
Draft Request for Proposal - Alert/Ellesmere Island Site Support Services Contract Renewal

1. Introduction:

As the world is grappling with the consequences of a worldwide pandemic, Canada understands that many challenges are occurring and evolving daily and weekly. With the understanding of the current climate, PSPC is working with internal government stakeholders as well as reaching out to industry and Inuit partners to obtain feedback as it relates to the entirety of this Request for Proposal. The following is for information purposes only, yet your involvement shall be paramount in ensuring Canada adequately addresses these challenges with the goal of realizing a fair, open and transparent procurement process for all involved.

2. Nunavut Land Claim Agreement

As this requirement is in the Nunavut territory, it is therefore subject to the Nunavut Land Claims Agreement (NLCA) if two Inuit suppliers, who are registered on the Inuit Firm Registry, submit a statement of qualifications and are able to meet the requirements of the solicitation then the process will be limited to those two (or more) Inuit suppliers.

3. Coronavirus Implications for Industry Day/1 on 1 Meetings

Due to the current climate with regards to COVID 19, if there are still Federal or Provincial restrictions, alternative methods to an in person bidders conference is as follows:

Canada will not be conducting an industry day, but rather, will move directly to 1 on 1 meetings between the 15-19 June 2020. The presentations that are typically delivered in an Industry Day format will be provided to bidders who request a 1 on 1 meeting. Bidders are requested to register with the Contracting Authority by 8 June 2020. Bidders are asked to provide pre-prepared questions a minimum of three days prior to their respective scheduled 1 on 1 meetings. Each 1 on 1 meeting shall not exceed 90 minutes. A fairness monitor shall monitor the 1 on 1 meeting.

Solicitation No. - N° de l'invitation
XXXXX-XXXXXX/X
Client Ref. No. - N° de réf. du client
XXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXX-XXXXXX

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

Annexes Included:

- Annex "A" Statement of Work
- Annex "B" Basis of Payment
- Annex "C" Security Requirements Check List
- Annex "D" Electronic Payment Instruments
- Annex "E" Certifications
- Annex "F" Insurance Requirements
- Annex "G" Resource Requirements
- Annex "H" Task Authorization: DND 626, Task Authorization Form
- Annex "I" Technical Evaluation
- Annex "J" Financial Evaluation
- Annex "K" Loan and Lease Agreements
- Annex "L" Requirement for Inuit Benefits
- Annex "M" Progress Claim Form

1.2 Summary

- 1.2.1 CFS Alert is, primarily, a military communications station, located in Nunavut on the north-eastern tip of Ellesmere Island. The station is approximately 817 kms from the North Pole and is the most northern permanently inhabited settlement in the world. The nearest settlement is the Inuit community of Grise Fiord, about 725 kms to the south. Communication from Alert to southern Canada is provided through DND's facilities in Eureka in central Ellesmere Island.

The primary activity of the station is to support military communications activities for the Canadian Forces. Secondly, CFS Alert supports other government sponsored activities, including the operation of an Environment and Climate Change Canada (ECCC) weather station and

associated scientific research projects. DND anticipates that Government activity at Alert will continue to increase, both in military and non-military areas.

The CFS Alert Station is composed currently of approximately ninety (90) buildings, with some nineteen (19) major structures in the core complex. These were built between 1960 and 1998, and total approximately 22,500 square meters of facilities. The collective facilities provide all the necessary capability to live and work in the Arctic environment on a permanent basis. There is a 5500 ft gravel runway (103 122 m2), several kilometres of roads (150 000 m2), a quarry operation, landfills, fuel farms, scientific labs, and antenna farms in the local area.

- 1.2.2 DND has a requirement for the provision of "non-mission" operations and maintenance of various site support services at CFS Alert. The requirement is for a single contract which would include, but not necessarily be limited to: food services, roads and grounds maintenance, transportation services and vehicle and infrastructure maintenance services, power supply and water management. The requirement also includes support to other DND activities on Ellesmere Island, such as support to the DND facilities in Eureka, on an as and when required basis. The requirement is for a period of eight years with options to extend the period of performance by two (4) year periods for a potential 16 year period.
- 1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.5 The requirement is subject to a preference for Canadian goods and/or services.
- 1.2.6 This procurement is subject to The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (The Nunavut Agreement).
- This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, in areas subject to Comprehensive Land Claims Agreements."
- 1.2.7 This procurement is subject to the Controlled Goods Program. The [Defence production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- 1.2.8 There is a mandatory bidders' site visit associated with this requirement where personnel security screening and medical clearance is required prior to gaining access to the sites. Consult Part 2 – Bidder Instructions. Due to the current climate with regards to COVID 19 if there are still Federal or Provincial restrictions, alternative methods may have to be explored rendering a site visit no longer mandatory.
- 1.2.9 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.10 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

1.3 Phased Bid Compliance Process

The phased bid compliance process applies to this requirement.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.5 Two Step Bid Process

The intention at this time is to undertake a two-step procurement process. The first step will be an Invitation to Qualify (ITQ) whereby bidders will be required to submit information necessary to meet the Mandatory Technical Criteria. A bidder's conference shall be organized respecting Covid-19 social distancing, as required. All bids will be evaluated against the Mandatory Technical Criteria. Bidders meeting the requirements of the criteria will then be invited to participate in the second step of the process. Qualified bidders will be provided the RFP via email and invited to the bidders site visit. The prequalified bidders will be required to submit a technical and financial bid in response to the RFP.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2019-03-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 350 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation (due to COVID 19 this may be adjusted accordingly):

_____ (BRU identification)
 _____ (physical delivery address)
 _____ (city, province, postal code)
 _____ (enter email address for epost Connect service)

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bidders' Conference

Due to the current climate with regards to COVID 19, if there are still Federal or Provincial restrictions, alternative methods to an in person bidders conference will be considered.

A bidders' conference will be held at _____ (insert address) on _____ (insert date [for e.g. 17 March 2014]). The conference will begin at _____ (insert time [for e.g. 14:00 EST or EDT]), in _____ (insert location/room number). The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than _____ (insert date and time). Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.7 Mandatory Site Visit

Due to the current climate with regards to COVID 19, if there are still Federal or Provincial restrictions, alternative methods to an in person site visit will be considered.

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at _____ (insert address) on _____ (insert date [for e.g. 17 March 2014]). The site visit will begin at _____ (insert time [for e.g. 14:00 EST or EDT]), in _____ (insert location/room number).

Personnel security screening is required prior to gaining authorized access to _____ (insert PROTECTED information, assets, or sites or CLASSIFIED information, assets or sites). Bidders must communicate with the Contracting Authority no later than _____ (insert date and time) to confirm attendance and provide the name(s) of the person(s) who will attend please note that no more than 2 personnel from **pre-qualified bidders** are eligible to attend the site visit. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level

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Buyer ID - Id de l'acheteur

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for the site visit. The identified personnel that will be attending the site visit will also be required to meet the physical requirements set forth in section 3.2.6 of the Statement of Work. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

- The Bidder is also required to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (2 hard copies)

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

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

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

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

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

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

- 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
- use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and/or describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Financial Evaluation form detailed below in Annex "J"

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Canada will apply the Phased Bid Compliance Process described below.
- (b) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (c) An evaluation team composed of representatives of Canada will evaluate the bids.
- (d) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (e) A consensus process will be used to arrive at a consensus score for each criterion being evaluated.
- (f) During consensus, it may be necessary to contact the reference(s) for verification or validation of what the Bidder has proposed in the bid. Information provided by a reference which differs from the information supplied by the Bidder may be considered by evaluators. If the information provided by the Bidder cannot be verified and validated, the information will not be evaluated and the bid will receive a score of zero for the criteria in question.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

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

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received

after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such

additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, only that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

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

4.1.2 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "I".

The Phased Bid Compliance Process will apply to all mandatory technical criteria only.

4.1.3 Financial Evaluation

4.1.2.1 Financial Evaluation Grid

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

The financial evaluation matrix is found in Annex "J" attached as a separate excel spreadsheet.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Inuit Bid Criteria/Nunavut Bid Criteria, Technical Merit and Price

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 of 70% overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 3460 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of Inuit Benefit Criteria/Nunavut Benefit Criteria (IBC/NBC), technical merit and price. The ratio will be 35% IBC/NBC 45% for the technical merit and 20% for the price.
4. To establish the IBC/NBC merit score the responsive bid will be evaluated against the IBC/NBC criteria out of a possible score of 35 representing 35% of the total evaluation.
5. 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 45%.
6. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
7. For each responsive bid, the IBC/NBC score, the technical merit score and the pricing score will be added to determine its combined rating.
8. The responsive bid with the highest combined rating of IBC/NBC score, 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 35/40/25 ratio of Inuit Bid Criteria/Nunavut Bid Criteria, technical merit and price, respectively. The total available technical points equals 135 and the lowest evaluated price is \$45,000 (45).

	Bidder 1	Bidder 2	Bidder 3
Inuit/Nunavut Bid Criteria (IBC/NBC)	20/35	25/35	30/35
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 xxxxx.XXXXX-XXXXXX

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

	IBC/NBC Score	20	25	30
Calculations	Technical Merit Score	115/135 x 45 = 38.33	89/135 x 45 = 29.66	92/135 x 45 = 30.67
	Pricing Score	45,000/55,000 x 20 = 16.36	45,000/50,000 x 20 = 18.00	45,000/45,000 x 20 = 20.00
	Combined Rating	74.69	72.66	80.67
	Overall Rating	2 nd	3 rd	1 st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Financial Capability

SACC *Manual* clause [A9033T](#) 2012-07-16 Financial Capability

6.3 Controlled Goods Requirement

SACC *Manual* clause [A9130T](#) 2019-11-28 Controlled Goods Program

6.4 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "F".

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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

1. The *Project Authority* will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "H".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the *Technical Authority*, within 15 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the *Technical Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The *Technical Authority* may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

SACC Manual clause [B9031C](#) (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs

7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the *Department of National Defence*. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian

Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET** granted or approved by CISD/PWGSC.
4. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex "C"
 - (b) Industrial Security Manual (Latest Edition).

7.3.1.1 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ (8 years from start date) inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 4 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 4 months before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.4 Comprehensive Land Claims Agreements (CLCAs)

This procurement is subject to The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (The Nunavut Agreement).

7.5 Authorities

7.5.1 Contracting Authority (to be entered at contract award)

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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

7.5.2 Project Authority (to be entered at contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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

7.5.2 Procurement Authority (to be entered at contract award)

The Procurement Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

7.5.4 Contractor's Representative (to be entered at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Solicitation No. - N° de l'invitation
XXXXXX-XXXXXX/X
Client Ref. No. - N° de réf. du client
XXXXXX-XXXXXX

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXXX-XXXXXX

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

Telephone: ____-____-_____
Facsimile: ____-____-_____

In the event of a joint venture, for day to day operational requirements and communication, it is the responsibility of the parties to the joint venture to keep the other parties informed.

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment *at Annex "B"*.

Canada's liability to the Contractor under the authorized task authorization must not exceed *limitation of expenditure* specified in the authorized task authorization. Custom duties are *included* and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ (to be entered at contract award). Customs duties are *included* and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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.

7.7.3 Progress Payment

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form attached as Annex "M", Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 100percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on the claim have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4 Additional SACC Manual Clauses That Apply

A9117C (2007-11-30), T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

C2000C (2007-11-30), Taxes - Foreign-based Contractor, apply to and form part of the Contract.

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based, apply to and form part of the Contract.

C2608C (2019-05-30), Canadian Customs Documentation, apply to and form part of the Contract.

C2610C (2007-11-30), Customs Duties - Department of National Defence - Importer, apply to and form part of the Contract.

C4005C (2018-04-17), Travel and Living Expenses - National Joint Council Travel Directive

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.6 Discretionary Audit

C0100C (2010-0-11), Discretionary Audit - Commercial Goods and/or Services, apply to and form part of the Contract.

7.7.7 Time Verification

C0710C (2007-11-30), Time and Contract Price Verification, apply to and form part of the Contract.

C0711C (2008-05-12), Time Verification, apply to and form part of the Contract

7.8 Invoicing Instructions

1. The Contractor must submit a claim for payment using form Progress Payment Form at Annex "M", Claim for Progress Payment.

Each claim must show:

- a. all information required on form Progress Payment Form at Annex "M";
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one original and one (1) copy of the claim on form Progress Payment Form at Annex "M", and forward it to the *Technical* Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The *Technical* Authority will then forward the information on to all relevant parties for appropriate signature(s) and onward submission to the Payment Office for the remaining certification and payment action.
 4. The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.9.3 Additional SACC Manual Clauses That Apply

[A3060C](#) (2008-05-12), Canadian Content Certification, apply to and form part of the Contract

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be entered at contract award).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions – higher Complexity – Services 2035 (2018-06-21);
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Security Requirements Check List;
- (f) Annex “F”, Insurance Requirements;
- (g) Annex “G”, Resource Requirements;
- (i) Annex “L”, Requirement for Inuit Benefits;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated _____ (to be entered at contract award).

7.12 Defence Contract

SACC Manual clause [A9006C](#) 2012-07-16 Defence Contract, apply to and form part of the Contract;
SACC Manual clause [A9062C](#) 2012-07-16 Canadian Forces Site Regulations, apply to and form part of the Contract;

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) _____ (*insert date*) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) _____ (*insert date*) Foreign Nationals (Foreign Contractor)

7.14 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The

Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.15 Controlled Goods Program

SACC Manual clause [A9131C](#) (2014-11-27), Controlled Goods Program – Contract
SACC Manual clause B4060C (2011-05-16), Controlled Goods

7.16 Resource Requirements

The Contractor must comply with the resource requirements specified in Annex "G". The Contractor must maintain the required resource requirements for the duration of the Contract.

7.17 Dispute Resolution

7.17.1 Informal Discussions

The Parties desire and expect that most disagreements will be resolved by informal discussions between or among the Parties, without the necessity of invoking the dispute resolution clause under article 7.17.2.

7.17.2 Dispute

Any dispute between the Parties of any nature arising out of or in connection with this Contract, including a dispute concerning the interpretation of the Statement of Work, will be subject to resolution pursuant to this clause:

7.17.2.1 Any such dispute will first be referred to the Contractor's Representative and the PWGSC Contracting Authority who will attempt to amicably resolve the dispute.

7.17.2.2 In the event that the representatives of the Parties specified above are unable to resolve the dispute within five (5) business days, it will be submitted to a progressively higher level of management within the Parties' organizations, as follows.

Government of Canada (GOC)	CONTRACTOR	Period of Time for Resolution *
Manager, PWGSC	Manager, Contracts	10 business days
Director, PWGSC	Manager, Operations	10 business days
Director-General, PWGSC	Vice-President, Legal Affairs	10 business days
Assistant Deputy Minister, PWGSC	President	20 business days

***Unless otherwise mutually agreed by Contractor and the GOC**

7.17.2.3 In the event the representatives of the Parties specified in Article 7.17.2 above are unable to resolve the dispute, the Contracting Authority will, within ten (10) business days after the completion of the dispute resolution procedures defined in Article 7.17.2.2 above render a written decision which decision will include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority will deliver a signed copy thereof to the Contractor. The decision of the Contracting Authority will be binding for all purposes of this Contract unless the Contractor delivers a written notice disputing it (referred to as a "Notice of Dispute") to the Contracting Authority within twenty (20) business days after receipt of the written decision and advises if it intends to submit the

dispute for determination in accordance with Article 7.17.3. The decision rendered by the Contracting Authority in one instance will not be binding in respect of another instance even though similar to the previous instance.

7.17.3 Notice

7.17.3.1 Where the Contractor has delivered a Notice of Dispute in accordance with Article 7.17.2.3; it will submit the dispute for determination within 160 business days of the delivery of that Notice of Dispute to:

- a. the Federal Court of Canada or to any court having concurrent jurisdiction with the Federal court of Canada with respect to the dispute; or
- b. an Alternate Dispute Resolution such as mediation, but other than arbitration; or
- c. arbitration with the prior consent of Canada;

but in either such event, the Contractor will proceed diligently with the performance of this Contract, including but not limited to the performance of existing task authorizations and the acceptance of future task authorizations.

7.17.3.2 Pursuant to Article 7.17.3, if the dispute is submitted for determination through mediation, it will be on the Terms of Mediation set out in Article 7.17.4.

7.17.3.3 Pursuant to Article 7.17.3, if the Contractor is requesting arbitration, it will be on the Terms of Arbitration set out in Article 7.17.5.

7.17.4 Terms of Mediation

7.17.4.1 Notice

The Contractor's notice requesting mediation (referred to as the "Notice of Mediation"), in accordance with Article 7.17.3, will be in writing and will specify the issues in dispute. It will be sent to the Contracting Authority. Articles 7.17.4.2 to 7.17.3.14 below will apply to the mediation.

7.17.4.2 Selection of Mediator

The Parties agree to jointly select a mediator. If the Parties cannot agree on the choice of mediator within ten (10) business days from the date of the Notice of Mediation, then a mediator will be chosen, upon application by the Parties by the ADR Institute of Canada.

7.17.4.3 Location

The mediation will be held in the city of Ottawa, Ontario, unless the Parties agree otherwise in writing.

7.17.4.4 Language of Mediation

The language of the mediation proceedings and reports will be English, unless the Parties agree otherwise in writing.

7.17.4.5 Exchange of Information

The Parties agree to an exchange of all information upon which they intend to rely in any oral or written presentation during the mediation. This exchange will be complete no later than ten (10) business days prior to the date set for the mediation.

7.17.4.6 Costs

The parties agree that they will each be responsible for the costs of their own legal counsel and personal travel. Fees and expenses of the mediator and all administrative costs of the mediation, such as the cost of the mediation room, if any, will be borne equally by the Parties.

7.17.4.7 Schedule

The Parties will jointly select a date for the mediation that is no later than 20 business days from the date of the Notice of Mediation.

7.17.4.8 Confidentiality

All information exchanged during this mediation will be regarded as "without prejudice" communications for the purpose of settlement negotiations and will be treated as confidential by the Parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable will not be rendered inadmissible or non-discoverable by virtue of its use during the mediation.

7.17.4.9 Caucusing

The mediator is free to caucus with the Parties individually, to improve the chances of a mediated settlement. Any confidential information revealed to the mediator by one Party during such caucusing may only be disclosed to the other Party with the former Party's express permission.

7.17.4.10 Prohibition against Future Assistance

It is agreed that the mediator will neither represent nor testify on behalf of any of the Parties in any subsequent legal proceeding between the Parties or where they are opposed in interest. It is further agreed that the personal notes and written opinions of the mediator in relation to this mediation are confidential and may not be used in any subsequent proceeding between the Parties or where they are opposed in interest.

7.17.4.11 Termination

Either Party may terminate the mediation at any time.

7.17.4.12 Mediator's Report

In the event that no agreement is reached, or is reached on some issues only, the mediator will promptly provide a report to the parties stating only that no agreement was reached on some or all of the outstanding issues.

7.17.4.13 No New Steps

During the course of the mediation, the Parties agree to take no new steps in any legal proceeding between them, which concerns the same matter, as is the subject of this mediation.

7.17.5 Terms of Arbitration

7.17.5.1 Notice

The Contractor's notice requesting arbitration (referred to as the "Notice of Arbitration"), in accordance with Article 7.17.2, will be in writing and will specify the issues in dispute. It will be sent to the Contracting Authority who can reject or accept such request. If Canada accepts the Contractor's request, the dispute will be submitted to binding arbitration pursuant to the Commercial Arbitration Act (R.C.S. 1985, c. 17 (2nd Supp.), as amended) and the Commercial Arbitration Code referred to in the Act. Articles 7.17.5.2 to 7.17.5.14 below will also apply to the arbitration.

7.17.5.2 Commencement of the Proceedings

The arbitral proceeding commences on the date of receipt of the Notice of Arbitration.

7.17.5.3 Selection of Arbitrator(s)

The Parties agree to jointly select either one or three arbitrator(s). If the Parties cannot agree on the choice and number of arbitrator(s) within fifteen days from the date of commencement of the

proceedings, then (option a) an arbitrator will be chosen, upon application by the Parties, by the ADR Institute of Canada, or (option b) the Parties will each select an arbitrator, and the two selected arbitrators will in turn select a third arbitrator.

7.17.5.4 Location

The arbitration will take place in the city of Ottawa, Ontario, unless the Parties agree otherwise in writing.

7.17.5.5 Language of Arbitration

The language of the arbitration proceedings and the language of arbitral decision will be English, unless the Parties agree otherwise in writing.

7.17.5.6 Costs

The Parties agree that they will each be responsible for the costs of their own legal counsel and other costs incurred in preparing each party's case for arbitration. Fees and expenses of the arbitrator(s) and all the administrative costs of the arbitration, such as the cost of the hearing room, if any, will be borne equally by the Parties.

7.17.5.7 Statement of Claim

Within twenty (20) business days of the selection of the arbitrator(s), the Contractor will submit a written statement of claim to the arbitrator(s) and to the Contracting Authority, containing a statement of facts, issues in dispute and remedies sought.

7.17.5.8 Statement of Defence

Within twenty (20) business days following the receipt of the statement of claim, the Contracting Authority will submit a written statement of Defence to the arbitrator(s) and to the Contractor.

7.17.5.9 Hearing Date

The Parties will jointly select a date for the hearing that is no later than twenty (20) business days from the date following the submission of the Contracting Authority's statement of Defence.

7.17.5.10 Exchange of Information

Each Party will deliver to the other Party and to the arbitrator(s) no later than ten (10) business days prior to the date set for a hearing, a copy of all documents and other materials on which the party intends to rely during the arbitral hearing.

7.17.5.11 Arbitral Award

The arbitrator(s) will make every reasonable effort consistent with article 17 of the Commercial Arbitration Code to complete the proceedings and render the award within six (6) months of the commencement date. The arbitral award will be in writing and include reasons for the decision.

7.17.5.12 Governing Law Clause

The arbitrator(s) will resolve this dispute in accordance with the laws of Ontario.

7.17.5.13 Judgment

Judgment upon any arbitral award rendered may be entered in any court having jurisdiction thereof.

7.17.5.13 Final and Binding Award

Subject only to the provisions of Chapter VII (Recourse against Award) of the Commercial Arbitration Code, the Parties agree that the arbitral award and determination of the arbitrator(s) will be final and binding on both Parties.

7.17.5.14 Prohibition against Future Assistance

It is agreed that the arbitrator(s) will neither represent nor testify on behalf of any of the Parties in any subsequent proceeding between the Parties or where they are opposed in interest. It is further agreed

that the personal notes and written opinions of the arbitrator(s) made in relation to this arbitration are confidential and may not be used in any subsequent proceeding between the Parties or where they are opposed in interest. Where a dispute relates to monies withheld by Canada pursuant to any provision of this Contract, any amount not in dispute will be paid and the remainder will be so withheld pending final resolution of the dispute and disposed of in accordance with its terms.

7.18 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.19 Government Furnished Equipment and Accommodations

7.19.1 Damage to or Loss of Canadian Property

The Contractor must reimburse Canada any cost or expenses due to the damage to or loss of Canadian-owned property resulting from the Contract or the carrying out thereof, or must, upon reasonable notice, promptly repair such damage or substitute such loss to Canada's satisfaction.

7.19.2 Government Facilities and Chattels

The Contractor understands and agrees that its employees are not to use the Government facilities and chattels for personal purposes.

7.19.3 Residential Housing Units

The Contractor must assume responsibility for residential accommodation requirements.

7.19.4 Loan Agreement

Canada will make available to the Contractor, throughout the terms of the Contract, the equipment specified in DND Loan Agreement No. _____.

DND loaned equipment called up in the loan agreement is to be properly maintained by the Contractor in accordance with Article 23 Government Property of General Conditions - Higher Complexity – Services 2035 and the terms specified in Loan Agreement No. _____.

7.19.5 Licence Agreement

7.19.4.1 Canada will make available to the Contractor, throughout the terms of the Contract, the facilities specified in a Licence Agreement with DND. The Contractor will be required to enter into a License Agreement for the facilities.

7.19.5.2 Should the Contractor wish to licence additional DND facilities and DND is willing to licence the facilities, separate licence agreements with DND will be entered into for the license price negotiated between the Contractor and the Department of National Defence.

7.19.5.3 Licences for additional facilities will be absolute net licences to the landlord (DND) and the landlord must not be responsible during the term of the licence for any costs, charges, expenses and outlays of any nature or kind arising from the use. The tenant must pay all costs, charges, expenses and outlays of any nature whether extraordinary or ordinary, and whether foreseen or unforeseen.

7.20 Gender Based Analysis Plus Requirements

The Key Contractor Personnel consisting of the:

-
- Contractor Site Manager (CSM)
 - Contract Programme Manager (CPM)
 - Real Property Services Manager
 - Food Services and Hospitality Manager
 - Transport and Vehicle Manager

Must successfully complete the Gender Based Analysis Plus course found at: https://www.swc-cfc.gc.ca/gba-acsc/course-cours-2018/eng/mod00/mod00_01_01.html, one month after Contract award, if there is a change in resource the new resource must complete the Gender Based Analysis Plus course within 6 months of assuming the key position.

7.21 Inuit Benefits Plan

As per the Nunavut Land Claim Agreement the contract includes a Requirement for Inuit Benefits attached herein as Annex "L"

Solicitation No. - N° de l'invitation

XXXXX-XXXXXX/X

Client Ref. No. - N° de réf. du client

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

ANNEX "A"
STATEMENT OF WORK

Attached as a separate document.

ANNEX "B"
BASIS OF PAYMENT

1. Basis of Payment

The Contractor will be paid the prices detailed below for Work performed pursuant to this Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) are extra, if applicable.

2. Phase-in/Phase-Out (Section 1 of Annex "J" – Financial Evaluation)

In consideration of provision of services, equipment and other outlined in the SOW, the contractor will be paid an all-inclusive firm fixed fee as indicated in Appendix 1 to Annex "B".

3. Operations and Maintenance (Section 2 of Annex "J" – Financial Evaluation)

In consideration of provision of services, equipment and other outlined in the SOW, the contractor will be paid an all-inclusive firm fixed fee as indicated in Appendix 1 to Annex "B".

4. Task Authorizations (Section 3 of Annex "J" – Financial Evaluation)

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the contractor will be paid in accordance with the rates detailed in Annex "B" – Appendix 1 – Price Summary as specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting (or Technical depending on the requirement) Authority before their incorporation into the Work.

- a) For Task Authorizations issued in Years 1 through 8 inclusive the Contractor will be paid for the Work performed, in accordance with the rates identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- b) Should Canada exercise its first option period for Task Authorizations issued in Years 9 through 12 inclusive the Contractor will be paid for the Work performed, in accordance with the rates identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- c) Should Canada exercise its second option period for Task Authorizations issued in Years 13 through 16 inclusive the Contractor will be paid for the Work performed, in accordance with the rates identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

4.1. Exchange Rate/Actual Costs

The price will be adjusted either upwards or downwards to reflect the actual costs incurred associated with the actual foreign currency exchange rate obtained by the Contractor when remitting payment to a foreign-based supplier or subcontractor for the goods, services or both. On each invoice or claim for payment submitted under the Contract, for the TA the Contractor must indicate the foreign value or exchange rate adjustment amount (either upward, downward or no change) as a separate item. The Contractor must provide appropriate documentation showing evidence of payment to a foreign-based supplier or subcontractor for the goods, services or both included in the claimed amount. Canada will have the right to audit any revision to costs and prices under this clause.

4.2. Freight

Transportation charges are to be prepaid by the Contractor and shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill.

4.3. Subcontracted Work

The Contractor will be reimbursed at cost for all subcontracted work, plus a total firm all-inclusive markup of ___- % required to complete any Task Authorization.

4.4. Materials and Supplies

The Contractor will be reimbursed at cost for all material and supplies, plus a total firm all-inclusive markup of ___- % required to complete any Task Authorization.

4.5. Emergencies

The Contractor must make every effort to obtain advance approval before starting any work on a tasking covered by these requirements. In cases of emergencies, the Contractor is encouraged to use telephone and/or e-mail to meet this requirement, but must in all cases submit a written request for approval of a Tasking within 3 working days of the emergency.

In extremely urgent cases, Contractor may begin work without advance approval, but in such cases, the Contractor must seek approval within the next working day, and Canada's Liability is limited to \$25,000, unless Canada agrees to by written approval for an amount greater than \$25,000.

4.6. Clauses to be used in Task Authorizations

The following SACC clauses may be invoked in Task Authorizations as applicable.

Date	Status	ID	
2007-05-25	Active	C0008T	Price Support - Non-competitive Bid
2010-08-16	Active	C9000T	Pricing
2017-08-17	Active	C0204C	Basis of Payment - Limitation of Expenditure - Task Authorizations
2014-06-20	Active	C0305C	Cost Submission
2007-05-25	Active	C0306C	Pre-contractual Cost
2008-05-12	Active	C0711C	Time Verification

4.7. Overtime

The Contractor must not perform any overtime under the Task Authorization unless authorized in advance and in writing by the Technical Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization. Payment for authorized overtime will be calculated in accordance with the Government of Nunavut regulations. These rates will remain firm for the duration of the Contract, including all amendments and are subject to audit if considered necessary by Canada

5. Explosives (Section 3 of Annex "J" – Financial Evaluation)

- a) For Explosives purchased in Years 1 through 8 inclusive the Contractor will be paid for the equipment purchased, in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- b) Should Canada exercise its first option period for Explosives purchased in Years 9 through 12 inclusive the Contractor will be paid for the equipment purchased, in accordance with the percentage markup in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- c) Should Canada exercise its first option period for Explosives purchased in Years 13 through 16 inclusive the Contractor will be paid for the equipment purchased, in accordance with the percentage markup in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

6. Travel and Living Expenses - National Joint Council Travel Directive (Section 3 of Annex "J" – Financial Evaluation)

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the _____ (*insert "Technical" or "Project" or "Contracting"*) Authority.

All payments are subject to government audit.

6.1. Flight Delays

- a) For flight delays occurring in Years 1 through 8 inclusive the Contractor will be paid in accordance with the rates identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.
- b) Should Canada exercise its first option period flight delays occurring in Years 9 through 12 inclusive the Contractor will be in accordance with the rates identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.
- c) Should Canada exercise its first option period flight delays occurring in Years 13 through 16 inclusive the Contractor will be paid in accordance with the percentage markup in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

7. Driver Training (Section 3 of Annex "J" – Financial Evaluation)

In order to meet the licensing requirements to utilize DND vehicles Contractor employees will be required to possess the appropriate licensing and training. For licensing and training processes that are carried out off site Contractor employees and subcontractors may be required to travel.

- a) For driver training occurring in Years 1 through 8 inclusive the Contractor will be paid in accordance with the rates identified in the Basis of payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.
- b) Should Canada exercise its first option period driver training occurring in Years 9 through 12 inclusive the Contractor will be in accordance with the rates identified in the Basis of payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.
- c) Should Canada exercise its first option period driver training occurring in Years 13 through 16 inclusive the Contractor will be paid in accordance with the percentage markup in the Basis of payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

8. Real Property Operations (Section 4 of Annex "J" – Financial Evaluation)

8.1. Costing Elements

8.1.1. Firm Fixed

In consideration of provision of services, equipment and other outlined in Annex "A", Statement of Work, and the contractor will be paid an all-inclusive firm fixed fee as indicated in Table 12, Appendix 1 to Annex "B".

8.1.2. Cost Plus Fee 1

For all cost plus work identified in Annex "A", Statement of Work, identified as Fee 1 the Contractor will be reimbursed at cost for all labour, material and supplies, plus a total firm all-inclusive markup as indicated in Table 12, Appendix 1 to Annex "B".

- a) For Fee 1 work required in Years 1 through 8 inclusive the Contractor will be paid in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- b) Should Canada exercise its first option period for Explosives purchased in Years 9 through 12 inclusive the Contractor will be paid for Fee 1 work required in Years 1 through 8 inclusive the Contractor will be paid in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- c) Should Canada exercise its first option period for Fee 1 work required in Years 1 through 8 inclusive the Contractor will be paid in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

8.1.3 Cost Plus Fee 2:

For all cost plus work identified in Annex "A", Statement of Work, identified as Fee 2 the Contractor will be reimbursed at cost for all labour, material and supplies, plus a total firm all-inclusive markup as indicated in Table 12, Appendix 1 to Annex B.

- a) For Fee 2 work required in Years 1 through 8 inclusive the Contractor will be paid in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- b) Should Canada exercise its first option period for Explosives purchased in Years 9 through 12 inclusive the Contractor will be paid for Fee 2 work required in Years 1 through 8 inclusive the Contractor will be paid in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.
- c) Should Canada exercise its first option period for Fee 2 work required in Years 1 through 8 inclusive the Contractor will be paid in accordance with the percentage markup identified in the Basis of Payment at Annex "B" – Appendix 1, to a limitation of expenditure of \$_____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

8.2. Costs

8.2.1. General

- 8.2.1.1. The Costs payable to the Contractor will be the sum of the Allowable Costs, as determined in accordance with 8.2.3, "Allowable Costs", less any applicable credits.
- 8.2.1.2. These Costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.
- 8.2.1.3. Only Costs incurred between the Contract Award Date and the Contract Completion Date are payable.
- 8.2.1.4. Only Costs which the Contractor has demonstrated as having been incurred and paid by the Contractor are payable to the Contractor.
- 8.2.1.5. Only Costs which are Reasonable, as determined in accordance with 8.2.2, "Reasonable Cost", are payable to the Contractor.
- 8.2.1.6. Only Costs which have been authorized by the Technical Authority, through the Task Authorization Process, are payable to the Contractor

8.2.1.7. Costs, losses, damages or penalties for late payment of subcontractors, suppliers or labour are not payable to the Contractor.

8.2.1.8. Payment of Costs will be subject to audits from Canada. If the results of the audits from Canada show that there has been an overpayment, the amount of the overpayment will immediately become payable to Canada.

8.2.2. Reasonable Cost

8.2.2.1. A cost is reasonable if the nature and amount do not exceed what would be incurred by an ordinary prudent person in the conduct of a similar competitive business in the same or similar circumstances.

8.2.2.2. In determining the reasonableness of a particular cost, consideration will be given to:

- a. Whether the cost represents best value to Canada;
- b. Whether the cost is of a type generally recognized as normal and necessary for the conduct of a contractor's business or performance of the Statement of Work;
- c. The restraints and requirements of such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations, and contract conditions;
- d. The action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, Canada and the public at large;
- e. Significant deviations from the established practices of the Contractor which may unjustifiably increase the costs; and
- f. The Work, delivery schedules and quality requirements of the Contract as they affect costs.

8.2.3. Allowable Costs

8.2.3.1. The following are Allowable Costs:

- a) Direct Labour Costs - meaning the costs of the portion of gross wages or salaries, bonuses, benefits and the Contractor's contributions to benefit plans and legislated programs such as Employment Insurance and Canada Pension Plan. The payable amount is determined by prorating the proportion of time each employee spends in the performance of the Work.
- b) Direct Subcontract Costs - meaning the costs of subcontracts or the costs of Canada's contracts paid on Canada's behalf by the Contractor.
- c) Building License, Certificate, Permit and Software License Costs – meaning the costs of building licenses, building certificates, building permits and the costs of software licenses purchased on behalf of Canada for the purposes of accessing the Contractor's information systems.

8.2.3.2. The Allowable Costs of any changes to the Contractor's IM/IT systems and/or to the Contractor's Service Delivery Regime, resulting from changes to the Statement of Work, are payable to the Contractor.

9. Economic Price Adjustment

Escalation Price Adjustment (EPA)

The Firm Prices and Hourly Labour Rates of All Services, in Annex "B", Basis of Payment, will be adjusted annually, on February 1 of each year, commencing in Year 2. The adjustment will be equal to the increase in the average all-items Consumer Price Index, monthly (Statistics Canada, Table 18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted) for January of that year over the same Index for the previous January, for the province of _____ (To Be Determined) as published by Statistics Canada for the previous year. Any subsequent adjustments will be calculated on the most recent previous Annual Overhead Rates. Where the CPI rate is a negative value, it will be treated as zero for the purposes of this adjustment.

Example:

Initial Contract Year 1 (firm)

Management and Administration (Chapter 2 of the SOW) \$1,000

EPA= ((Consumer Price Index, monthly, not seasonally adjusted January 2018 ÷ Consumer Price Index, monthly, not seasonally adjusted February 2017) - 1)

= ((131.7 ÷ 129.7) - 1)

= 0.0154

= 1.54%

The Yearly rates for Year 2 would be:

= (Annual rate for 2017 2018) × (1 + 0.0154)

= (1,000.00 * 1.0154)

= 1015.40

Discontinuation of Escalation Index:

If an index set out in this Contract is discontinued, the parties agree to immediately negotiate in good faith a replacement index.

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Appendix 1 – Price Summary

Table 1 – Phase In/Phase Out Costs – Firm Fixed Prices

Phase In	Phase Out

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 2 – Operations and Maintenance (O&M) – Firm Fixed Prices

SOW Section	Price Element	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*	Total Cost For Price Element
8	<i>Accommodation and Janitorial Services</i>									
9	<i>Food Services</i>									
10	<i>Transportation Support, Vehicle and Equipment Maintenance and Support Services</i>									
11	<i>Airfield Operations, Equipment and Systems Maintenance</i>									
12	<i>Environmental Protection and Domestic/Industrial/Hazmat Waste Collection, Handling and Disposal</i>									
13	<i>Management and Administration</i>									
4, 13	<i>Contract Site Manager</i>									
Yearly Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Years indicated with an asterisk are subject to Economic Price Adjustment

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Table 3 – Operations and Maintenance (O&M) – Option Periods – Firm Fixed Prices

SOW Section	Price Element	Option Period 1				Price Element Total (Option Period 1)	Option Period 2				Price Element Total (Option Period 2)
		Year 1*	Year 2*	Year 3*	Year 4*		Year 1*	Year 2*	Year 3*	Year 4*	
8	<i>Accomodation and Janitorial Services</i>										
9	<i>Food Services</i>										
10	<i>Transportation Support, Vehicle and Equipment Maintenance and Support Services</i>										
11	<i>Airfield Operations, Equipment and Systems Maintenance</i>										
12	<i>Environmental Protection and Domestic/Industrial/Hazmat Waste Collection, Handling and Disposal</i>										
13	<i>Management and Administration</i>										
4,13	<i>Contract Site Manager</i>										
Yearly Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 4 – Task Authorization Rates – Firm Fixed Unit Prices (hourly)

TA Labour Category	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*
Professional								
Technical								
Skilled								
Unskilled								
Clerical								

*Years indicated with an asterisk are subject to Economic Price Adjustment

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Table 5 – Task Authorization Rates – Option Periods – Firm Fixed Unit Prices (hourly)

TA Labour Category	Option Period 1				Option Period 2			
	Year 1*	Year 2*	Year 3*	Year 4*	Year 1*	Year 2*	Year 3*	Year 4*
Professional								
Technical								
Skilled								
Unskilled								
Clerical								

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 6 – Task Authorizations – Materials and Supplies Percentage Markup on Cost

Percentage Markup on Subcontracted Work

Table 7 – Quarry Operations – Firm Fixed Unit Prices

Activity	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*
Per m ³ of rock crushed to 3/4", including blasting								
Per m ³ of rock - blasted but not crushed								
Per m ³ of sand								
Per Hole Drilled	2" Diameter 3' Depth							
	6" Diameter 5' Depth							
	6" Diameter 20' Depth							

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 8 – Quarry Operations – Option Periods – Firm Fixed Unit Prices

Activity		Option Period 1				Option Period 2			
		Year 1*	Year 2*	Year 3*	Year 4*	Year 1*	Year 2*	Year 3*	Year 4*
Per m ³ of rock crushed to 3/4", including blasting									
Per m ³ of rock - blasted but not crushed									
Per m ³ of sand									
Per Hole Drilled	2" Diameter 3' Depth								
	6" Diameter 5' Depth								
	6" Diameter 20' Depth								

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 9 – Flight Delays and Driver Training – Firms Fixed Unit Prices (daily)

Activity		Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*
Driver Training rates									
Driver Training Rates for Subcontractors									
Flight Delays in	Southern Canada								
	Northern Canada**								
	Thule Greenland								

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 10 – Flight Delays and Driver Training – Option Periods – Firms Fixed Unit Prices

Activity		Option Period 1				Option Period 2			
		Year 1*	Year 2*	Year 3*	Year 4*	Year 1*	Year 2*	Year 3*	Year 4*
Driver Training rates									
Driver Training Rates for Subcontractors									
Flight Delays in	Southern Canada								
	Northern Canada**								
	Thule Greenland								

*Years indicated with an asterisk are subject to Economic Price Adjustment

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Table 11 – Materials – Percentage Markup on Cost

Material Item	Percentage Markup
Explosives	
Materials and supplies required for the completion of TA's	

Table 12 – Real Property Operations – Firm Fixed Price Elements

	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*	Total Cost For Price Element
Provide Management Services SOW sections 13.3.1-13.3.2, 13.3.8-13.3.10, 13.3.13, 13.5.1-13.5.3									

	Option Period 1					Option Period 2				Price Element Total (Option Period 2)
	Year 1*	Year 2*	Year 3*	Year 4*	Price Element Total (Option Period 1)	Year 1*	Year 2*	Year 3*	Year 4*	
Provide Management Services SOW sections 13.3.1-13.3.2, 13.3.8-13.3.10, 13.3.13, 13.5.1-13.5.3										

	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*	Total Cost For Price Element
Provide Selected Facilities Management Services SOW sections 13.5.4-13.5.8									

	Option Period 1					Option Period 2				Price Element Total (Option Period 2)
	Year 1*	Year 2*	Year 3*	Year 4*	Price Element Total (Option Period 1)	Year 1*	Year 2*	Year 3*	Year 4*	
Provide Selected Facilities Management Services SOW sections 13.5.4-13.5.8										

	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Year 6*	Year 7*	Year 8*	Total Cost For Price Element
Provide Engineering Services SOW sections 13.6.1-13.6.3									

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	Option Period 1					Option Period 2				
	Year 1*	Year 2*	Year 3*	Year 4*	Price Element Total (Option Period 1)	Year 1*	Year 2*	Year 3*	Year 4*	Price Element Total (Option Period 2)
Provide Engineering Services SOW sections 13.6.1-13.6.3										

*Years indicated with an asterisk are subject to Economic Price Adjustment

Table 13 – Real Property Operations – Percentage Markup on Cost

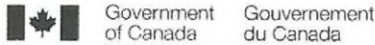
Fee Item	Applicable SOW Sections	Percentage Markup
Cost Plus 1	13.3.3-13.3.7	
Cost Plus 2	13.3.11 - 13.3.12, 13.4, 13.7	

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ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction 8 MSS, AMO	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Ellesmere Island Commercial Support		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
 Non Oui

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

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

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

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
 Non Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
 Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Capt P Kleinschmidt		Title - Titre AMO OC	Signature
Telephone No. - N° de téléphone 613-392-2811 (2121)	Facsimile No. - N° de télécopieur 613-965-3026	E-mail address - Adresse courriel peter.kleinschmidt@forces.gc.ca	Date 11 Oct 18
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dawn Murray - DDSO - Industrial Security SRCL Team Lead		Title - Titre Tel: 643-996-0274	Signature
Telephone No. - N° de téléphone E-mail: dawn.murray@forces.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 16 octobre 2018
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contract Security Authority / Autorité contractuelle en matière de sécurité			
Name Andree Francis Contract Security Officer, Contract Security Division Andree.Francis@tpsgc-pwgsc.gc.ca		Title Francis, Andree	Digitally signed by Francis, Andree Date: 2018.10.25 12:33:04 -04'00'
Telephone		E-mail address - Adresse courriel	Date

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ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "E" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

ANNEX "F" INSURANCE REQUIREMENTS

General Commercial Liability

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement
 - f. OPCF/ QEF/ SEF #4a - Permission to Carry Explosives
 - g. OPCF/ SEF/ QEF #6a - Permission to Carry Passengers for Compensation or Hire
 - h. OPCF/ SEF/ QEF #6c - Public Passenger Vehicles Endorsement
 - i. OPCF/ SEF/ QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
 - 8 to 12 Passengers: \$5,000,000
 - 13 or more Passengers: \$8,000,000
 - j. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
 - 8 to 12 Passengers: \$5,000,000
 - 13 or more Passengers: \$8,000,000

Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy

must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Employees and, where applicable, Volunteers must be included as Additional Insured.
- f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
- g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
- i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
- j. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
- k. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
- l. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.
- n. Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

For other provinces and territories, send to:

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

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

Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractor Pollution Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

ANNEX "G"
RESOURCE REQUIREMENTS

Resource	Experience	Training, Qualifications and Certifications
Contractor Programme Manager	<ul style="list-style-type: none"> • Must have a minimum ten (10) years of experience as a director of Facilities Management in a commercial or industrial setting, with experience in Preventative Maintenance, facility condition assessment and asset management programs. • Be familiar with all facets of building systems operations and financial tracking for projects over ten million dollars (\$10,000,000.00). • Have previous experience in working with Federal Legislation or Territorial bodies related to work training and apprentice programs. • Have experience in projects of similar, or greater, size, scope and complexity in remote locations. 	<ul style="list-style-type: none"> • Must be in possession of Certification from an Institution recognized in Canada in Engineering, Construction Management, Business Management, BOMI or related field from an accredited academic institution. • experience in 2 projects of similar size, scope and complexity, or one long-term project of 5 years or more, and; • The proposed CPM must have at least 10 years of combined experiences in logistical support and facilities operations and maintenance services and at least 15 years overall work experience.
Contractor Site Manager	<ul style="list-style-type: none"> • Must have a minimum five (5) years of experience in management of similar operations (multi-disciplinary-services and functions in a Commercial or Industrial Setting). • Must have at least 15 year's overall work experience. • Should have relevant experience in projects of similar, or greater, size (duration or value of contract), scope (facilities management in an isolated or harsh environment) and complexity (responsible for the proper operation and maintenance of roads and grounds, power plant operation, cleaning, food services, water plant and fuelling systems for facilities of similar, or greater, scale). • Contractor Personnel on-site at CFS Alert empowered to act as the official point of contact between the Contractor and DND to respond appropriately to any contractual matters 	<ul style="list-style-type: none"> • a degree in Business Administration/ Management, Engineering based on a course of study from an accredited university, college or equivalent institution or have at least 10 years of experience in a facilities management or managerial capacity in similar operations (contractor's responsibilities to show similarities) • Have general knowledge of water treatment plants, food services, preventive maintenance, vehicle maintenance, management of 10+ personnel and power generation systems • Must be able to work under extreme and stressful conditions and isolation similar to Alert. • The CSM must have relevant experience in at least one (1) project of similar scope and at least 15 years overall work experience.
Administrative Assistant	<ul style="list-style-type: none"> • Experience in administrative duties 	<ul style="list-style-type: none"> • At least one of the personnel involved in delivery of the services under this section must have two years' experience in administration of operations.
Real Properties Services Manager	<ul style="list-style-type: none"> • Must have a minimum five (5) years of experience in management of similar facility operations (multi-disciplinary facilities and service functions). • Must have experience in the management of technical trades personnel. • Must have experience in preventive maintenance, facility condition assessment and asset management programmes. • Must have relevant experience in at least one project of similar, or greater, scope and scale 	<ul style="list-style-type: none"> • A degree in Engineering with a current Professional Engineering Licence • a minimum of 5 years of experience in provision of engineering and maintenance management services in a senior engineering/managerial capacity in a project or operation of similar size, scope, and complexity; and • 10 years overall work experience.
Power Plant Supervisor	<ul style="list-style-type: none"> • Minimum five (5) years of experience in Power Generation Plant of 1500 KW or greater with supervisory experience in maintenance and operational requirements for each system. 	<ul style="list-style-type: none"> • Heavy Duty Diesel Mechanic with appropriate certification, with at least five (5) years minimum experience in operating a diesel power plant at 1500 KW or greater or;

		<ul style="list-style-type: none"> Industrial Electrician with appropriate journeyman certification in electrical with 5 years of experience in operating a Diesel Generator Power Plant of 1500 KW or greater; or Previous qualification as a CAF Electrical Generating Systems Technician, to a minimum Supervisory qualification level with a minimum five (5) years of experience.
Power Plant Technicians	<ul style="list-style-type: none"> Power Plant Technicians must have a minimum of five (5) years of experience in operation, maintenance of APUs, UPSs and fire booster pumps. Personnel who operate, maintain and monitor generators must have a minimum of three (3) years of hands- on experience working with Co- generation Prime Power Diesel Generators and Auxiliary Power Unit systems of equal size (to CFS Alert) or larger. 	<ul style="list-style-type: none"> Diesel Mechanics certification with experience in Caterpillar co-generator systems; or Industrial electrician certification with experience in PLC control systems; or Previous CAF qualification as an Electrical Generating Systems Technician, at a minimum Journeyman qualification level. Personnel must have the training and at least one year's experience to work in maintaining mobile electrical power generators (APU).
High Voltage Industrial Electrician	<ul style="list-style-type: none"> Experience in commercial or industrial construction with a minimum of five (5) years' experience. Must have experience in constant current regulators and airfield lighting circuits, levelling and alignment of lights and equipment. Must have a minimum of three (3) years of experience in high voltage (2.3 kV -25 kV) electrical work with experience in maintenance of re-closers and metering banks. 	<ul style="list-style-type: none"> Trades persons must be Red Seal Certificated in Canada, or hold a valid Industrial Electricians' Journeyman certificate for the territory of Nunavut with training in electrical systems up to 28 Kilo-volts.
Electrician /Fire Alarm Technician	<ul style="list-style-type: none"> Must have previous experience and responsibility in a system of similar, or greater, size and complexity. 	<ul style="list-style-type: none"> Must hold a license to inspect and repair systems meeting ULC code (normally an electrician tradesman who has upgraded skills as a fire technician). Certification in Fire Alarm Verification and testing from a recognized Canadian College or University. Must be qualified to maintain fire alarm systems, intrusion alarm systems All trades persons must be Red Seal Certificated in Canada Must have a CFAA certificate Technicians working on security containers must hold an appropriate locksmith certificate. Technicians servicing fire extinguishing systems and equipment must have received the appropriate technical training for servicing fire extinguishing systems along with an environmental awareness course in the handling of halocarbon based agents as prescribed in the ULC/ORD standard C1058.18-1993, The Servicing of Halon Fire Extinguishers.
Plumber	<ul style="list-style-type: none"> Must have a minimum of five (5) years of experience in a commercial or industrial setting. 	<ul style="list-style-type: none"> Trades persons must be Red Seal Certificated in Canada.
Gravel Crushing and Screening	<ul style="list-style-type: none"> Must have a minimum of five (5) years' experience in the operation and maintenance of gravel crushing equipment and the supervision of workers in a quarry environment. 	<ul style="list-style-type: none"> Must hold a current certificate under the Nunavut Mine Health and Safety Act as a level II Supervisor.

Plant Experience	<ul style="list-style-type: none"> • Must have a minimum of five (5) years' experience in the operation of air track drills. 	
Blasting Operator	<ul style="list-style-type: none"> • Must have a minimum of five (5) years of experience in quarry blasting operations using civilian-type dynamite, • Experience in the supervision of personnel working in this type of controlled and explosive environment. • Must have experience with military grade explosives 	<ul style="list-style-type: none"> • Must hold a current certificate under the Nunavut Mine Health and Safety Act Blasting.
Boiler Mechanic	<ul style="list-style-type: none"> • Must have a minimum of five (5) years' experience working on oil fired burners, oil fired boilers, hot water heaters, forced air furnaces, incinerators and unit heaters. 	<ul style="list-style-type: none"> • Must hold Oil Burner Mechanic Certification in Canada, or Red Seal Certified, • Trades persons must be Red Seal Certificated in Canada. • Trades persons certified on various Control Systems must be fully qualified and trained.
Carpenter	<ul style="list-style-type: none"> • Must have a minimum of five (5) years of experience as a Journeyman in a commercial or industrial setting. 	<ul style="list-style-type: none"> • All trades persons must be Red Seal Certificated in Canada.
Heating, Ventilation and Air Conditioning (HVAC) Technician	<ul style="list-style-type: none"> • Must have a minimum of five (5) years of experience as a Journeyman in a commercial or industrial setting. 	<ul style="list-style-type: none"> • All trades persons must be Red Seal Certificated in Canada. • Must have ODS certification • Must have certification of Level 1 and 2 training for the Operation and Maintenance of the Jordair High Pressure breathing air compressors systems recognized by Jordair Compressors Inc. • Technicians servicing air conditioning systems and equipment must be provincially certified and hold a valid card indicating the successful completion of an environmental awareness course in recycling, recovery, and handling procedures of halocarbon refrigerants.
Water and Sewer Technician	<ul style="list-style-type: none"> • Must have a minimum of five (5) years of relevant experience in a water treatment plant of similar, or greater, size to CFS Alert. 	<ul style="list-style-type: none"> • Must hold a recognized and valid Level II water treatment certification.
Bulk Fuel Services Technician	<ul style="list-style-type: none"> • Must have a minimum of five (5) years of relevant experience in a bulk fuel facility similar, or greater, in size to CFS Alert. 	<ul style="list-style-type: none"> • Must hold a recognized and valid Ontario PM 3 certification or equivalent certification in accordance with appropriate Provincial or Territorial regulations. • Must have fuel handling courses and certification in accordance with applicable Provincial or Territorial legislation
Environmental Technician	<ul style="list-style-type: none"> • Must have a minimum of four (4) years' experience in collection, storage and disposal of solid waste. • Must have a minimum of three (3) years' experience in collection, packaging, storage and disposal of hazardous waste. 	<ul style="list-style-type: none"> • Have a diploma in environmental science and at least one (1) year of experience, • Must have attended a recognized Territorial or Provincial Hazardous Waste and Disposal training session. • Must have training in the collection, storage and disposal of solid waste. • Responsible for the hazardous waste packaging function must have a minimum of 3 years' experience in the operation of a hazardous material or waste packaging facility and recognized certification in the Transportation of Dangerous Goods Act (TDGA).

		<ul style="list-style-type: none"> • Must have attended the 40-hour Hazardous Waste Operations and Emergency Response Training (HAZWOPER).
Food Services and Hospitality Manager	<ul style="list-style-type: none"> • Must have at least five (5) years of experience in managing a multi-faceted food services operation in an institutional environment of a similar, or greater, scale to CFS Alert. • Responsible for overall control of food services support including food procurement and financial control. • Responsible for the day-to-day management of meal production, meal service and all other related tasks within the kitchen • Minimum of 5 years of experience in multifaceted operation of institutional facilities of similar size, scale and complexity to CFS Alert including training in sanitation, quality control and client care 	<ul style="list-style-type: none"> • Must hold Red Seal Cook certification or Certification in Hospitality Management; and Safe Food Handling training. • 10 years overall work experience.
Cook	<ul style="list-style-type: none"> • Must have formal training plus 4,000 hours of experience as a cook. • Minimum 5 years of experience in food preparation services or catering for groups of 50+ people 	<ul style="list-style-type: none"> • Graduate Cook from a provincial community or territorial college with appropriate certification; and Safe Food Handling training
General Labour (includes kitchen, accommodations and Janitorial staff)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Kitchen staff must have Safe Food Handling training before beginning any food service task. • A cook's assistant must have a professional cooking certificate or an apprentice cook level 3 or certificate of apprentice cook covering 1,350 hours.
Transport and Vehicle Manager	<ul style="list-style-type: none"> • Must have a minimum five (5) years of experience in Transportation Supervisory Experience in supervision of maintenance personnel for vehicle maintenance, roads and grounds, and heavy equipment. • Must have at least ten (10) years overall work experience. 	<ul style="list-style-type: none"> • Appropriate certification in vehicle or heavy equipment maintenance that is in accordance with the required qualifications. • Valid and current Certification in Vehicle and Heavy equipment maintenance in accordance with current territorial and provincial regulations with at least 1 years' experience in field, • Must be able to qualify for operator licences of CFS Alert vehicle types • All drivers must be in possession of a valid DND 404 Driver Permit and, • 10 years overall work experience.
Drivers and Heavy Equipment Operators	<ul style="list-style-type: none"> • The driver or operator for each class of vehicle or equipment listed. • must have a minimum one (1) year experience in the operation of that vehicle or equipment. 	<ul style="list-style-type: none"> • Must be qualified in accordance with current territorial or provincial regulations or must be registered in DND FMS with the JK specialty code (Driver/Examiner Qualification) to operate the vehicles and equipment listed. • Must have qualifications to operate vehicles containing Hazardous Materials, where applicable. • All drivers must be eligible for a valid DND 404 Driver Permit • The drivers and operators of all vehicles and heavy equipment operating on the airfield must be in possession of a valid Airfield RAMP DDC qualification.

		<ul style="list-style-type: none"> • For Aircraft Ground-Icing operations, must be trained and qualified as per Transport Canada (TC) publication • All trades persons must be Red Seal Certificated in Canada. • Must be trained on driving with an attached trailer and safe backing.
<p>Heavy Vehicle Technician</p>	<ul style="list-style-type: none"> • Must have a minimum five (5) years of experience in maintaining and repairing vehicles listed. 	<ul style="list-style-type: none"> • Must be qualified in accordance with current territorial or provincial regulations to operate the vehicles and equipment listed. • Must have qualifications to operate vehicles containing Hazardous Materials, where applicable. • Must be trained on driving with an attached trailer and safe backing. • All drivers must be eligible for a valid DND 404 Driver Permit • Must be qualified with Motor Vehicle Mechanics 310S. Note: 310S Automotive Service Technician up to 9000kg • Must be qualified with Motor Vehicle mechanics 310T, including Diesel endorsement. • All trades persons must be Red Seal Certificated in Canada.
<p>Heavy Duty Equipment Mechanic</p>	<ul style="list-style-type: none"> • Must have a minimum five (5) years of experience in maintaining and repairing heavy equipment listed. 	<ul style="list-style-type: none"> • Must be qualified in accordance with current territorial or provincial regulations to operate the vehicles and equipment listed. • Must have qualifications to operate vehicles containing Hazardous Materials, where applicable. • Must be trained on driving with an attached trailer and safe backing. • All drivers must be eligible for a valid DND 404 Driver Permit • Must be qualified 421A or certification in accordance with appropriate Provincial or Territorial regulations. The 421A is restricted to Off-Road Earth Moving Equipment (i.e., graders, loaders and backhoes). • Must be qualified to maintain the specialty vehicles listed, which includes a qualification on turbine engines used in the CSUs. • Small Engine Mechanic to be qualified 435A or equivalent. • All trades persons must be Red Seal Certificated in Canada

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 xxxxx.XXXXX-XXXXXX

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

ANNEX "H" DND 626 TASK AUTHORIZATION FORM



TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat _____ Task no. - N° de la tâche _____
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédiez à	_____ Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date - Date de livraison/l'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

DND 626 (01-05)

Design: Forms Management 993-0250
 Conception: Gestion des formulaires 993-4062

ANNEX "1"
TECHNICAL EVALUATION

MANDATORY TECHNICAL CRITERIA

No.	Criteria	Bid Submission Requirement	Scale
1.a	<p>Corporate Experience The Bidder (or its subcontractor)* must demonstrate its experience in delivering the services defined in each of the sections of the SOW.</p> <p>The Bidder must provide a project for each of the identified sections in the bid submissions requirement column.</p> <p>i. The Project(s) must have been completed or currently ongoing within the last 10 years (prior to bid close).</p> <p>ii. Projects must satisfy the 14 Mandatory sections identified in the bid submission requirement column and be of a similar scope and size of the SOW.</p> <p>iii. Any project identified must be of \$5 Million Cdn, or greater in value.</p> <p>iv. More than one section can be represented by a project example.</p>	<p>The Bidder (or its subcontractor)* must provide a minimum of one Project for each of the Statement of Work sections as follows:</p> <ol style="list-style-type: none"> 1. Section 2 Contractor Considerations, 2. Section 3 Contractor Personnel Considerations 3. Section 4 Contractor Site Manager 4. Section 8 Accommodations and Janitorial Services 5. Section 9 Food Services 6. Section 10 Transportation and Vehicle Maintenance 7. Section 11 Airfield Operations 8. Section 12 Environmental and Waste Services 9. Section 13.2 Real Property Service Delivery 10. Section 13.3 Real Property Management Services 11. Section 13.4 Real Property Trade Mentoring 12. Section 13.5 Facilities Management Services 13. Section 13.6 Engineering Services 14. Section 13.7 Project Delivery Services <p>The Projects must detail the following information:</p> <ul style="list-style-type: none"> • Project Title • Value of Project • Duration of Project • Name of Client • Names, Titles and telephone numbers of the business references 	Pass/Fail

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 xxxxx.XXXXX-XXXXXX

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

		<ul style="list-style-type: none"> • Role of Bidder in Project • Scope of Project • How the project is similar or relevant in size and scope to the identified sections. • How subcontractors were employed. 	
	<p>*For the purposes of this criterion 1a only, Canada will consider the experience of either the Bidder or its proposed subcontractor (but not both). However, for subcontractor experience to be accepted, the Bidder will be required, at the Bid Solicitation Phase and during the performance of any resulting contract, to continue to provide the services of that subcontractor, unless the consent of the Contracting Authority is given to make a change.</p> <p>For subcontractor experience, the Bidder is required to provide a letter from the subcontractor confirming the subcontractor's commitment to act as a subcontractor to the Bidder if awarded the Alert base services contract; if this letter is not included in the bid on bid closing date, Failure to comply with these terms may result in the proposed subcontractors experience not being considered for evaluation purposes.</p>		
1.b	<p>Key Personnel</p> <p>The Bidder must submit information for all personnel. Key personnel are:</p> <ul style="list-style-type: none"> • Contractor Site Manager (CSM) • Contract Programme Manager (CPM) • Real Property Services Manager • Food Services and Hospitality Manager • Transport and Vehicle Manager <p>Supporting personnel are listed in Skills Criteria. Staffing to be determined by Bidder to meet SOW.</p> <p>For all applicable education requirements, a copy of the university degree from a recognized Canadian institution or a recognized equivalent must be provided with the Bid.</p>	<p>All personnel resources must meet the minimum requirements listed in the Skills Criteria matrix below.</p>	Pass/Fail

Solicitation No. - N° de l'invitation
 XXXXX-XXXXXX/X
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 xxxxx.XXXXX-XXXXXX

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

<p>**For the purposes of this criterion the current list of CFS Alert type vehicles are listed here, but it should be noted that this list is not absolute as DND will change vehicles for life cycle, wear, operation and requirement. For criteria reference CFS Alert vehicle types are:</p>	
<p>Case 821F loader Case 621D loader Case TR320 loader, tracked Case 590 SN backhoe Case 590 Super M Backhoe Case CX210B excavator Case Terry loader Forklift</p> <p>Sellick SJ00J41-4 forklift Hyster E55XN forklift Lift King LK10P22 forklift</p> <p>Volvo 720 grader Volvo G-726 grader Volvo SD115 roller WRT PT-15 Trailor, compact roller</p> <p>Larue Snow Blower and Blower Head</p> <p>CAT D6 MLS dozer CAT D6M dozer</p> <p>Sterling LT9511 Dump truck Sterling LT500 Dump truck Freightliner Dump truck</p> <p>P&H CN 122, 20 ton crane Tadano GR-350XL crane</p>	<p>GMC Flight line bus Dodge Sprinter 2500 bus</p> <p>Aircraft General Power Unit (GPU) 4090-T-CUP & 390S-2065 J model L-390S GPU Aircraft Combined Servicing Unit (CSU) 93-002 & 94-014 Aircraft Helo cart 80-108</p> <p>International 4700 DTW466E water truck Yanmar L40AE-D jet fuel pump KME Kovatch fire truck Hagglund 206 BV</p> <p>Findlay Irvine 6T-166 grip tester Mk 1 Findlay Irvine grip tester Mk 2</p> <p>FMC De-icer LMD 2000 truck Ford F-350 truck - Crew cab John Deere 6x4 Gator Polaris Ranger 4 x 4 Piedmont 28CTC crusher</p> <p>Davtair D11 AL20 aircraft trailer Nodwell 60 cargo trailer</p> <p>Platolift PHM34 platform JLG M450AJ servicing platform</p> <p>Desjardins fuel trailer</p>

POINT RATED CRITERIA

INUIT/NUNAVUT BID CRITERIA

No.		Submission Requirement	Evaluation Schema	Available Points
1	Location*	<p>In a recommended maximum of 5 pages, describe the location(s) of the prime contractor in Nunavut.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of the location including address and contact information; b) A description of the purpose of the office; c) The number of staff employed at the location; and d) The opening date of the location. 	<p>1 points. Contractor is able to demonstrate a comprehensive plan to have a fixed location in the settlement area occupied by at least 5 employees by contract award.</p> <p>3 points. Contractor is able to demonstrate a fixed location in the settlement area occupied with at least 5 employees at bid closing.</p> <p>5 points. The bidder is able to demonstrate that the identified fixed location with at least 5 employees has been occupied for more than one (1) calendar year prior to bid closing.</p>	Maximum of 5 points (%)
2	Ownership*	<p>In a recommended maximum of 10 pages, a detailed plan for subcontracting of services to Inuit Businesses or individuals identified on the IFR and NIEL respectively.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of nature and extent of services 	<p>4 points. All required information regarding Ownership was provided by the contractor and is clear and comprehensive.</p> <p>1 points. 10%<12% of subcontracts committed to Inuit Businesses or Individuals</p> <p>2 points. 12%<14% of subcontracts committed to Inuit Businesses or Individuals</p> <p>3 points. 14%<16% of subcontracts committed to Inuit Businesses or Individuals</p>	Maximum of 10 points (%)

		<p>intended to be subcontracted to Inuit businesses or individuals;</p> <p>b) The Inuit Firm Registry (IFR) number of the prime (if applicable) and any identified sub contractor;</p> <p>c) The annual plan and total value of the subcontracts intended to be let to Inuit businesses and/or individuals; and</p> <p>d) The strategy for identifying areas of work that could be subcontracted to Inuit businesses or individuals.</p>	<p>4 points. 16%<18% of subcontracts committed to Inuit Businesses or Individuals</p> <p>5 points. 18% of subcontracts committed to Inuit Businesses or Individuals</p> <p>6 points. 20%< of subcontracts committed to Inuit Businesses or Individuals</p>	
3	Training*	<p>In a recommended maximum of 10 pages, describe the training plan specifically developed for Inuit employees.</p> <p>The following information should be provided:</p> <p>a) A detailed training plan for Inuit employees including at a minimum and on-the-job training and skills development programs for Inuit employees;</p>	<p>4 points. All required information regarding Training was provided by the contractor and is clear and comprehensive.</p> <p>1 points. 20%<24% of training budget committed to Inuit employees</p> <p>2 points. 24%<28% of training budget committed to Inuit employees</p> <p>3 points. 28%<32% of training budget committed to Inuit employees</p> <p>4 points. 32%<36% of training budget committed to Inuit employees</p> <p>5 points. 36%<40% of training budget committed to Inuit employees</p>	Maximum of 10 points (%)

		<p>b) The annual and total value of the training budget for all employees identifying specifically the amounts set aside for Inuit employees; and</p> <p>c) Documentation of any relationships the prime contractor might have with educational institutions/organizations in the settlement area.</p>	<p>6 points. 40% < of training budget committed to Inuit employees</p>	
4	Employment*	<p>In a recommended maximum of 10 pages, describe in a clear concise and comprehensive manner the Employment plan for the proposed requirement.</p> <p>The following information should be provided:</p> <p>a) The employment plan;</p> <p>b) The annual value of the employment plan indicating as a percentage the amount of funds set aside for Inuit employment;</p> <p>c) Estimated number of days of Inuit Employment resulting from employment plan;</p>	<p>5 points. The required information has been provided, is comprehensive, realistic and clear.</p> <p>1 points. 5% < 10% of staff are projected to be Inuit employees</p> <p>2 points. 10% < 15% of staff are projected to be Inuit employees</p> <p>3 points. 15% < 20% of staff are projected to be Inuit employees</p> <p>4 points. 20% < 30% of staff are projected to be Inuit employees</p> <p>5 points. > 30% of staff are projected to be Inuit employees</p>	Maximum of 10 points (%)

		<p>d) The nature and extent of Inuit Employment;</p> <p>e) A recruitment plan for identifying Inuit personnel for employment through this contract;</p> <p>f) A retention plan for retaining Inuit employees and associated expertise; and</p> <p>g) A program for increasing cultural awareness and sensitivity within the internal structure of the prime contractor's organization.</p>		
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*Be advised that any proposed values or percentages identified to be achieved in any and all proposals will form a part of the resultant contract and thereby be subject to the same terms and conditions.

CORPORATE EXPERIENCE AND QUALIFICATIONS

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
2.1.a.1	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity,</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 2, Contractor Considerations, of the SOW.</p> <p>The following information should be provided:</p>	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p>	Maximum of 75 points

	and other pertinent information)	<ul style="list-style-type: none"> e) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; f) The annual and total value of the contract; g) The name, address and telephone numbers of one client contact for the requirement; and h) Duration of the requirement. 	<p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	
2.1.a.2	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 3, Contractor Personnel requirements of the SOW.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> e) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; f) The annual and total value of the contract; g) The name, address and telephone numbers of one client contact for the requirement; and 	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	Maximum of 75 points

		h) Duration of the requirement.		
2.1.a.3	Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)	Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 4, Contractor Site Manager (CSM) of the SOW. The following information should be provided: <ul style="list-style-type: none"> d) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; e) The annual and total value of the contract; f) The name, address and telephone numbers of one client contact for the requirement; and g) Duration of the requirement. 	0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement. 25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement 50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement 75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.	Maximum of 75 points
2.1.a.4	Point Rated Corporate Experience Indicate how the example(s) are comparable to the	Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 7, Procurement through DND of the SOW.	0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement. 25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat	Maximum of 75 points

	<p>SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>The following information should be provided:</p> <ul style="list-style-type: none"> h) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; i) The annual and total value of the contract; j) The name, address and telephone numbers of one client contact for the requirement; and k) Duration of the requirement. 	<p>comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	
<p>2.1a.5</p>	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 10, Transportation and Vehicle Maintenance of the SOW.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; c) The name, address and telephone numbers of one 	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p>	<p>Maximum of 75 points</p>

		<p>client contact for the requirement; and</p> <p>d) Duration of the requirement.</p>	<p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	
2.1a.6	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 9, Food Services of the SOW.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; c) The name, address and telephone numbers of one client contact for the requirement; and d) Duration of the requirement. 	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	Maximum of 75 points
2.1a.7	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 8, Accommodation and Janitorial Services of the SOW.</p>	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat</p>	Maximum of 75 points

	<p>SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; c) The name, address and telephone numbers of one client contact for the requirement; and d) Duration of the requirement. 	<p>comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	
<p>2.1a.8</p>	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 11, Airfield Operations of the SOW.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; c) The name, address and telephone numbers of one 	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p>	<p>Maximum of 75 points</p>

		<p>client contact for the requirement; and</p> <p>d) Duration of the requirement</p>	<p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	
2.1.a.9	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 12, Environmental and Waste Services of the SOW.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; c) The name, address and telephone numbers of one client contact for the requirement; and d) Duration of the requirement 	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>25 points. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>50 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>75 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	<p>Maximum of 75 points</p>
2.1a.10	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 13.2, Real Property Service Delivery Regime of the SOW.</p>	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>40 point. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat</p>	<p>Maximum of 100 points</p>

	<p>SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; and c) The name, address and telephone numbers of one client contact for the requirement. d) Duration of the requirement 	<p>comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>70 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>100 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	
<p>2.1.a.11</p>	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 13.3 Real Property Management Services of the SOW.</p> <p>The following information should be provided: A description of services demonstrating how and why these are similar in nature and scope to the nature of the requirement.</p>	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>40 point. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>70 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p>	<p>Maximum of 100 points</p>

			100 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.	
2.1.a.12	Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)	Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 13.4 Real Property Trade Mentoring of the SOW. The following information should be provided: A description of services demonstrating how and why these are similar in nature and scope to the nature of the requirement.	0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement. 40 point. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement 70 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement 100 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.	Maximum of 100 points
2.1.a.13	Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity,	Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 13.5 Facilities Management Services of the SOW.	0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement. 40 point. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one	Maximum of 100 points

	and other pertinent information)	The following information should be provided: A description of services demonstrating how and why these are similar in nature and scope to the nature of the requirement.	characteristic (size, scope, value and complexity) are at least the same as the requirement 70 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement 100 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.	
2.1.a.14	Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)	Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 13.6 Engineering Services of the SOW. The following information should be provided: A description of services demonstrating how and why these are similar in nature and scope to the nature of the requirement.	0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement. 40 point. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement 70 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement 100 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.	Maximum of 100 points

2.1a.15	<p>Point Rated Corporate Experience Indicate how the example(s) are comparable to the SOW (size, scope, value, complexity, and other pertinent information)</p>	<p>Describe the support services requirement(s) carried out by the Bidder (or its subcontractor)* in Section 13.7, Project Delivery Services of the SOW.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> a) A description of services demonstrating how and why these are similar in nature and scope to the requirements in the SOW; b) The annual and total value of the contract; and c) The name, address and telephone numbers of one client contact for the requirement. d) Duration of the requirement 	<p>0 points. Requirement(s) is not comparable to the services in the identified SOW chapter. The size, value, scope and complexity are less than the requirement.</p> <p>40 point. The requirement(s) submitted is somewhat comparable to the identified SOW chapter. Somewhat comparable is defined as a minimum of one characteristic (size, scope, value and complexity) are at least the same as the requirement</p> <p>70 points. The requirement(s) submitted is comparable to the identified SOW chapter. Comparable is defined as all of the characteristics (size, scope, value and complexity) being the same as the requirement</p> <p>100 points. Requirement(s) size, scope, value and complexity is greater than the requirement in the SOW chapter.</p>	Maximum of 100 points
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FUNCTIONAL RATED CRITERIA

This criterion assesses the degree to which the proposal identifies and substantiates in detail the underlying understanding of the functional and technical requirements specific to each Section of the SOW

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
2.2a	<p>Technical Plan The response will be evaluated based on:</p>	<p>The Bidder should submit one technical plan for each Annex of the SOW. It is recommended that each plan be 10 pages maximum.</p>	<p>0 points Does not demonstrate an understanding of the requirement, nor does it sufficiently address the criteria</p>	<p>Maximum of 50 points</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
	<ul style="list-style-type: none"> • The degree to which it demonstrates the Bidder's understanding of and compliance with the requirements of the Annex, including: <ul style="list-style-type: none"> ○ Activities required; ○ Roles and responsibilities, • Canada's view of the reasonableness, feasibility and effectiveness of the plan. • The degree to which the approach demonstrates best value to Canada; and, • The level of consistency with the rest of the Bidder's proposal. 	<p>The technical plan should:</p> <ul style="list-style-type: none"> • Provide a description of a recommended approach to completing the work in each Section, including: • A strategy for minimizing disruptions to occupants and operations; • Identification of areas where cost savings and improvements in sustainability can be achieved and the strategy for achieving these results; • An abbreviated project plan that includes the activities required and describes how the plan will be implemented. • Explain how the plan will address each element of the requirement section found in the relevant SOW Section. 	<p>20 points Demonstrates a limited understanding of the requirements in some areas. Limited defined as many elements not adequately addressed or there is reliance on generic description, it is non-project specific.</p> <p>30 points Demonstrates an incomplete understanding of the requirements and broad goals and objectives. Incomplete is defined as most of the elements have been addressed, or all elements have been addressed but lacks information or specifics.</p> <p>40 points Demonstrates a very good understanding of the requirements and broad goals and objectives. Very good is defined as addresses all of the elements, there is a minor lack of information.</p> <p>50 points Demonstrates an excellent understanding of the requirements and broad goals and objectives. Very clearly addresses all of the elements outlined.</p>	
2.2b	<p>Delivery of Services Plan.</p> <p>The response will be evaluated based on:</p>	<p>A delivery of services plan and description for each Section of the SOW. It is recommended to limit the plan to no more than 10 pages in length.</p>	<p>0 points Plan does not demonstrate an understanding of the requirement</p> <p>20 points Plan demonstrates a limited understanding of the requirements in some</p>	<p>Maximum of 50 points</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
	<ul style="list-style-type: none"> • The degree to which it demonstrates the Bidder's understanding of and compliance with the requirements of the Section, including: <ul style="list-style-type: none"> ○ Roles and responsibilities, and ○ Areas that need to be addressed, ○ Coordination required with the relevant stakeholders • Canada's view of the reasonableness, feasibility and effectiveness of the approach; and, • The level of consistency with the rest of the Bidder's proposal. 	<ul style="list-style-type: none"> a) How services provided in a Section can complement another Section, and/or how services in one Section are dependent on other Annexes. b) Challenges and constraints, c) An understanding of the Section various participants and stakeholders. 	<p>areas. Limited is defined as many elements not adequately addressed or there are key steps missing in the plan.</p> <p>30 points Plan demonstrates an incomplete understanding of the requirements. Incomplete is defined as most of the elements have been addressed, or all elements have been addressed but lacks information or specifics.</p> <p>40 points Plan demonstrates a very good understanding of the requirements. Very good is defined as addresses all of the elements, there is a minor lack of information.</p> <p>50 points Plan demonstrates an excellent understanding of the requirements. Very clearly addresses all of the elements outlined.</p>	
2.2c	<p>Staffing Plan</p> <p>The response will be evaluated based on:</p>	<p>The Bidder should submit a staffing plan for each Section of the SOW. It is recommended that each plan be 10 pages maximum. The Staffing Plan should show the:</p>	<p>0 points Does not demonstrate an understanding of the requirement, nor does it sufficiently address the criteria</p>	<p>Maximum 50 points per section to a maximum</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
	<ul style="list-style-type: none"> • The degree to which it demonstrates the Bidder's understanding of and compliance with the requirements of the Section. • The degree to which the approach includes a comprehensive and feasible plan to address any staffing issues, where this is required • The degree to which different strategies are effectively addressed. • Canada's view of the reasonableness, feasibility and effectiveness of the Staffing plan. 	<ul style="list-style-type: none"> a) Recruitment strategy to be used to attract and retain qualified employees, including but not limited to incentives, region of employment, and resources; b) Training strategy, both initial and recurring, to ensure that all of its personnel understand, comply and adhere to all relevant regulations and security policies, provide its personnel with appropriate resources and equipment to carry out their respective duties. c) Replacement strategy including transportation and relocation arrangements to fill needs which are not available in the local labour market for both temporary and full-time positions and Bidder's provisions, if any, for filling key positions as required, to maintain high quality management; d) List any risks that might prevent the Bidder from achieving the proposed plan and strategies for mitigating that risk. If there are no risks indicate N/A; e) Contingency plan to minimize disruption to services due to local 	<p>20 points Demonstrates a limited understanding of the requirements in some areas. Limited is defined as many elements not adequately addressed or reliance on generic description, it is non-project specific.</p> <p>30 points Demonstrates an incomplete understanding of the requirements and broad goals and objectives. Incomplete is defined as most of the elements have been addressed, or all elements have been addressed but lacks information or specifics.</p> <p>40 points Demonstrates a very good understanding of the requirements and broad goals and objectives. Very good is defined as addresses all of the elements, minor lack of information.</p> <p>50 points Demonstrates an excellent understanding of the requirements and broad goals and objectives. Excellent is defined as very clearly addresses all of the elements.</p>	<p>of 700 points</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
		labour unavailability which arises after contract award due to, but not limited to, strikes and/or increase in other local employment opportunities;		

PERSONNEL AND RESOURCES RATED CRITERIA

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
2.3a	<p>Key Personnel, Point Rated</p> <p>The response will be evaluated based on the degree to which it clearly demonstrates that the resource is experienced and has qualifications directly related to the services described in the SOW.</p>	<p>For each Key Discipline/functions identified in the SOW, information should be presented in a form that clearly demonstrates the expertise of that individual. There must be no overlap or duplication of Key Discipline Individual function.</p> <ul style="list-style-type: none"> • Contractor Site Manager (CSM) • Contractor Program Manager (CPM) • Real Property Services Manager • Food Services and Hospitality Manager • Transport and Vehicle Manager <p>The experience and qualifications of the proposed resource:</p> <p>a) Professional accreditation, and; Accomplishments/achievements/awards in their disciplines; and</p>	<p>10 points Individual is adequately qualified and/or experienced. Individual has been involved in projects related to the SOW. Individual has a combination of years of experience and qualifications that indicates a reasonable expectation that the Individual is capable of completing the required role.</p> <p>20 points Individual is highly qualified and experienced. Has significant experience in role. Past projects provide full substantiation of relevance in role. Individual has been directly involved in projects related to the SOW. Information is complete. The information provided demonstrates a high expectation that the individual proposed will succeed in the role.</p>	<p>20 points per Key Discipline /functions</p> <p>Total of 100 points</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
		b) A demonstration of experience relevant to the requirement in their discipline or specialty, including total number of years' experience within the last 15 years.		
2.3b	DND Experience The resource has experience working with DND through being an employee or on a Contracted requirement	The information from 2.3a will be used to assess this criteria.	0 points No experience 5 points Experience working with DND.	5 points per individual Maximum 25 points

MANAGEMENT SERVICES

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
2.4 a	Service Delivery The response will be evaluated based on: <ul style="list-style-type: none"> The degree to which the response demonstrates a comprehensive, cost effective, and responsive approach to delivering the required services in the North or isolated area with colder climate; The degree to which the response demonstrates a 	It is recommended to limit to no more than 5 pages in length. The Bidder should describe its proposed approach to delivering the maintenance and support services described in the SOW, including: <ul style="list-style-type: none"> The delivery method for the services to be supplied in the North (i.e. internal or external resources) and how this will provide best value to Canada; How the approach will be adjusted to address the different asset types, work priorities and geographic location in a cost-effective way; 	0 points. Plan does not demonstrate an understanding of the requirement 20 points. Plan demonstrates a limited understanding of the requirements in some areas. Limited is defined as many elements not adequately addressed or there are key steps missing in the plan. 30 points. Plan demonstrates an incomplete understanding of the requirements. Incomplete is defined as most of the elements have been addressed, or all elements have been	Maximum of 50 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
	<p>comprehensive understanding of the Industrial Security requirements of the contract and a responsive approach to implementing and managing these requirements;</p> <ul style="list-style-type: none"> • The degree to which the approach addresses the requirements of the SOW; • The degree to which the approach is effectively linked to quality, OHS, and client satisfaction objectives and processes; • The feasibility of the approach; • The degree to which the approach demonstrates best value to Canada; and • The degree to which different asset types, work priorities and geographic locations are effectively addressed. 	<ul style="list-style-type: none"> • How the approach will be adjusted to address after hours and emergency calls; and • How the approach will be adjusted to address any Industrial Security requirements. 	<p>addressed but lacks information or specifics.</p> <p>40 points. Plan demonstrates a very good understanding of the requirements. Very good is defined as addresses all of the elements, there is a minor lack of information.</p> <p>50 points. Plan demonstrates an excellent understanding of the requirements. Very clearly addresses all of the elements outlined.</p>	

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
2.4b	<p>Task Authorizations (TAs)</p> <p>The response will be evaluated based on its completeness and by considering:</p> <ul style="list-style-type: none"> • The degree to which the approach addresses the requirements of this document and the SOW; • The degree to which the approach is effectively linked to quality, OHS, and client satisfaction; • The feasibility of the approach; • The degree to which the approach demonstrates best value to Canada; and • The degree to which different categories of projects and geographic locations are effectively addressed. 	<p>It is recommended to limit to no more than 2 pages in length. The Bidder should describe its proposed approach to deliver Task Authorizations as described in this solicitation including:</p> <ul style="list-style-type: none"> • The proposed Service Delivery Regime and how it will ensure TA projects are being delivered on time, on scope, and on budget; • The delivery method for the services to be supplied (i.e. internal or external resources), the logistical plan, scheduling resources and how this will provide best value to Canada; • The approach to tailoring its project management and delivery processes and tools for the different categories of TA projects described in the SOW, considering their complexity and risk; and • The approach to supporting projects delivered by others such as Defence Construction Canada (DCC), visiting units or other contractors. 	<p>0 points. Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>16 points. Describes an incomplete approach to deliver Additional Work Requests that may be capable of meeting the requirements. An incomplete approach is defined as an approach that addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>28 points. Describes a very good approach to deliver Additional Work Requests that is tailored and should be well capable to meet the requirements. A very good approach is defined as an approach that addresses all of the elements outlined, there are minor gaps.</p> <p>40 points. Demonstrates an excellent and effective approach to deliver Additional Work Requests, tailored and more than capable to meet the requirements. An excellent and effective plan is defined as a plan that</p>	40 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
			very clearly addresses all of the elements outlined.	

ORGANIZATION

This criterion will assess the Bidder's proposed team composition, organizational structure (Including roles, responsibilities and accountabilities within the Bidder's Team), capacity and resourcing approach to deliver the various services specified.

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
2.5 a	<p>Project management plan</p> <p>The response will be evaluated based on the degree to which the response clearly demonstrates that the Bidder's Project Management (PM) approach will ensure services are delivered according to established quality standards, and are supported by a risk management framework.</p>	<p>The Bidder should submit a Project Management plan. It is recommended that the plan be no longer than 20 pages</p> <p>The Bidder should describe their Project Management (PM) approach and capability to ensure services are delivered according to established quality standards, and are supported by a risk management framework, including:</p> <p>a) A risk management plan to ensure Contract Management effectiveness across all Sections of the SOW and responsiveness for the duration of the contract.</p> <p>b) A Communication plan describing key points of contact, how information will be created, collected and distributed.</p>	<p>0 points Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>40 points Describes an incomplete PM plan that may be capable of meeting the requirements. An incomplete plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps</p> <p>70 points Describes a very good PM plan that is tailored and should be well capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined, there are minor gaps.</p>	Maximum of 100 Points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
		c) Quality control techniques related to the deliverables, all services and the overall standards of performance of the work	100 points Demonstrates an excellent and effective PM plan, tailored and more than capable to meet the requirements. An excellent and effective plan is defined as a plan that very clearly addresses all of the elements outlined.	
2.5 b	<p>Organizational strategy</p> <p>The response will be evaluated based on the degree to which the response clearly demonstrates that the Bidder's Organizational strategy will be successful in meeting the requirements of the SOW including the following:</p> <ul style="list-style-type: none"> • The degree to which the organizational strategy will be effective in meeting the requirements of the Solicitation; • The degree to which the organizational strategy demonstrates best value to Canada; and, • The flexibility of the organizational strategy to adapt to change, including 	<p>The Bidder should submit an organizational strategy describing the steps the Bidder intends to take to be successful in this requirement. It is recommended that the strategy be no longer than 5 pages</p> <p>The Organizational strategy should include the following elements:</p> <ul style="list-style-type: none"> a) the proposed strategy for assigning functions to and managing relationships between the Bidder's internal resources, subcontractors, and business partners, and DND; b) how this strategy will provide best value to Canada; c) address the requirements of the SOW; and d) describe the Bidder's approach to ensuring appropriate skills are 	<p>0 points Information is insufficient to properly address. Insufficient is defined as: a strategy that does not give the evaluators confidence that it will be successful in meeting the requirements of the SOW, or, there is a significant lack of information.</p> <p>40 points The Organizational strategy is lacking and may be capable of meeting the requirements. The strategy is lacking in that it addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>70 points The Organizational Strategy is a very good strategy that is tailored and is very capable of meeting the requirements. The strategy addresses all of the elements outlined. Minor gaps.</p> <p>100 points The Organizational Strategy is an excellent strategy that is tailored</p>	Maximum of 100 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
	changes in the volume of work,	developed and maintained for resources rendering services under the SOW, including any apprenticeship/mentor ship initiatives.	and more than capable to meet the requirements. The Organizational Strategy very clearly addresses all of the elements outlined.	
2.5 c	<p>Governance Model</p> <p>The response will be evaluated based on the degree to which the Bidder demonstrates its project governance model is logical, robust, repeatable and capable of meeting the requirement, including the following:</p> <ul style="list-style-type: none"> • The overall effectiveness of the governance model in meeting the requirement; and • The degree to which the governance model effectively manages risk. 	<p>The Bidder should submit their project governance model showing that their decision making framework is logical, robust and repeatable. It is recommended that the plan be no longer than 5 pages.</p> <p>The Bidder should include the following elements in their submission:</p> <ol style="list-style-type: none"> a) How the model ensures clear lines of accountability; b) The integration between the different functional areas involved in delivering services; c) Effective management of risk, and; d) Corporate responsiveness to issues and requests that may come up during the Contract. 	<p>0 points Information is insufficient to properly address. Insufficient is defined as a Project Governance Model that is not capable of meeting this requirement or there is a significant lack of information.</p> <p>40 points The Project Governance Model is incomplete but may be capable of meeting the requirement. An incomplete model is defined as a model that addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>70 points The Project Governance Model is very good, it is tailored and is very capable of meeting the requirements. A very good model is defined as a model that addresses all of the elements outlined. Minor gaps.</p> <p>100 points The Project Governance Model is excellent, it is tailored and more than capable of meeting the requirements. A more than capable</p>	Maximum of 100 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
			model is defined as a model that very clearly addresses all of the elements outlined.	
2.5 d	<p>Delivery of Management Services Plan</p> <p>The response will be evaluated based on the degree to which the Management Services Plan demonstrates the Bidder's success in controlling costs while maintaining service performance levels, and client satisfaction while delivering services of a similar nature and scope to those described in the Solicitation</p>	<p>The Bidder should submit a Management Services plan. It is recommended that the plan be no longer than 10 pages. Examples can be given from multiple projects.</p> <p>The Management Services plan should describe the Bidder's track record in controlling and reducing costs, maintaining satisfactory performance, and client satisfaction while delivering services of a similar nature and scope to those described in the SOW. The Management Services Plan should include the following elements:</p> <p>a) A description of services provided, demonstrating how and why these are of a similar nature and scope to the services described in this requirement; including:</p> <ul style="list-style-type: none"> • The period over which the services were provided; • One client business and operating name, and point of contact including full name, title, phone number and email address. <p>b) if there were any cost savings;</p> <p>c) the considerations that went into developing the cost control approach;</p>	<p>0 points Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>40 points Describes an incomplete Management Services plan that may be capable of meeting the requirements. An incomplete plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps</p> <p>70 points Describes a very good Management Services plan that is tailored and should be well capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined, there are minor gaps.</p> <p>100 points Demonstrates an excellent and effective Management Services plan, tailored and more than capable to meet the requirements. An excellent and</p>	Maximum of 100 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
		d) the methods used to achieve the cost control; and e) the process for ensuring that client satisfaction is maintained	effective plan is defined as a plan that very clearly addresses all of the elements outlined.	
2.5 e	<p>Supply and Financial Administration Control Plan</p> <p>The response will be evaluated based on the degree to which the response clearly demonstrates that the Bidder's Supply and Financial Administration plan shows a supply process to achieve best value to Canada, including the degree to which:</p> <ul style="list-style-type: none"> the approach encourages competition; the approach demonstrates that best value to Canada will be achieved in the provision of requirements described in this Solicitation; the response demonstrates a comprehensive, cost effective, and responsive 	<p>The Bidder should submit a Supply and Financial Administration plan. It is recommended that the plan be no longer than 10 pages.</p> <p>The Bidder should describe:</p> <ol style="list-style-type: none"> How it will provide open, fair, transparent, accessible and timely supply processes that encourage competition and demonstrate best value to Canada in the provision of this requirement; Any strategies and approaches it will use to ensure that costs and efforts are commensurate with the value and risk associated with the requirement; and The approach to internal controls and audit processes to ensure that expenditures are appropriate and are authorized. 	<p>0 points Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>40 points Describes an incomplete Supply and Financial Administration plan that may be capable of meeting the requirements. An incomplete plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>70 points Describes a very good Supply and Financial Administration plan that is tailored and should be well capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined, there are minor gaps.</p> <p>100 points Demonstrates an excellent and effective Supply and Financial Administration plan, tailored and more</p>	<p>Maximum of 100 points</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
	<p>approach to procurement in the North or isolated area with a colder climate; and the degree to which the approach adapts to the type of services being procured.</p>		<p>than capable to meet the requirements. An excellent and effective plan is defined as a plan that very clearly addresses all of the elements outlined.</p>	
2.5 f	<p>Quality Management Plan</p> <p>The response will be evaluated based on the degree to which the plan clearly demonstrates that the Bidder's quality management approach and a Quality Management plan is applicable to the services described in the SOW. The approach includes incident and non-conformance resolution and manages client satisfaction.</p>	<p>The Bidder should submit a Quality Management plan. It is recommended that the plan be no longer than 10 pages.</p> <p>The Bidder should describe:</p> <ul style="list-style-type: none"> a) Its approach to quality management and how a Quality Management system will be applied to the delivery of the services described in the SOW; b) How it will address incident and non-conformance resolution internally within its organization, with its subcontractors and with Canada; and c) How it will manage client satisfaction as part of its Quality Management Plan. 	<p>0 points Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>40 points Describes an incomplete Quality Management plan that may be capable of meeting the requirements. An incomplete Quality Management plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>70 points Describes a very good Quality Management plan that is tailored and should be well capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined, there are minor gaps.</p>	<p>Maximum of 100 points</p>

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
			<p>100 points Demonstrates an excellent and effective Quality Management plan, tailored and more than capable to meet the requirements. An excellent and effective plan is defined as a plan that very clearly addresses all of the elements outlined.</p>	
2.5 g	<p>Environmental Management Plan</p> <p>The response will be evaluated based on the degree to which the Environmental Management Plan clearly demonstrates that the Bidder's existing policies, guidelines, commitments and stewardship plan relating to the environment are similar to the DND: DAOD 4003-0, Environmental Protection and Stewardship.</p>	<p>The Bidder should submit an Environmental Management Plan. It is recommended that the plan be no longer than 10 pages.</p> <p>The Bidder should describe their existing policies, guidelines and commitments relating to environment and how they are similar to DAOD 4003-0, Environmental Protection and Stewardship, including its environmental stewardship plan with regards to this requirement:</p> <ul style="list-style-type: none"> a) The Bidder's guidelines or policies relating to environment; b) Environmental commitments of the Bidder; and c) Identification of key environmental issues across this requirement and strategies for managing them effectively. 	<p>0 points Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>40 points Describes an incomplete Environmental Management plan that may be capable of meeting the requirements. An incomplete Environmental Management plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>70 points Describes a very good Environmental Management plan that is tailored and should be well capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined, there are minor gaps.</p>	Maximum of 100 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
			<p>100 points Demonstrates an excellent and effective Environmental Management plan, tailored and more than capable to meet the requirements. An excellent and effective plan is defined as a plan that very clearly addresses all of the elements outlined.</p>	
2.5 h	<p>Fluctuations- Personnel/Maintenance Plan</p> <p>The response will be evaluated based on the degree to which the fluctuation plan clearly demonstrates that the Bidder is capable of meeting personnel and maintenance fluctuations above and below normal operational requirements.</p>	<p>The Bidder should submit a plan detailing how they will meet personnel and maintenance fluctuations above and below normal day to day business volume. It is recommended that the plan be no longer than 10 pages.</p> <p>Plan should include the following elements:</p> <p>a) Personnel:</p> <ul style="list-style-type: none"> • The Bidder’s capacity; • Ability; and • Method to effectively respond to personnel fluctuations above and below normal day to day business volume. <p>b) Maintenance:</p> <ul style="list-style-type: none"> • How the Bidder will augment resources beyond the regular maintenance functions to complete improvement(s) as required in the SOW. 	<p>0 points Information is insufficient to properly address. Insufficient is defined as: lacking a complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>40 points The plan is incomplete but may be capable of meeting the requirements. An incomplete plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps</p> <p>70 points Demonstrates a very good plan, tailored and is very capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined. Minor gaps.</p> <p>100 points. Demonstrates an excellent plan tailored and more than capable to meet the requirements. A more than</p>	Maximum of 100 points

No.	Part 2 Point Rated Criteria	Submission Requirement	Evaluation Schema	Available Points
			capable plan is defined as a plan that very clearly addresses all of the elements outlined.	

SOCIAL PROCUREMENT

No.	Part 2 Point Rated Criteria	Submission requirements	Evaluation Schema	Available Points
2.6 a	<p>Social Procurement Plan</p> <p>The response will be evaluated based on the degree to which the response demonstrates a clear understanding of social procurement/GBA+ in the workforce and a feasible approach to increasing of social procurement/GBA+ awareness.</p> <p>*GBA+ as defined by the Treasury Board Secretariat of Canada: https://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/tbs-pct/gba-oacs-eng.asp It is encouraged to also refer to the Status of Women</p>	<p>It is recommended that the Bidder submit answers in no more than 2 pages.</p> <p>The Bidder should submit a plan demonstrating their understanding of social procurement/GBA+ in their current workforce, and how they would increase social procurement/GBA+ awareness. The plan should address the questions below:</p> <ul style="list-style-type: none"> • What are the current socio-demographic characteristics of your workforce? Are there any segments of the population that are under-represented (e.g. women, Indigenous people, youth)? • What are the barriers to participation for under-represented groups (e.g. shift-work, remote location, employer stereotypes)? Can measures be developed to address any perceived or identified barriers? 	<p>0 points Information is insufficient to properly address the criteria. Insufficient is defined as lacking complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>25 points Describes good knowledge of social procurement/GBA+, and a good approach in developing GBA+. A good plan is defined as a plan that addresses most but not all of the questions, there are noticeable gaps</p> <p>35 points Describes a very good knowledge of social procurement/GBA+, and a very good approach in developing GBA+. A very good plan is defined as a plan that addresses all of the questions, there are minor gaps.</p> <p>50 points Demonstrates excellent and effective knowledge of social</p>	Maximum of 50 Points

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No.	Part 2 Point Rated Criteria	Submission requirements	Evaluation Schema	Available Points
	Canada website: http://www.swc-cfc.gc.ca/gba-acis/index-en.html .	<ul style="list-style-type: none">Is training available to those delivering services to ensure they are sensitive to the needs of all people?	procurement/GBA+, the plan is tailored and more than capable to meet the requirements. An excellent and effective plan is defined as a plan that very clearly addresses all of the questions.	

INNOVATION

No.	Criteria	Submission requirements	Evaluation Schema	Available Points
2.7a	<p>Innovation Plan Innovation to improve services, assets and value for money. DND will enable the Contractor to share in savings resulting from innovative proposals to be implemented. Where the Bidder's proposed innovation involves a financial investment, then the proportion of shared savings will be based on the amount of the financial investment by the respective parties. The Bidder's maximum financial investment, and thus share of potential savings, is limited to a maximum of 50 percent. Following implementation, savings may be shared between the parties where the total saving is proven to be above \$5,000 annually. Amount to be paid to the contractor will not exceed 50% of the savings.</p>	<p>The Bidder should submit an Innovation plan. It is recommended that the plan be no longer than 10 pages. The plan should address: Outline implementation plan, Capital investment proposal (If applicable), Near- and long-term O&M savings generated, and Payback period calculation.</p>	<p>0 points Information is insufficient to properly address. Insufficient is defined as: lacking a complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>25 points The plan is incomplete but may be capable of meeting the requirements. An incomplete plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps</p> <p>35 points Demonstrates a very good plan, tailored and is very capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined. Minor gaps.</p> <p>50 points. Demonstrates an excellent plan tailored and more than capable to meet the requirements. A more than capable plan is defined as a plan that very clearly addresses all of the elements outlined.</p>	<p>Maximum of 50 Points</p>

OPTIMIZED MAINTENANCE PROGRAM AND BUILDING OPTIMIZATION PLAN

No.	Criteria	Submission requirements	Evaluation Schema	Available
2.8 a	<p>Optimized Maintenance Program and Building Optimization Plan</p> <p>The response will be evaluated based on the degree to which the response demonstrates an efficient model that will effectively deliver all services described in the SOW.</p>	<p>In approximately three (3) pages, the Bidder should describe the following:</p> <ul style="list-style-type: none"> a) Provide with the method to incorporate Preventive and Corrective Maintenance into the Building Optimization Plan. b) Provide the process to record and measure (for instance the Facility and System Condition Indexing) real property improvements, innovations and lifecycle changes to the Building Condition Assessments. c) Provide a way to record, plan for and implement all RP projects that are noticed through walk arounds, calls and visual inspections (no 'walk by' policy) 	<p>0 points Information is insufficient to Properly address. Insufficient is defined as: lacking a complete or almost complete understanding of the requirement, there is a significant lack of information.</p> <p>80 points The plan is incomplete but may be capable of meeting the requirements. An incomplete plan is defined as a plan that addresses most but not all of the elements outlined, there are noticeable gaps.</p> <p>150 points Demonstrates a very good plan, tailored and is very capable to meet the requirements. A very good plan is defined as a plan that addresses all of the elements outlined. Minor gaps.</p> <p>200 points. Demonstrates an excellent plan tailored and more than capable to meet the requirements. A more than capable plan is defined as a plan that very clearly addresses all of the elements.</p>	Maximum of Points 200

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ANNEX "J"
FINANCIAL EVALUATION

Attached as a separate document.

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ANNEX "K"
LOAN AND LEASE AGREEMENTS

At present there are no agreements to be entered. However Canada reserves the right to include agreements at a later date.

ANNEX "L" **REQUIREMENT FOR INUIT BENEFITS**

The contract shall include the following:

1. Scope of Document

This document provides details on the Crown's requirements for Inuit Benefits. This document includes definitions on terminology used. Definitions that apply to the requirements of this Annex are provided in Appendix 1.

2. Inuit Benefits Plan

Within 60 days after date of Contract Award, the Contractor shall submit to the Crown for review and approval an Inuit Benefits Plan which is based upon the targets and information submitted as part of the proposal updated as detailed in paragraph 5.1 below. The Inuit Benefits Plan shall include the following.

2.1. Inuit Benefits Content

The Inuit Benefits Plan shall include a clear statement of the minimum amount of Inuit Benefits that the Bidder proposes to provide, expressed in dollars and as a percentage of the total contract value. The Inuit Business Plan must also include a clear statement of the minimum hours of direct employment of Inuit Resources as well as a clear statement of the minimum dollar value of business sourced to Inuit firms that the Contractor intends to use in carrying out the work. The minimum benefits must not be less than that detailed in the proposal.

2.2. Inuit Employment

The Inuit Benefits Plan shall include an Inuit Employment Plan that details how the Contractor or its subcontractor(s) intends to maximize the use of Inuit employment. The Inuit Employment Plan shall address how employment of Inuit people will be managed and shall provide:

- a) Details on the work to be carried out for each position proposed to be filled by an Inuit person;
- b) Strategies for recruitment of Inuit persons;
- c) Strategies for retention of Inuit persons;
- d) Succession planning; and
- e) Staff management.

2.3. Inuit Training and Skills Development Plan

The Inuit Benefits Plan shall include an Inuit Training and Skills Development Plan that details how the Contractor or its subcontractor(s) intends to maximize the training and skills development of Inuit persons. The Inuit Training and Skills Development Plan shall address the use of:

- a) Apprenticeship programs;
- b) Pre-professional programs;
- c) College programs;
- d) On the job training; and
- e) In-house training programs.

The Inuit Training and Skills Development Plan shall address how training of Inuit people will be managed. It shall also address the complexities introduced by the annual cycle of work at Alert, the cultural cycles of Inuit life, the capacity of Contractor's staff to supervise, monitor, support and coordinate trainees as well as the availability of training facilities in the North.

The Inuit Training and Skills Development Plan shall be in sufficient detail to allow the Crown to assess the value of the Skills Development proposed but also the probability of meeting the objectives contained therein.

2.4. Subcontracting to firms on the Inuit Firm Registry (IFR)

The Inuit Benefits Plan shall include a Subcontracting Plan that details how the Contractor intends to maximize the use of Inuit firms. The Subcontracting Plan shall:

- a) Identify the work intended to be carried out by Inuit firms, as well as the dollar value of the work;
- b) Detail how business with Inuit firms will be managed, from developing sources of supply to administration; and
- c) Detail any development of new sources of supply, or new capabilities.

For a comprehensive list of Inuit firms, together with information on the goods and services, which they would be in a position to furnish in relation to government contracts, please refer to <https://inuitfirm.tunngavik.com/>.

The plan should be in sufficient detail to allow the Crown to develop a clear assessment of the viability of the Inuit Business Plan.

2.5. Transactions

Each item of Inuit Benefits shall be detailed in Transaction form, detailing the Benefit, the amount of work involved in terms of dollars and labour, and a description of the lasting value to be achieved.

2.6. Allowable Expenses

The following defines what is allowable as an expense for Inuit Benefits:

- 2.6.1. Allowable costs associated with labour carried out by an Inuit person are direct salaries, benefits (including but not limited to health, pension, and vacation) and other associated costs, which are paid to Inuit persons or firms.
- 2.6.2. Allowable costs associated with work placed with Inuit Firms are those costs (including but not limited to direct costs, overhead, G&A and profit) that are not paid to people or firms that are not Inuit.

2.7. Amendment of Inuit Benefits Plan

At any time during the contract, the Contractor may propose amendments to the Contracting Authority to the Inuit Benefits Plan. Any such proposal must include a justification for the change and a detailed explanation that the change results in Inuit Benefits that are not reduced in quantity or quality. Canada shall provide comments or agreement within 10 working days. Canada is under no obligation to accept any such proposal regardless of its content or justification.

3. Other Requirements

3.1. Quality of the Benefits

While Inuit participation in the work is a mandatory requirement, it is desirable that this participation be of a lasting, sustainable and meaningful nature. These requirements may be met by the Contractor or by any of its subcontractors.

3.2. Assessment of Benefits

Canada will carry out an annual assessment of the benefits achieved compared against the Inuit Benefits Plan. Canada's review shall be completed within 1 month after receipt of the Annual Report of paragraph 5.2 below.

The assessment shall compare the benefits forecast in each transaction against actual results accomplished by the Contractor or its subcontractor(s). The assessment shall examine each transaction and report on whether or not the transaction was completed and whether or not the objectives of the transaction were accomplished. If any objectives were not met, the report shall, if possible, identify why not.

A draft final assessment shall be provided by Canada to the Contractor for comment within 5 days thereafter. Canada shall review these comments, finalize the Assessment and issue it within 5 days after receiving Contractor's comments.

4. Reporting Requirements

4.1. Yearly Plan Update

The Contractor shall provide Updates to the Inuit Benefits Plan, which add details on the specific transactions that the Contractor proposes to accomplish in the upcoming calendar contract year.

Each Update shall provide details on how each transaction will be carried out, the proposed objectives and schedule, required resources, any dependencies, and what benefits (employment, skills development, or other) will be provided.

The Update shall be submitted to the PWGSC Contract Authority for review and comment. PWGSC shall provide comments, or approval within 10 calendar days thereafter. The Contractor shall revise and resubmit the Update within 1 week of receipt of PWGC comments. The Updates must be submitted

- a) within 60 days after date of Contract Award
- b) not later than March 1 of each subsequent year

4.2. Annual Report

The Contractor shall provide annually a detailed report on the Inuit Benefits accomplished in the preceding year. This report shall be provided to the PWGSC Contracting Officer within 1 month after each anniversary of Contract Award.

It shall provide for each Transaction listed in the Inuit Benefits Plan what was actually accomplished, the dollar value of the Inuit Benefits achieved and an assessment of the quality of the benefit.

4.3. Interim Report

The Contractor shall provide an Interim Inuit Benefits Report within 6 months after each anniversary of Contract Award. The Interim Report shall provide the same detail as for the Annual Report, but shall also provide a projection on the total benefits anticipated by the end of the year.

4.4. Templates

Information regarding templates to be used for reporting purposes can be found at https://buyandsell.gc.ca/sites/buyandsell.gc.ca/files/guide_on_government_contracts_in_the_nunavut_settlement_area.pdf. While this guide identifies the content required there will be cooperative interactions with the appropriate authorities to determine formatting.

4.5. Submission of Documents

The documents detailed above shall be submitted in hard copies (an original plus 2 copies) as well as in electronic format to the PWGSC Contracting Authority.

Appendix 1 - Definitions

Inuit Person

An Inuit Person is defined for the purposes of this RFP as someone who has his or her name enrolled on the Inuit Enrolment List.

Inuit Firm

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership

For a comprehensive list of Inuit firms, together with information on the goods and services, which they would be in a position to furnish in relation to government contracts, please refer to www.inuitfirm.com

Coaching

On-the-job advice starting with feedback on observed performance. Coaching usually assumes that the coach has experience, high status or qualification, as well as monitoring responsibility assigned by the organization. Supervisors often coach.

Community Consultation

The senior Contractor representatives meet with most senior community leaders and officials to communicate, consult and receive assistance related to community partnerships. These meetings are customarily arranged with respect and deference and conducted in Inuktitut with local interpreters. Meetings customarily require significant advance notice, with clearly- stated objectives that assure respective local leaders are available and briefed in advance. Letters to community leadership may require translation into Inuktitut paid for by the company. Seasonally, the community leaders will be unavailable during certain key times of the local annual hunting calendar when virtually everyone is out of the community.

Counseling

Conversation that focuses on providing advice or a plan of action to deal with personal problems, medical conditions, or problematic challenges of some kind. It usually involves problem identification, problem solving or coping strategies. Professional on-the-job counseling is rare in Nunavut, but is sometimes conducted outside the work site through independent employee assistance or wellness agencies.

Intern

Casual, permanent, seasonal or full-time employee undertaking completion of a learning plan with specific knowledge, skills or attitudinal (KSA) requirements leading to permanent employment status, or employment advancement, upon successful plan completion.

Internship

Specified length of time where an employee is trained for a target position. Every internship must have a designated trainer to facilitate and supervise the transfer of knowledge, skills and abilities to the intern. This transfer can occur through a variety of learning activities, such as counseling and coaching, as listed above.

Job Shadowing

Brief (1-5 days max.) assignments that introduce potential staff to new work environments and related staff, functions and requirements, without the stress of related assignments or unrealistic expectations. This staff development mechanism can be available to all staff or Inuit staff to encourage them to consider alternate careers, advanced training, specialized training, and supervisory or management roles.

Mentorship

Self-development process, initiated and driven by the employee (Mentee), who identifies someone with greater experience (mentor), to conduct open-ended discussion about setting and revising goals, by sharing experiences, knowledge, perceptions, and resources.

Mentor

Someone regarded as having valuable experience, knowledge, perceptions and/or resources and is requested to support a mentee through setting, revising and achieving goals.

Mentee

Person who seeks the support of a mentor, formally or informally, for personal or professional growth.

Mandated Mentorship

Feature of training and development organized by the employer for the benefit of participating employees. Such mentors are typically given "time off" by their supervisors to meet with a mentee.

On-the-job Training

Formalized instruction, or instruction in formal systems, conducted on or near the workplace, during normal work hours. It is most often required or desired by the employer. It is usually done to bring less-qualified staff up to satisfactory performance, introduce new systems or technologies, or prepare staff for advancement. Supervisors, experienced staff or professional specialized trainers may be utilized.

Orientation

Process by which a new member of the organization is familiarized with his or her work environment, duties and work values. Orientation can be thought of as a short-term or extended effort to make the new staff comfortable and effective, as quickly as possible. It is usually assigned to a more experienced co-worker or a designated employee responsible to conduct orientations. Orientation may include "induction" which is a sequence of accountable (by personnel staff) and systematic introductions to all essential worksite knowledge, skills and attitudes required of the employee.

Professional and Para-Professional Education

Includes participation in a formal course of study that has been approved by the employer or another body recognized as an accrediting agency in a specific occupational field. It most often includes instruction away from the workplace in a classroom or laboratory. The instructor is customarily from outside the organization.

Training

To form a skill by instruction, discipline or drill. The focus is most often a product, process, craft, trade or art. In today's workplace, it is expanded to include information, attitudes and values. The instructor is selected for his or her skill and experience, as well as effectiveness and efficiency in training others.

Sustainability (Inuit Benefits Plan)

Demonstrates how long-term benefits may be generated for Inuit firms, Inuit self-employment and/or for individual Inuit employees through workforce development including, but not limited to skills training on-the-job, apprenticeship or any of the above human resource mechanisms.

Total Contract Cost

For the purposes of evaluating Inuit Benefits Plan, or performance against it, the Total Contract Cost shall be defined as the sum of the cost of all firm price line items and all estimated price line items that are subject only to economic price adjustment only in the contract.

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ANNEX "M" PROGRESS CLAIM FORM

Clear Data - Effacer les données



Public Works and Government
 Services Canada

Travaux publics et Services
 gouvernementaux Canada

Claim for Progress Payment Demande de paiement progressif

*If necessary, use form PWGSC-TPSGC 1112 to record detail costs
 Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés*

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date YYYY-MM-DD / AAAA-MM-JJ	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-approvisionnement (NEA) de l'entrepreneur		Financial Code(s) - Code(s) financier(s)	

Contractor's Report of Work Progress (if needed, use additional sheets)
 Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date (A + B)
	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) Description : (Les dépenses doivent être réclâmées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).	<input type="checkbox"/> 3 decimal		<input type="checkbox"/> 3 decimal		
		%		%	
		%		%	
		%		%	
		%		%	
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		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur	Subtotal Sous-total				
Contractor's GST No. No. de TVQ de l'entrepreneur	Applicable taxes Taxes applicables				
Total					
Less holdbacks on expenditures only (Applicable taxes excluded) Moins les retenues sur les dépenses uniquement (Taxes applicables en sus)					
Total Amount of Claim (including applicable taxes) Montant total de la demande (incluant les taxes applicables)					
Percentage of the work completed Pourcentage des travaux achevés	%	Demande courante ▶			Amount due Montant dû



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Claim No.
N° de la demande

Contract Serial No.
N° de série du contrat

CERTIFICATE OF CONTRACTOR

I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

ATTESTATION DE L'ENTREPRENEUR

J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Contractor's Signature - Signature de l'entrepreneur

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

This claim, or a portion of this claim, is for an advance payment.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Contractor's Signature - Signature de l'entrepreneur

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

Project Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.

ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

Autorité du projet : J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

Responsable de l'inspection (tous les autres contrats) : J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Signature of Project Authority / Signature de l'autorité du projet

Date (YYYY-MM-DD / AAAA-MM-JJ)

Client's - (must sign the interim claim): I certify that the claim is in accordance with the contract.

Signataire autorisé du client - (doit signer la demande provisoire) : J'atteste que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Client's Authorized Signing Officer - (must sign the final claim): I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Signataire autorisé du client - (doit signer la demande finale) : J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)