirements for hydrographic surveys in order that resulting hydrographic data meet specific standards. This document quantifies various accuracy requirements for different areas according to their importance for the safety of navigation. All hydrographic surveys carried out by CHS, or by Suppliers on its behalf, must adhere to the various CHS standards: <http://cartes.gc.ca/data-gestion/standards-normes/intro-eng.asp>. Every Task Requisition will be specific to the standard that must be respected. Latest CHS guidelines for processing and analysis are available to contractors. <http://cartes.gc.ca/data-gestion/bathymetric-traitement/1-eng.asp>. The following details are the minimum required technical specifications for acoustic sonar systems along with the operational requirements, data collection techniques, data processing, quality control, client responsibilities, Supplier responsibilities, reporting, deliverables, contingency planning and Contract options.

The words "shall", "must", "essential", "will" and "required" are to be interpreted as mandatory requirements. Any proposal which fails to meet any of the mandatory requirements will be deemed non responsive and will receive no further consideration.

1. Reference systems

Reference systems (horizontal and vertical) to be used will be specified in SOW.

2. Data collection

- a. All raw sensor data must be logged and time tagged precisely
- b. GPS Base station and antenna height must be logged and provided if utilized.

- c. Independent Tidal verification (ie. Temporary gauge, water levelling) must be logged to validate GPS derived Tide
- d. Check lines must be done at the end of every day of work
- e. All logged data should be portable into CARIS HIPS. If using other than CARIS you must submit sample project files with submission.
- f. Daily logs of survey operations must be filled (See Annex 4)

3. Processing

- a. Processing (Mutlibeam only) must be done with a software package that allows for CUBE surface generation and auto processing following CHS CUBE Bathymetric data Processing and Analysis <http://cartes.gc.ca/data-gestion/bathymetric-traitement/1-eng.asp> Other types of sonar collection can use any software as long as sections 2d to 2e are met.
- b. Bathymetric data in adherence to all of the requirements of the Task Requisition in the areas as indicated on specific site sketches (to be provided)
- c. A Processing log shall be provided, detailing steps taken in the processing pipeline.

4. Quality Control

The following data processing requirements must be met:

- a. The Supplier shall complete system calibrations in accordance with manufacturer's specifications prior to deployment. Uncertainty values for all sensors must be provided along with uncertainty models.
- b. The Supplier shall produce a Quality Assurance report to include, but not be limited to the following:
 - i. Results and reports from the Calibration, system alignment, and field verification procedures
 - ii. Outline of the procedures, processes and corrections used during data collection to ensure data quality and accuracy requirements were met.
 - iii. Coverage plots/images to demonstrate that data collection requirements were met – coverage limits and data density
 - iv. Documented methodology used for GPS positioning, vertical reference and ellipsoid details and epochs
 - v. Identify any anomalies, biases, outliers, GPS outages, data gaps, accuracy/quality degradation or any other problems/issues that presented challenges or degraded the data quality.

5. Client Responsibilities

The following client responsibilities will be met and/or provided by the Project Authority:

- a. Client will provide GPS control stations. (horizontal and vertical references)
- b. Client will provide the most recent bathymetric data to be used by the Supplier for planning the limits of the survey coverage and for quality control or ground truthing
- c. Client will provide minimum quality records that will be required for the final Project Report.
- d. Client will assign a scientific Project Authority to every project. Meetings, teleconference and/or on-site visit will be scheduled as required.

6. Supplier Responsibilities

The following Supplier responsibilities will be met and/or provided by the Supplier:

- a. The Supplier shall provide all the personnel, equipment, resources, licences, permits, accommodations, etc. required to conduct the project and prepare the deliverables in accordance with the Statement of Work
- b. The Supplier shall provide the Project Authority or their delegate with a hands-on demonstration of processing methods utilized for creation of deliverables outlines in Section 8
- c. The Supplier shall confer with the Project Authority on a daily basis or as required during the project to discuss progress, plans and priorities.

7. Reporting Responsibilities

The following reporting responsibilities must be met:

- a. Daily and weekly reports shall be submitted to the Project Authority throughout the project period.

b. A Project Report including the previously referenced Quality Assurance Report shall be submitted to the Project Authority as stated in the project SOW.

8. Deliverables

The following deliverables must be provided:

- a. GPS Base station Raw data
- b. Survey Platform Raw data
- c. Tide gauge calibration
- d. Tide gauge data
- e. Independent tidal verification
- f. SVP profiles
- g. Vessel configuration files
- h. Processed Surface with all CUBE layers
- i. Equipment calibration records for the entire project period
- j. Metadata (to be specified in SOW)
- k. Project Report

l. All users of this SA must provide after the completion of a Bathymetric Survey contract, the use of all the data acquired, processed and all documentation in all formats to the DFO-Science CHS for the purpose of safe and efficient navigation through CHS Official Charts and Publications in Canadian waterways, and also for Public good. The acquired and processed data must be provided to DFO-Science CHS and the identified user at the same time, and the acquired and processed data must be free of charge to access by DFO-Science CHS.

9. Contingency Planning

The following contingency planning requirements must be met:

- a. The Supplier will allow for reasonable contingency planning for equipment malfunction, weather conditions, etc.
- b. The contingency planning must be done in consultation with the Project Authority prior to any deviation from the requirements being exercised under the Contract

10. Project Costing

The following method shall be utilized to cost the surveys:

- a. Provide the number of days to complete project Task Requisition and associated cost for data acquisition
- b. Provide processing costs and approximate time of delivery
- c. Provide mobilization and de-mobilization costs
- d. Any additional costs

11. Intellectual Property

Suppliers working on behalf of the Government of Canada may be given access to Intellectual Property for the duration of a task. A Supplier must provide appropriate security coverage to protect the Intellectual Property in its possession and must return the Intellectual Property at the end of a task. Any background Intellectual Property, such as enhancements, must be acquired directly from the manufacturer.

The Crown will own IP for all information created under the Supply Arrangement, including material, rough notes, file information, charts, data, computer software and source code and reports – invoking exception 6.4 of the Treasury Board policy on Title to Intellectual Property Arising Under Crown Procurement contracts (<https://www.ic.gc.ca/eic/site/068.nsf/eng/00005.html>) where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is: (as per item 6.4.1) “to generate knowledge and information for public dissemination”.

GENERAL INFORMATION

Project Tasking

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A Supply Arrangement is not a contract. It is an agreement between a company and the government to provide services in the service categories covered by the arrangement, when required by the individual departments, based on prices contained in the arrangement. When the Government of Canada wishes to engage the services of a holder of a Supply Arrangement, the following steps will be followed:

A Supply Arrangement Task Requisition form (see Annex "6"), will be used wherein the client will prepare a description of the task,

-This will then be sent to qualified companies,

- The responding company(ies) will specify, among other things, how the task will be completed, the time required and the cost estimate to complete the work,

- When there is mutual agreement between the Client and the company, the requisition will be approved by the designated Project Authority and it becomes a contract with the company to complete the task at the agreed upon terms and conditions

ANNEX "2"

EVALUATION CRITERIA

HYDROGRAPHIC SURVEYS

INTRODUCTION

This document describes the criteria and methodology which will be used to evaluate proposals. It is the responsibility of the bidder to use these criteria as a framework to clearly demonstrate to the evaluators that the company has the knowledge, experience, management and resources necessary to provide the required services. In evaluating the proposals particular attention will be paid to:

- Coherence and clarity of the presentation of the proposal.
- The commitment to carry out specific tasks to completion and to achieve goals.
- General credibility, supported by a thorough description of technical qualifications, experience and resources.

TECHNICAL EVALUATION CRITERIA

The examination and evaluation of proposals will concentrate on two **Technical Criteria**:

1. **Technical Understanding** of the required service,
2. The **Resources** which will be available to provide the service

Bidders should strive to structure the technical portion of their proposal to present their data in the order indicated above.

Marking System

To assist in the evaluation process, each of the above noted criteria have been broken down into more specific technical considerations, identified as "Items". Proposals will be evaluated Item by Item within each Criteria, with each Item being assessed a grade from "Not Addressed" to "Excellent". Each Item will then be awarded the number of points shown for the grade received. The points awarded for each item will then be added together to give a total for each of the three criteria.

Maximum points for each criteria are as follows:

3. Technical Understanding - 150 points
4. Resources - 50 points

When the evaluation is completed, the total marks for each of the criteria will be added together to give an overall mark for the proposal. **The maximum total of points is 200.**

Please note that proposals receiving less than 60% of the total overall points in any of the two Technical Criteria will be considered to be non-compliant and will be rejected. The qualified companies will be evaluated to determine which specific CHS standards they can meet. For example company XXXX can be qualified only for Order 1A CHS while company YYYY can qualify for Exclusive, Special and Order 1A.

Every "Task Requisition" will specify the CHS standard that must be achieved.

1.0 TECHNICAL UNDERSTANDING (Maximum 150 points)

Bidders must demonstrate a technical understanding of the hydrographic survey services required by addressing each of the Items listed below.

Item 1.1 Describe the approach and methodology (i.e., a hydrographic survey plan identifying individual steps or sub-tasks) for completing assigned surveys and meeting the specified objectives,

Maximum points for Item 1.1 = 50 points

Subjective Rating Criteria for Approach and Methodology

| RATING LEVEL | EVALUATION CRITERIA | POINTS |
|--------------|--|--------|
| Not Adequate | Required information is missing or methodology does not meet requirements | 0 |
| Fair | Illustrates only a basic understanding of technical requirements and objectives. Project methodology stated in very general terms. | 20 |
| Good | Illustrates a good understanding of technical requirements and objectives. Project methodology is adequate. | 35 |
| Excellent | Illustrates an excellent understanding of technical details and objectives. Project methodology is well presented and detailed. | 50 |

Item 1.2 Software, hardware, platforms and other resources which will be used to execute the proposed survey methodology,

Maximum points for Item 1.2 = 50 points

Subjective Rating Criteria for Required Software, Hardware and Other Resources

| RATING LEVEL | EVALUATION CRITERIA | POINTS |
|--------------|---|--------|
| Not Adequate | Required information is missing or not adequate | 0 |
| Fair | Basic resources identified. | 20 |
| Good | Detailed resources identified. | 35 |
| Excellent | Detailed resource requirement accompanied by detailed system integration of hardware, software and methodology. | 50 |

Item 1.3 Provide examples of projects which have been successfully completed, including the names of the clients, the dates, approximate magnitude of the projects and accuracies achieved.

Note: Client information should be detailed enough to establish contact for the sole purpose of validating information provided in the proposal.

Maximum points for Item 1.3 = 50 points

| RATING LEVEL | EVALUATION CRITERIA | POINTS |
|---------------|--|--------|
| Not Addressed | Required information is missing or not adequate | 0 |
| Fair | Few example projects provided, with poor descriptions and/or questionable relevance to hydrographic survey requirements. No contact information and other required information is missing. | 20 |
| Acceptable | Examples of past experience provided, with good descriptions with relevance to the survey requirements. Names of clients and contact information are specified. | 35 |
| Complete | Examples of past projects presented with thorough descriptions and | 50 |

| | | |
|--|--|--|
| | with relevance to survey requirements. All required information is provided. | |
|--|--|--|

2.0 HUMAN RESOURCES (Maximum 50 points)

Proposals should identify the relevant human resources available to provide the hydrographic survey services required. Bidders are requested to provide the detailed information described in the evaluation items shown below.

Item 2.1 Identify key personnel (along with their roles and responsibilities)
Maximum points for Item 2.1 = 50 Points

Subjective Rating Criteria for Available Personnel

| RATING LEVEL | EVALUATION CRITERIA | POINTS |
|---------------|---|-----------|
| Not Addressed | Required information is missing. | 0 |
| Fair | Minimal personnel identified. Their roles and responsibilities in the hydrographic survey process are not identified. | 10 |
| Good | Experienced personnel available to undertake the majority of survey tasking. Roles and responsibilities within the survey process are well defined. | 30 |
| Excellent | Wide selection of available experienced personnel with a clear understanding of their roles and responsibilities in the hydrographic survey process, and able to undertake smaller and larger tasks simultaneously. | 50 |

ANNEX "3"

GEOGRAPHICAL REGION (S) LOCATIONS MATRIX

Your proposal is required in sufficient detail and the supplier must address the following elements:

1. Suppliers must identify in their submission the geographical region(s) and depth(s) for which they wish to be considered:

SUPPLIER NAME: _____

| Newfoundland & Labrador | YES | NO |
|------------------------------------|------------|-----------|
| A. 0 to 50 meters | | |
| B. 50 to 500 meters | | |
| C. 500 meters and more | | |

SUPPLIER NAME: _____

| Arctic | YES | NO |
|------------------------|------------|-----------|
| A. 0 to 50 meters | | |
| B. 50 to 500 meters | | |
| C. 500 meters and more | | |

SUPPLIER NAME: _____

| Maritimes & Quebec | YES | NO |
|-------------------------------|------------|-----------|
| A. 0 to 50 meters | | |
| B. 50 to 500 meters | | |
| C. 500 meters and more | | |

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**ANNEX 3
GEOGRAPHICAL REGION (S) LOCATIONS MATRIX (continued)**

Your proposal is required in sufficient detail and the supplier must address the following elements:

1. Suppliers must identify in their submission the geographical region(s) and depth(s) for which they wish to be considered:

SUPPLIER NAME: _____

| Saint Lawrence and Great Lakes | YES | NO |
|---------------------------------------|------------|-----------|
| A. 0 to 50 meters | | |
| B. 50 to 500 meters | | |
| C. 500 meters and more | | |

SUPPLIER NAME: _____

| Pacific | YES | NO |
|------------------------|------------|-----------|
| A. 0 to 50 meters | | |
| B. 50 to 500 meters | | |
| C. 500 meters and more | | |

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Annex 4

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or sub Supplier of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Supplier as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement. I also acknowledge that any information provided to the Supplier by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be. I agree that the obligation of this agreement will survive the completion of the Contract Serial

No: _____.

Signature

Date

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Annex 5

Daily Log

Attached.

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ANNEX 6

TASK REQUISITION

PROJECT TITLE: _____

OBJECTIVE AND SCOPE:

PROJECT SITES (Including Diagrams):

