

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2 Summary

This is a Supply Arrangement (SA) for relocation contractor services. These arrangements will be valid from April 1, 2019 to March 30, 2022, with the possibility of a two-year extension. The maximum amount that may be paid by Her Majesty following the issuance of the supply arrangements is estimated at \$2,000,000.00.

In issuing this SA, Canada has established a list of qualified contractors for dismantling reinstalling, relocation (handling, transportation), green disposal of furniture, acoustic components and various furniture system components.

An SA is not a contract and neither party is legally bound by its signature alone. The purpose of this SA is to establish a framework for the subsequent prompt issuance of legally binding contracts.

1.2.1 Features of the Supply Arrangement

The Contractor must provide packing materials such as labels, boxes, tape, dispensers, computer equipment bags and other materials necessary for moving.

The Contractor must have at its disposal the equipment and tools described below:

- Transport trucks;
- Dollies;
- Carts;
- Padded blankets;
- Tether straps;
- Tools for dismantling and assembling pieces of furniture, such as various screwdrivers, hammers, drills, wrenches;
- Tools and/or equipment normally required by the profession for this type of activity but not listed above.

This list should not be considered as exhaustive, but rather as a list of the minimum equipment required. A relocation estimate specifying the nature of the services required may provide more details as to the materials and equipment required for a specific need.

The Contractor must fully respect the work schedules provided to it, including the specified arrival times.

1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers 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."

1.3 Security Requirements

1. At the Request for Supply Arrangements closing date, the following conditions must be met:
 - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
 - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
 - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Suppliers should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

1.5 Use of an e-Procurement Solution (EPS)

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

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

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Arrangements

Arrangements must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time specified in the RFSA.

Note: During the COVID-19 Period, suppliers must submit a bid using epost Connect to close arrangements at the Bid Receiving Unit in the Quebec region, the email address is as follows:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Arrangements will not be accepted if sent directly to this email address. This email address must be used to initiate an epost Connect conversation as specified in the 2008 Standard Instructions or to send arrangements via an epost Connect message if the Bidder is using their own

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

2.3 Former Public Servant - Notification

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

2.4 Federal Contractors Program for Employment Equity - Notification

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

2.5 Enquiries - Request for Supply Arrangements

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

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

2.6 Applicable Laws

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

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

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

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

Section I: Technical Arrangement

Section II: Financial Arrangement

Section III: Certifications

Due to the nature of the RFSA, arrangements transmitted by facsimile will not be accepted.

Section I: Technical Arrangement

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

Section II: Financial Arrangement

N/A

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Information and documents that the contractor must provide with his bid:

a) Provide a brief description of two (2) commercial and / or institutional moving projects, including the installation of furniture, acoustic panels and various furniture components made by the contractor.

• Include the following information in the order given:

- Project title
- list of work carried out
- role played by the company
- monetary value of the project
- year of realization (during the last 5 years)
- client name
- customer contact person including a phone number

b) Provide with the bid two (2) letters of reference from the client confirming the completion of moves of a minimum value of \$ 15,000 (GST included) over the past five (5) years. (Annex B attached).

Only proposals found to comply with ALL mandatory requirements will be accepted and will be further evaluated in accordance with the point rated evaluation criteria.

Consequence of Non-Compliance: Proposals which fail to meet all of the Mandatory Requirements will be deemed non-responsive and will not be given further consideration.

4.1.2 Financial Evaluation

4.1.2.1 Non-Applicable

4.2 Basis of Selection

4.2.1 Selection method – Technical evaluation criteria

SACC Manual clause (S1001T) (2008-12-12)

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Arrangement

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the date of issuance of the SA until October 31, 2022.

6.4.2 Option to extend AMA

The Contractor grants to Canada the irrevocable option to extend the term of the SA for up to 2 additional period (s) of 1 year each, under the same conditions.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar

days prior to the expiration date of the SA. This option may only be exercised by the Contracting Authority and will be confirmed, for administrative reasons only, by an amendment to the SA.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Supply Arrangement Authority

Name : Joel Lussier
Title : Procurement Specialist
Public Services and Procurement Canada

Telephone : 514-708-3582
email : joel.lussier@tpsgc-pwgsc.gc.ca

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

6.5.2 Supplier's Representative

TBD.....

6.6 Identified Users

The designated user is: Real Property Directorate of the Quebec Region, Public Services and Procurement Canada (PSPC and formerly PWGSC).

6.7 On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new suppliers to qualify. Prequalified Suppliers to whom a Supply Arrangement has been issued will not be required to submit a new arrangement.

Suppliers interested in being prequalified suppliers should express their interest in receiving bidding instructions at the following address;

Joel.lussier@tpsgc-pwgsc.gc.ca

6.8 Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions [2020](#) (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of work
- (d) Annex B, example of reference letter
- (e) the Supplier's arrangement dated _____
- (f) Annex C, SRCL – Security Requirement Check List

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

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

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

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

The bid solicitation will contain as a minimum the following:

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

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

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;

- **Federal Contractors Program (FCP) for Employment Equity - Notification**

- SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;

- **Integrity Provisions - Declaration of Convicted Offences;**

- (i) conditions of the resulting contract.

6.2 Bid Solicitation Process

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

6.2.2 The bid solicitation will be send directly to the qualified suppliers.

C. RESULTING CONTRACT CLAUSES

6.1 General

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

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2003 will apply to the resulting contract;

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

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

Solicitation No. - N° de l'invitation
EF245-202449

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
MTC035

Client Ref. No. - N° de réf. du client
EF245-202449

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

Solicitation No. - N° de l'invitation
EF245-202449

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MTC035

Client Ref. No. - N° de réf. du client
EF245-202449

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

Example of reference letter

Solicitation No. - N° de l'invitation
EF245-202449

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
MTC035

Client Ref. No. - N° de réf. du client
EF245-202449

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

SECTION 1 - INTRODUCTION

1.1 Description

This is a Supply Arrangement (SA) for relocation contractor services. These arrangements will be valid from April 1, 2019 to March 30, 2022, with the possibility of a two-year extension. The maximum amount that may be paid by Her Majesty following the issuance of the supply arrangements is estimated at \$2,000,000.00.

In issuing this SA, Canada has established a list of qualified contractors for dismantling, reinstalling, relocation (handling, transportation), green disposal of furniture, acoustic components and various furniture system components.

An SA is not a contract and neither party is legally bound by its signature alone. The purpose of this SA is to establish a framework for the subsequent prompt issuance of legally binding contracts.

1.2 Features of the Supply Arrangement

The Contractor must provide packing materials such as labels, boxes, tape, dispensers, computer equipment bags and other materials necessary for moving.

The Contractor must have at its disposal the equipment and tools described below:

- Transport trucks;
- Dollies;
- Carts;
- Padded blankets;
- Tether straps;
- Tools for dismantling and assembling pieces of furniture, such as various screwdrivers, hammers, drills, wrenches;
- Tools and/or equipment normally required by the profession for this type of activity but not listed above.

This list should not be considered as exhaustive, but rather as a list of the minimum equipment required. A relocation estimate specifying the nature of the services required may provide more details as to the materials and equipment required for a specific need.

The Contractor must fully respect the work schedules provided to it, including the specified arrival times.

1.3 Stage A: Evaluation of proposals for the issuance of supply arrangements

This first stage consists of asking relocation contractors to submit proposals, which meet the requirements of this request, allowing them to qualify and be granted authorization by the Minister to participate in Stage B (see point 1.4). Throughout the duration of the supply arrangements, interested firms will have the opportunity to submit their applications to qualify as potential contractors. No application will be considered for a request if the firm's evaluation has not been completed, and there will be no delay in the

contract issuance in order to complete the evaluation of the applications.

1.4 Stage B: Issuance of contracts related to supply arrangements

This step involves requesting qualified contractors under Stage A to provide bids to respond to Public Works and Government Services Canada (PWGSC) calls for service for relocation services.

1.5 Objectives

The objectives of the supply arrangements are to:

- a) establish a competitive process for obtaining contractors for various relocation work;
- b) establish an effective process for awarding relocation contracts;
- c) ensure that contractors provide quality, cost-effective and efficient services;
- d) establish the terms and conditions under which contractors provide consistent services in the best interest of Canada;
- e) ensure that contractors have the required security clearances.

1.6 Terminology

In this Request for Supply Arrangement, the following terms shall apply:

Offeror:	The Contractor responding to this request for supply arrangements.
Designated User:	PWGSC, which purchases services on behalf of the client department.
Client Department:	The entity, including PWGSC, that will receive the services.
Qualified Contractor:	The Contractor who qualifies under this Request for Supply Arrangements to provide services to the Designated User under this arrangement.
Bidder:	A Qualified Contractor who submits a bid in response to a call for tenders issued by the Designated User.
Supply Arrangement:	The document addressed to a Qualified Contractor to confirm the arrangement between it and Canada.
Call for Tenders:	The solicitation issued by PWGSC to qualified contractors to submit bids to provide the required services.
Evaluation Board:	The board set up to evaluate and rate the proposals. PWGSC board members represent a sufficiently broad cross-section of professional qualifications and experience to properly assess all aspects of the proposals.

Key Personnel:

Staff of the proponent, as well as those of subcontractors, specialists and other firms that it proposes to use to carry out all service calls.

SECTION 2 - DESCRIPTION AND PROVISION OF SERVICES

2.1 Process

When Public Works and Government Services Canada (PWGSC) requires the services of relocation contractors, the following contracting process will be used.

- (a) For projects of \$10,000 (taxes included) or less, requests will be rotated among contractors who have a supply arrangement.
- (b) For projects valued at more than \$10,000, contractors with a supply arrangement will be invited to bid.

No request exceeding \$80,000 (taxes included) will be part of these arrangements.

When PWGSC uses the rotating method, the choice of contractor will be made without regard to contracts already obtained. The contractor with the highest technical evaluation rating will be offered the first contract, the contractor with the second highest rating will be offered the second contract and so on until the end of the list, to subsequently restart at the beginning of the list. If a contractor refuses a contract because of overwork or for any other reason, it will lose its turn.

The maximum amount for a contract awarded on a rotating basis shall not exceed \$10,000 (including taxes) per request, unless otherwise authorized in writing by the contracting agent.

When PWGSC uses the bidding method, all contractors who have a supply arrangement will be invited to bid using the following method:

- (a) A site visit will be organized for each of the projects to be carried out. The visit may be mandatory or optional. A reference will be made in each request to whether or not the visit is mandatory. When a visit is mandatory, not attending automatically cancels the right to bid even if the contractor is very familiar with the premises.
- (b) Requests for tenders will be sent by email and will include the date of the site visit, a brief description of the work or a relocation estimate, the closing date and time of the bidding period, and the location where bids are to be sent. The time limit for bidding can be very short, up to a maximum of twenty-four (24) hours if required.
- (c) The evaluation of bids and confirmation of the award of the contract may be carried out by the contracting agent within forty-eight (48) hours of the closing of the bids.

Monitoring of and payment for the work will be done by the PWGSC project manager or his or her representative.

All instructions, clauses and conditions identified in this document by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual published by PWGSC.

An electronic version is also available on the PWGSC website at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

2.2 Location of the work

The work covered by these arrangements will mainly be carried out in Metropolitan Montréal. Other locations may be recommended by the project manager.

2.3 Pricing

All subsequent contracts will be lump-sum contracts.

The estimated value set for these arrangements is a total value, i.e., the proportion that will be allocated to each contractor will depend on the prices it has submitted and the number of projects for which it will be the lowest compliant bidder for call for tenders as well as the value of contracts obtained using the rotating method.

The evaluation of bids and the issuance of resulting contracts will be carried out by PWGSC.

Bids should be sent to:

Public Works and Government Services Canada
Place Bonaventure
Suite 7300
800 de La Gauchetière Street West
Montréal, Quebec H5A 1L6

In the case of fixed-price contracts, modifications (cost increases) will only be authorized if they are in the best interest of the Crown. Additional costs could only be consented to if the circumstances are not within the control of the Contractor, if the Contractor was not at fault or negligent and could not have foreseen such circumstances at the time the contract was entered into. Each case will be treated as a separate case.

ANNEX B

SAMPLE LETTER OF REFERENCE

The letters must have the following wording or contain all the information identified below, be provided after January 1, 2018, and must come from a client in the public, parapublic, institutional or commercial field.

This is to confirm that _____ has performed installation and delivery of furniture, with a minimum value of \$15,000 per contract (GST included). The said work was carried out to our satisfaction according to the terms and conditions of the contract, initial schedule and the planned budget.

Project title: _____

Final contract value: _____

Date of the work: _____

Signed by a senior officer of the company

Organization name: _____

Telephone number: _____

Representative's name: _____

(signature) (date)



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: Public Works and Government Services Canada / Direction générale ou Direction biens Immobiliers

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
Services de déménageurs pour divers projets

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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 | NATO / OTAN | Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input 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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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 type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input 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"/>



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 / Non Yes / 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 / Non Yes / Oui

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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).



Contract Number / Numéro du contrat EF245-202449
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Larose, Hugues	Title - Titre Gestionnaire de projets	Signature Larose, Hugues	Signé numériquement par : Larose, Hugues Nom DN : CN = Larose, Hugues C = CA O = GC OU = PWGSC-TPSGC Date : 2019.12.20 11:57:31 -05'00'
Telephone No. - N° de téléphone 514-496-3784 438-494-8582	Facsimile No. - N° de télécopieur 514-496-3222	E-mail address - Adresse courriel hugues.larose@tpsgc.gc.ca	Date 2019/12/20
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel	Title - Titre SO	Signature Bouchard, PierreLuc	Digitally signed by Bouchard, PierreLuc Date: 2019.12.20 13:10:13 -05'00'
Telephone No. - N° de téléphone 819-639-9758	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel jean-michel.fleury@tpsgc-pwgsc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Officer / Agent de la sécurité			
Name (print) - Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca	Title - Titre	Signature Farrell, Anik	Digitally signed by Farrell, Anik Date: 2019.12.24 09:39:33 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date