



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Victory Building
3rd Floor/3e étage
310-269 Main St./310-269 rue Main
Winnipeg
Manitoba
R3C 1B3
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Hovercrafts	
Solicitation No. - N° de l'invitation 3Y004-200063/B	Date 2020-07-23
Client Reference No. - N° de référence du client 3Y004-200063	
GETS Reference No. - N° de référence de SEAG PW-\$NCS-015-11868	
File No. - N° de dossier NCS-9-42181 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-03	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Simard, Colin	Buyer Id - Id de l'acheteur ncs015
Telephone No. - N° de téléphone (204) 583-7859 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: POLAR KNOWLEDGE CANADA POLAR CONTINENTAL SHELF PROGRAM 2464 SHEFFIELD K1B4E5	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Northern Contaminated Site Program
Canada Place/Place du Canada
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Del. Offered Liv. offerte	Delivery Req. Livraison Req.	See Herein
1	Hovercrafts	3Y004	3Y004	1	Each	XXXXXXXXXXXX					

Solicitation No. - N° de l'invitation
3Y004-200063/B
Client Ref. No. - N° de réf. du client
3Y004-200063

Amd. No. - N° de la modif.
File No. - N° du dossier
3Y004-200063

Buyer ID - Id de l'acheteur
ncs015
CCC No./N° CCC - FMS No./N° VME

IMPORTANT NOTICE TO BIDDERS

This bid solicitation cancels and supersedes previous bid solicitation number 3Y004-200063/A dated 2020-02-03 with a closing of 2020-03-11 at 2:00pm CST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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)

Due to the impacts of the COVID-19 pandemic and to encourage physical distancing, the bid receiving unit will remain open but with limited staff and limited hours: Monday to Friday, 9 am to 11 am (local time).

Due to limited staff available, bidders are strongly encouraged to transmit their bids electronically using the ePost Connect service instead of any of the other methods of bid delivery that are available should the solicitation allow.

Please monitor Buyandsell.gc.ca closely as changes to bid closing dates may be necessary.

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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 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, and any other annexes.

1.2 Summary

- 1.2.1** POLAR Knowledge Canada has a requirement for the supply and delivery of two (2) hovercrafts for field research, during the shoulder season. These hovercrafts would allow researchers to work in areas that are otherwise unreachable due to unsafe lake, river or ice conditions.
- 1.2.2** This procurement is subject to the following Comprehensive Land Claims Agreement(s):
 - Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.
- 1.2.3** 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 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.

1.4 Accessibility

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the Treasury Board [Contracting Policy](#).

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: 90 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:

Room 310, 269 Main Street
Winnipeg, Manitoba R3C 1B3
ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Bids/Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: 204-983-0338

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten 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.

2.4 Applicable Laws

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

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.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 The Nunavut Agreement

This solicitation 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).

Bidders are requested to maximize Inuit employment, Inuit training and skills development, and Inuit ownership in carrying out the work under this project.

See Annex "C" Inuit Benefits Plan for further details.

2.6.1 No Impediments to Trade Agreements

Canada's free trade agreements pose no impediment to the inclusion of measures including set asides, for the benefit of Indigenous Peoples and businesses in a procurement. This applies to procurement obligations pursuant to Modern Treaties (Comprehensive Land Claims Agreements).

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a) If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid
Section I-I: Inuit Benefit Criteria
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

- b) If the Bidder chooses 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 (1 hard copy)
Section I-I: Inuit Benefits Bid (1 Hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)
Section IV: Additional Information (1 hard copy)

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

- c) If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
- d) In accordance with the Treasury Board Contracting Policy and the Accessible Canada Act, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:
- (i) demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
 - (ii) describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

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:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) 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:

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

Section I: Technical 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 in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

Section I-I: Inuit Benefits Bid

Refer to Annex "C" Inuit Benefits Criteria

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Section III: Certifications

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

3.1.1 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.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

SACC *Manual* clause [C3011T](#) (2013-11-06) Exchange Rate Fluctuation

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in **APPENDIX 1**.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection

4.2.1 Basis of Selection- Highest Combined Rating of Technical IBP 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 "0" points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 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 technical merit and price. The ratio will be 35% for the technical merit and 65% for the price.
4. To establish the technical merit score, the overall technical IBP 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 35 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 65 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

65% Price and 35% IBP

Bidder	Total Bid Price	\$ Price Calc \$50,000/bidder	Price Score	Price Score out of 65%	IBP Score	IBP Score out of 35%	TOTAL SCORE
a	\$50,000.00	\$50,000/\$50,000	100.0	65.0	0.0	0.0	65.0
b	\$55,000.00	\$50,000/\$55,000	90.9	59.09	100.0	35.0	94.09
c	\$54,000.00	\$50,000/\$54,000	92.6	60.19	100.0	35.0	95.19

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.

5.2 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Requirement

The Contractor must provide items in accordance with the Requirement at Annex "A"

6.1.1 Optional Goods and/or Services

The Contracting Authority may exercise the option any time before March 31, 2021 by sending a written notice to the Contractor.

6.2 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.

6.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 2022-06-30 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before 2021-03-31.

6.5 The Nunavut Agreement

This contract 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).

6.5.1 Reporting

- a. The Contractor will be monitored by Canada to ensure the proposed Inuit benefits and/or Nunavut benefits are being met, and in accordance with the contractual requirements.
- b. If it is determined that the contractual requirements are not being met by the Contractor, the Contracting Authority will inform the Contractor in writing. Immediate action must be taken by the Contractor to resolve the situation as promptly as possible and with the agreement of the CA.
- c. The Contractor must provide periodic reports in electronic format, to both the Contracting Authority and Technical Authority, detailing their progress on meeting their contractual obligations regarding Inuit benefits and/or Nunavut benefits.

This will include at a minimum a list of the achieved versus committed number of days in the Contractor's proposal of Inuit employment, Inuit subcontracting dollar values, Inuit training hours, as well as any other committed Inuit benefits and/or Nunavut benefits.

- d. The Contractor must provide this information to the Contracting Authority on an Annual basis.

- e. The Contractor must advise the Contracting Authority of any deviations from the Contract, for which a detailed explanation as to whether and how the deviations will reduce the Inuit benefits and/or Nunavut benefits in quantity or quality and how the Contractor expects to resolve the deviations.

Canada will provide comments within 10 working days of submission of the deviation proposal. Canada is under no obligation to accept any such proposal regardless of its content or justification. Any reduction in Inuit benefits may be considered by Canada as any other failure to meet a contractual obligation.

6.5.2 Third Party Independent Professional

- a. When requested by Canada and at Canada's expense, an independent professional must be engaged by the Contractor will monitor and confirm that the Contractor has met their obligations regarding any portion of the Inuit benefits and/or Nunavut benefits to be performed under the Contract.
- b. The Independent Professional must have a recognized accreditation in accounting in Canada, and must be approved by the Contracting authority prior to hiring.

6.6 Delivery Points

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

6.7 Authorities

6.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Colin Simard
A/Procurement Officer
Public Services and Procurement Canada
Procurement Branch – Environmental Services Acquisitions Team
Western Region
269 Main Street
Winnipeg, Manitoba R3C 1B3

Telephone: 204-583-7859

E-mail address: Colin.simard@tpsgc-pwgsc.gc.ca

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

6.7.2 Project Authority

The Project Authority for the Contract is: **TBD**

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.

6.7.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

6.8 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex A. Customs duties are included 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.8.2 Holdback

- a. The contract is subject to holdback.
- b. Holdback will be invoked at the discretion of the Contracting Authority upon confirmation that the Inuit benefits and / or Nunavut benefits required as part of the contract are not being met.
- c. Confirmation that Inuit benefits and / or Nunavut benefits required as part of the contract are not being met will be determined but not limited to the following:
 - i. Request for proof of benefits ie: time sheets, enrollment forms
 - ii. on-site audit
- d. If the contractor does not meet the certified percentage of employment of Inuit labour worked on the Contract and fails to fulfill their employment of Inuit labour guarantees, an amount of up to 1.5% may be deducted from the Inuit benefits and / or Nunavut benefits portion of the contract.
- e. If the contractor does not meet the certified percentage of Inuit ownership (of prime or sub-contractor/suppliers), and fails to fulfill their Inuit ownership (of prime or sub-contractor/suppliers) guarantees, an amount of up to 1.5% may be deducted from the total contract value.
- f. If the contractor does not meet the certified hours of Inuit training and skills development, and fails to fulfill their Inuit training and skills development guarantees, an amount of up to 1.5% may be deducted from the Inuit benefits and / or Nunavut benefits portion of the contract.
- g. If the contractor does not meet the commitment for a location in the Nunavut Settlement Area (NSA) (head offices, administrative offices or other facilities) and fails to fulfill their commitment to provide a location in the NSA for the duration of the contract, an amount of up to 1.5% may be deducted from the Inuit benefits and / or Nunavut benefits portion of the contract.

-
- h. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the contract.
- i. Canada reserves the right, at their sole discretion, to reduce or eliminate holdback deductions if it can be clearly demonstrated that significant efforts were made to meet the Inuit Benefits Plan guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: In the contract the term *holdback* means a percentage or dollar value that is held back by Canada in the event that the contractual requirement for Inuit benefits and / or Nunavut benefits are not met.

6.8.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.8.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

6.8.4 SACC Manual Clauses

SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

6.8.5 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)

6.8.6 Travel and Living Expenses - National Joint Council Travel Directive

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 Technical Authority.

All payments are subject to government audit.

Estimated Cost: \$ _____(TBD)

6.8.7 Travel and Living Expenses - No allowance for profit and overhead

SACC Manual clause **C4001C** (2014-06-26) Travel and Living Expenses - No allowance for profit and overhead

6.9 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. One (1) copy must be forwarded to Finance@polar.gc.ca

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2010A** (2018-06-21), General Conditions - Higher Complexity – Goods;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Inuit Benefits Plan;
- (f) the Contractor's bid dated _____ (*TBD*)

6.13 Insurance

SACC Manual clause **G1005C** (2016-01-28) Insurance - No Specific Requirement

6.14 SACC Manual Clauses

B7500C (2006-06-16) Excess Goods

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D0018C (2007-11-30) Delivery and Unloading
A9049C (2011-05-16) Vehicle Safety

6.15 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.

ANNEX "A"

REQUIREMENT

1.0 SCOPE

POLAR Knowledge Canada has a requirement for the purchase of two (2) hovercrafts, for field research during the shoulder season to be delivered to the Polar Continental Shelf Program, 2464 Sheffield Ottawa, Ontario before March 31, 2021 with the option to purchase one (1) additional hovercraft, accessories and on-site training before March 31, 2022. These hovercrafts would allow researchers to work in areas that are otherwise unreachable due to unsafe lake, river or ice conditions.

2.0 MANDATORY PERFORMANCE SPECIFICATIONS

To address POLAR operational needs, each hovercraft must meet the following specifications:

Hovercrafts including all components of the requirement must be able to perform in Arctic Conditions and in weather from -30C to +30C

Each Hovercraft must meet the following criteria:

- Be new (or most current model of manufacture production)
- Maximum length 25 ft
- Maximum Width: 12 ft
- Minimum weight Capacity: 800lbs
- Minimum capacity 6 persons

Each Hovercraft must have:

- Cabin must be Solid Material
- An Inflatable Hull
- A 4-Stroke engine
- A Variable Pitch propeller
- Floor boards with non-slip surface
- Salt water resistant hardware
- Adjustable and flexible seating
- A Propeller pitch indicator
- A Tachometer
- A Hour meter
- A Voltmeter
- A Main battery power switch
- A Switch panel for bilge pump

Each hovercraft must include:

- Trailer for hovercraft transportation – Maximum width 12ft
- Exterior heavy duty storage tarp

3.0 Mandatory Delivery Date

Goods must be delivered to the delivery location before March 31, 2021.

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4.0 Accessibility

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the *Accessible Canada Act (ACA)*, its associated regulations and standards, and Treasury Board *Contracting Policy*. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.

5.0 Delivery Location

These hovercrafts must be delivered to Polar Continental Shelf Program (PCSP) in Ottawa so that they can ship to the Canadian High Arctic Research Station on the next sealift.

Polar Continental Shelf Program
2464 Sheffield
Ottawa, Ontario
K1B 4E5

APPENDIX 1: MANDATORY TECHNICAL CRITERIA

ITEM	DESCRIPTION	Bidder's cross reference and/or response
A	<p>To be considered responsive, a bid must demonstrate compliance with all of the mandatory criteria. Bidders must demonstrate their ability to meet those requirements.</p> <p>It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.</p> <p>If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.</p> <p>Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.</p> <p>Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.</p>	
Requirement Specifications		
Equipment must be:		
1	New (or most current model of manufacture production)	
2	Maximum length 25 ft	
3	Maximum Width: 12 ft	
4	Minimum weight Capacity: 800lbs	
5	Minimum Capacity: 6 Persons	
Each Hovercraft must have:		
6	Solid Material Cabin	
7	An Inflatable Hull	
8	A 4-Stroke engine	
9	A Variable Pitch propeller	

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10	Floor boards with non-slip surface	
11	Salt water resistant hardware	
12	Adjustable and flexible seating	
13	A Propeller pitch indicator	
14	A Tachometer	
15	An hour meter	
16	A Voltmeter	
17	A Main battery power switch	
18	A Switch panel for bilge pump	
19	Trailer for hovercraft transportation – Maximum width 12ft	

ANNEX "B"

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the goods in accordance with the Requirement, Annex "A" attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Table 1: Goods to be delivered before 2021-03-31 (Firm prices, CAD, FOB Destination)					
Item	Description	Unit of issue	Qty	Firm Unit Price (CAD)	Extended total (CAD)
1	Hovercrafts as per Annex A	ea	2	\$	\$
2	Trailer for hovercraft transportation	ea	2	\$	\$
3	Exterior heavy duty storage tarp	ea	2	\$	\$
4	Delivery to destination: Polar Continental Shelf Program 2464 Sheffield Ottawa, Ontario K1B 4E5	Lot	1	\$	\$
Subtotal (i)					\$

Table 2: Optional Goods to be delivered before 2022-03-31
 (Firm prices, CAD, FOB Destination)

Item	Description	Unit of issue	Qty	Firm Unit Price (CAD)	Extended total (CAD)
1	Hovercrafts as per Annex A	ea	1	\$	\$
2	Trailer for hovercraft transportation	ea	1	\$	\$
3	Exterior heavy duty storage tarp	ea	1	\$	\$
4	Training for the operation of the vehicles Est. 4 trainees Location: Polar Knowledge Canada 1 Uvajuq Road, PO Box 2150 Cambridge Bay, NU X0B 0C0	hr	16	\$	\$
5	Maintenance training Est. 2 trainees Location: Polar Knowledge Canada 1 Uvajuq Road, PO Box 2150 Cambridge Bay, NU X0B 0C0	hr	16	\$	\$
6	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 Technical Authority. All payments are subject to government audit.	Estimated Lot	1	\$	\$
7	Delivery to destination: Polar Continental Shelf Program 2464 Sheffield Ottawa, Ontario K1B 4E5	Lot	1	\$	\$

Subtotal (ii)	\$
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Total evaluated price = Subtotal (i) + Subtotal (ii)

ANNEX "C"

INUIT BENEFITS PLAN (IBP)

Evaluation and Assessment of IBP Guarantee

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. **BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.** Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

SUPPORTING DOCUMENTATION

Bidders should provide a written plan of engagements, measures and proposed procedures to be taken to deliver on the Inuit labour, training, and subcontracting/supplier commitments.

The following are examples of what a bidder may provide to demonstrate their commitments. Note this is not an exhaustive list and bidders are responsible for providing sufficient proof to support the plan outlined and commitments made.

The employment of Inuit Labour

- list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by on-site Inuit.
- details on the work to be carried out for each position proposed to be filled by Inuit;
- strategies for recruitment of Inuit;
- strategies for retention of Inuit for long-term, multi-year projects;
- strategies for succession planning; and
- strategies for staff management.

Inuit Training and Skills Development

- details on the type of training being offered and how it is relevant to the procurement;
- the skills the training will develop;
- the duration of training; and
- the number of Inuit to be trained.

Inuit ownership (of prime or sub-contractor/suppliers)

- list of specific Inuit businesses that will be subcontractors/suppliers;

- the type of work to be carried out by Inuit businesses; and
- the total contract value of the work (in dollars or percentage) to be performed by Inuit businesses.

PART A - INUIT BENEFIT PLAN CRITERIA

ITEM	CATEGORY	Available Points
1.0	<u>Inuit Benefits Criteria (IBC)</u>	
1.1	<p>The employment of Inuit Labour: The employment of Inuit in carrying out the work of the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Inuit registered on the Nunavut Inuit Enrollment List in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative, if applicable.</p> <p>0-100% of total labour hours = 0-30 points. Points will be assigned based on a percentage of the total Points available:</p> <p>___ % x total points available</p> <p>Example: Bidder guarantees 65% of labor hours will be Inuit = 65% of total points (30)</p> <p>65 % x 30 = 19.5 points</p> <p>NOTE: Bidder must demonstrate how they will meet their Labor %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p> <p>*This criterion is worth 10% of the bid evaluation points available.</p>	/30

<p>1.2</p>	<p>Inuit Training and Skills Development: Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit registered on the Nunavut Inuit Enrollment List at no additional cost under this Contract. "Training and Apprenticeship" is considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p> <table border="1" data-bbox="261 556 1378 814"> <thead> <tr> <th></th> <th>Bidder 1</th> <th>Bidder 2</th> <th>Bidder 3</th> </tr> </thead> <tbody> <tr> <td>Total number of Inuit training hours proposed</td> <td>20 hours</td> <td>35 hours</td> <td>60 hours</td> </tr> <tr> <td>Calculation of points</td> <td>20/60 = 33% of total points available</td> <td>35/60 = 58% of total points available</td> <td>60/60 = 100 % of total points available</td> </tr> </tbody> </table> <p>*This criterion is worth 10% of the bid evaluation points available.</p>		Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available	<p>/30</p>
	Bidder 1	Bidder 2	Bidder 3											
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours											
Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available											
<p>1.3</p>	<p>Inuit ownership (of prime or sub-contractor/suppliers): The use of prime or sub-contractors/suppliers that are on the Inuit Firm Registry (IFR) in carrying out the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Sub-Contractors on the IFR for services or the procurement of supplies and equipment.</p> <p>Subcontractors submitted as a firm on the IFR must be in good standing on the IFR for the duration of the work subcontracted for in its entirety.</p> <p>Subcontractor/supplier must be the company to <u>perform the work/provide the goods</u>.</p> <p>If the Bidder is a firm on the IFR, use the calculation in 1.3a. If the Bidder is a firm that is not on the IFR, use the calculation in 1.3b.</p> <p>NOTE: Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed to be on the IFR. Verification of Inuit businesses will be made through:</p> <ul style="list-style-type: none"> The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/ <p>*This criterion is worth 10% of the bid evaluation points available.</p>	<p>/30</p>												

<p>1.3a</p>	<p>INUIT BIDDER</p> <p><u>USE THIS CALCULATION IF THE BIDDER (PRIME) IS A FIRM ON THE IFR.</u></p> <p>Bidders should provide their commitment to hire Subcontractors on the IFR in accordance with the following:</p> <p>Estimated value of Contract: \$ _____ (a) Value of subcontractors not on the IFR: \$ _____ (b)</p> <p>Points will be assigned based on a percentage of the total points available: (b) / (a) x 100 = (c) 100 - (c) = % x available points = assigned points</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Example:</u> <i>Estimated value of Contract: \$100,000 (a)</i> <i>Value of subcontractors not on the IFR: \$ 45,000 (b)</i></p> <p>$\\$45,000 / \\$100,000 \times 100 = 45$ $100 - 45 = 55\% \times 30 = 16.5 \text{ assigned points}$</p> </div>	
<p>1.3b</p>	<p>BIDDER NOT ON THE IFR</p> <p><u>USE THIS CALCULATION IF THE BIDDER IS NOT ON THE IFR.</u></p> <p>Bidders should provide their commitment of Inuit Subcontractors/Suppliers in accordance with the following:</p> <p>Estimated value of Contract: \$ _____ (a) Value of subcontractors on the IFR: \$ _____ (b)</p> <p>Points will be assigned based on a percentage of the total points available: (b) / (a) = (c) (c) x available points = assigned points</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Example:</u> <i>Estimated value of Contract: \$100,000 (a)</i> <i>Value of Inuit sub-contracting: \$ 45,000 (b)</i></p> <p>$\\$45,000 / \\$100,000 = .45$ $.45 \times 30 = 13.5 \text{ assigned points}$</p> </div>	
<p>2.0</p>	<p><u>Nunavut Benefits Criteria (IBC)</u></p>	

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2.1	<p>Location of business in the NSA: Bidders are requested to demonstrate the existence of the bidders and / or subcontractors head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.</p> <p>Points will be assigned as follows:</p> <ol style="list-style-type: none">1. Head Offices (3 pts)2. Staffed Administrative Offices (4 pts)3. Other Staffed Facilities (3 pts) <p>*This criterion is worth 5% of the bid evaluation points available.</p>	/10
3.0	TOTAL POINTS AVAILABLE	/100

***Canada reserves the right to confirm validity of all declarations / guarantees provided in the IBP and that untrue statements may result in the tender being declared non-responsive.**

PART B - BIDDER GUARANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by bidders to submit their proposals and to supplement their supporting documentation.
2. Information provided may be subject to verification.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results.

Inuit Benefits Criteria (IBC)

TABLE 1 – Guarantee Employment of Inuit Labour

Total No. Of onsite Inuit Employee Hours for This Contract = _____ %
Total Employee Hours for This Contract

Name & Position Title (Provide name(s) and beneficiary number per the Nunavut Inuit Enrollment List where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Bidders to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		

TABLE 2 – Inuit Training and Skills Development

Position Title and # of people in that position (Provide name(s) where possible)	Type of Training	Number of Inuit trained	Inuit Training Hours
Bidders MUST include type of training and hours of training.			

TABLE 3 – Inuit ownership (of prime or sub-contractor/suppliers):

Total Estimated Cost for Subcontracting/Suppliers on the IFR for This Contract = _____ %
Total Bid Price

Name & Position Title (Provide name(s) where possible)	Inuit Company	Non-Inuit Company
Bidder to include the value of work to be Sub-Contracted. NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations. Verification of IFR status will be made in accordance with 1.3 Inuit ownership (of prime or sub-contractor/suppliers) .		

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Nunavut Benefits Criteria (NBC)

TABLE 4 – Location of business in the Nunavut Settlement Area

Provide Current Business address
Contractor MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Nunavut Settlement Area.

Bidder Certification

The Bidder must submit the following certification if a guarantee of IBP is being provided, either at time of bid submission, or prior to contract award.

<p>INUIT BENEFITS PLAN CERTIFICATION:</p> <p>_____ PRINT NAME SIGNATURE DATE</p> <p>The bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.</p>

PART C - CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

1. For the successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following tables must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on an **annual basis**.
2. This will include at a minimum a list of the achieved versus committed for the following:
 - I. **Inuit employment:**
 - a. Name of Inuit employee
 - b. Inuit employee beneficiary number
 - c. Employment type
 - d. Hours of work
 - e. Dollar value paid
 - II. **Inuit training and skills development**
 - a. Name of Inuit employee
 - b. Inuit employee beneficiary number
 - c. Employment type
 - d. Hours of work
 - e. Dollar value paid
 - III. **Inuit subcontracting**
 - a. Name of Inuit firm on IFR
 - b. Inuit firm ID on IFR
 - c. Dollar value
 - d. Inuit employee beneficiary number
 - e. Employment type
 - f. Hours of work
 - IV. **Nunavut Benefits Criteria**
 - a. Vendor or subcontractor name
 - b. Vendor address in the NSA
 - c. Nature of presence in the NSA
3. The Contractor must indicate if any objectives were not met, identify why they were not, explain how the situation will be remedied and within what timeframe.
4. Information provided may be subject to verification.
5. When requested by Canada, an independent professional engaged by the Contractor will monitor and confirm that the Contractor has met their objectives. Refer to Article 6.5.2 Third Party Independent Professional of the Contract Clauses.
6. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits Plan and periodically receive performance monitoring results.

Return Reports to:

Contracting Authority Name: Colin Simard, A/Procurement Officer
Email: Colin.simard@pwgsc-tpsgc.gc.ca

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Inuit Benefits Criteria (IBC)

TABLE 1 – Guarantee Employment of Inuit Labour

Total No. Of onsite Inuit Employee Hours for This Contract = _____ %
Total Employee Hours for This Contract

Name & Position Title (Provide name(s) and beneficiary number per the Nunavut Inuit Enrollment List where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Contractor to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		

TABLE 2 – Inuit Training and Skills Development

Position Title and # of people in that position (Provide name(s) where possible)	Type of Training	Number of Inuit trained	Inuit Training Hours
Contractor MUST include type of training and hours of training.			

TABLE 3 – Inuit ownership (of prime or sub-contractor/suppliers):

Total Estimated Cost for Subcontracting/Suppliers on the IFR for This Contract = _____ %
Total Bid Price

Name & Position Title (Provide name(s) where possible)	Inuit Company	Non-Inuit Company
Contractor to include the value of work to be Sub-Contracted. NOTE: only subcontractors and suppliers that can be confirmed on the IFR will be included in the calculations. Verification of IFR status will be made in accordance with 1.3 Inuit ownership (of prime or sub-contractor/suppliers) .		

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Nunavut Benefits Criteria (IBC)

TABLE 4 – Location of business in the Nunavut Settlement Area

Provide Current Business address
Contractor MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Nunavut Settlement Area.

Contractor Certification

INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:		
_____	_____	_____
PRINT NAME	SIGNATURE	DATE
The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.		

PART D - INUIT BENEFITS PLAN HOLDBACK CONDITIONS

1. For this contract the term *holdback* means a percentage or dollar value that is held back by Canada in the event that the contractual requirement for Inuit benefits and / or Nunavut benefits are not met.
2. Under the provisions of the proposed contract, where the contractor meets the guarantees specified and certified in their bid, the contractor will be paid the full amount.
3. The holdback will be invoked at the discretion of the Contracting Authority upon confirmation that the Inuit benefits and / or Nunavut benefits required as part of the contract are not being met.
3. If the contractor does not meet the certified percentage of employment of Inuit labour worked on the Contract and fails to fulfill their employment of Inuit labour guarantees, an amount of up to 1.5% may be deducted from the holdback amount. (Table 1A)
4. If the contractor does not meet the certified percentage of Inuit ownership (of prime or sub-contractor/suppliers), and fails to fulfill their Inuit ownership (of prime or sub-contractor/suppliers) guarantees, an amount of up to 1.5% may be deducted from the holdback amount. (Table 1B)
5. If the contractor does not meet the certified hours of Inuit training and skills development, and fails to fulfill their Inuit training and skills development guarantees, an amount of up to 1.5% may be deducted from the holdback amount. (Table 1C)
6. If the contractor does not meet the commitment for a location in the Nunavut Settlement Area (NSA) (head offices, administrative offices or other facilities) and fails to fulfill their commitment to provide a location in the NSA, an amount of up to 1.5% may be deducted from the holdback amount. (Table 1D)
6. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
7. Canada reserves the right, at their sole discretion, to reduce or eliminate holdback deductions if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

TABLE 1A - ASSESSMENT OF EMPLOYMENT OF INUIT LABOUR HOLDBACK CONDITIONS			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Employment of Inuit Labour content based on the following formula, where:</p> <p>Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% * 60$</p> <p>Notes: percentage of 50% or less receives zero points</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite Inuit employment guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED HOLDBACK PENALTY: $(100 - \text{total assessed score})\% \times (1.5\% \times \text{holdback total}) = \text{Holdback Penalty}$</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		

6	SIGNATURE OF EVALUATION PANEL:
	Departmental Representative (if applicable): _____
	Project Authority: _____
	Contracting Officer (PWGSC): _____

TABLE 1B - ASSESSMENT OF INUIT OWNERSHIP (OF PRIME OR SUB-CONTRACTOR/SUPPLIERS) HOLDBACK CONDITIONS			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit ownership (of prime or sub-contractor/suppliers) content based on the following formula, where:</p> <p>Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} = \frac{\text{_____ \%}}{\text{_____ \%}} * 60$</p> <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit ownership (of prime or sub-contractor/suppliers).</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED HOLDBACK PENALTY: (100 - total assessed score)% x (1.5% x holdback total) = Holdback Penalty</p>	\$	

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5	COMMENTS/JUSTIFICATIONS:
6	SIGNATURE OF EVALUATION PANEL: Departmental Representative (if applicable): _____ Project Authority: _____ Contracting Officer (PWGSC): _____

TABLE 1C - ASSESSMENT OF INUIT TRAINING AND SKILLS DEVELOPMENT HOLDBACK CONDITIONS			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit training and skills development hours based on the following formula, where:</p> <p>Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} = \frac{\text{_____ hrs}}{\text{_____ hrs}} * 60$</p> <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	

2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit training and skills development guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED HOLDBACK PENALTY: (100 - total assessed score)% x (1.5% x holdback total) = Holdback Penalty</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative (if applicable): _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

TABLE 1D - ASSESSMENT OF LOCATION IN THE NUNAVUT SETTLEMENT AREA (NSA) HOLDBACK CONDITIONS			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit training and skills development hours based on the following formula, where:</p> $\text{Guarantee percentage} = \frac{\text{Achieved}}{\text{Proposed}} = \frac{\text{_____ hrs}}{\text{_____ hrs}} * 60$ <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit training and skills development guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	TOTAL CALCULATED HOLDBACK PENALTY: (100 - total assessed score)% x (1.5% x holdback total) = Holdback Penalty	\$	
5	COMMENTS/JUSTIFICATIONS:		

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6	SIGNATURE OF EVALUATION PANEL: Departmental Representative (if applicable): _____ Project Authority: _____ Contracting Officer (PWGSC): _____
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ANNEX "D"

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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);