

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11, rue Laurier  
Place du Portage , Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Master Standing Offer (RMSO)

### Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
Terrasses de la Chaudière 5th Floor  
Terrasses de la Chaudière 5e étage  
10 Wellington Street,  
10, rue Wellington,  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Mobile Equipment Training	
<b>Solicitation No. - N° de l'invitation</b> 21C51-200464/A	<b>Date</b> 2020-09-25
<b>Client Reference No. - N° de référence du client</b> 21C51-20-3250464	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZH-150-38480
<b>File No. - N° de dossier</b> 150zh.21C51-200464	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-11-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hall, Mark	<b>Buyer Id - Id de l'acheteur</b> 150zh
<b>Telephone No. - N° de téléphone</b> (613)858-8626 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include: Annex A - Statement of Work; Annex B - Basis of Payment; Annex C – Security Requirements Checklist (SRCL) and Annex D - Sample Periodic Usage Report.

The Attachments include: Attachment 1 to Part 4 Mandatory Technical Criteria, Attachment 2 to Part 4 Pricing Schedule and Attachment 1 to Part 5 Certifications and Additional Information.

### 1.2 Summary

- 1.2.1 CORCAN is a Special Operating Agency (SOA) of Correctional Service Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs, and services that facilitate offenders' re-entry into the work force following their release. CORCAN facilitates reintegration of offenders to the community. To support their opportunities for obtaining employment, it is necessary to deliver vocational training programs. It is important to ensure that vocational certifications are recognized in the labour market and relevant to community employment, therefore, accessing third party certifiers who issue certifications which meet community standards is imperative.

CSC has a requirement for instructors to deliver vocational training and Industry Recognized Third-Party Certifications in:

- a) Forklift Equipment Operation;
- b) Aerial Work Platform Operation;
- c) Telehandler Operation;
- d) Skid Steer Operation;
- e) Electric Pallet Trucks;
- f) Overhead Crane; and/or
- g) Hoisting and Rigging Safety Awareness,

on an 'as and when requested basis' to offenders at CSC locations in Manitoba, Saskatchewan and Alberta, Canada.

It is anticipated that up to 49 Standing Offers could be issued as a result of this Request for Standing Offers (RFSO).

The period of any resulting Standing Offer will be for 1-year with the irrevocable option to extend the period by 2-additional 1-year periods.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).
- 1.2.3 The Request for Standing Offers (RFSO) is to establish Regional Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users in Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.
- 1.2.4 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process.

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## **1.5 Anticipated migration to 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 Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS). The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

- (a) Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page one of the bid solicitation.

**Note:** For Offerors needing to register with epost Connect the email address is:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Interested Offerors must register a few days prior to solicitation closing date.**

**Note:** Offers 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 [2006](#), or to send offers through an epost Connect message if the offeror is using its own licensing agreement for epost Connect.

- (b) Due to the nature of the request for standing offers, offers transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required in Attachment 1 to Part 5 Certifications and Additional Information before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

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## 2.4 Enquiries - Request for Standing Offers

- 2.4.1 All enquiries must be submitted in writing to the Standing Offer Authority no later than 15 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.
- 2.4.2 Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

- 2.5.1 The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.
- 2.5.2 Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## 2.6 Offer Challenge and Recourse Mechanisms

- 2.6.1 Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- 2.6.2 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)
- 2.6.3 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 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

#### **(a) Epost Connect Bid Submission**

- (i) Canada requires that the Bidder submit their electronic 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.
- (ii) The bid must be gathered per section and separated as follows:
  - (A) Section I: Technical Bid
  - (B) Section II: Financial Bid
  - (C) Section III: Certifications and Additional Information
- (iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

- (b) Groups and Streams: The Offeror can bid on more than one Group and Stream of work specified in the Statement of Work, in Annex A. Canada requests that the Offeror clearly identify in the first pages of its offer, and where applicable in Attachment 2 to Part 4 Pricing Schedule, which Group and Stream of work it is bidding on.

#### **Section I: Technical Offer**

In their Technical Offer, Offerors must demonstrate how they meet each of the Mandatory Technical Criteria, in accordance with Attachment 1 to Part 4 Mandatory Technical Criteria.

#### **Section II: Financial Offer**

- A.** Offerors must submit their offer in Canadian funds and in accordance with the Pricing Schedule detailed in Attachment 2 to Part 4 Pricing Schedule.
- B.** Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial offer, Offerors should review clause 4.1.3 Financial Evaluation of Part 4 of the RFSO; and article 7.5 Payment of Part 7B Resulting Contract Clauses of this RFSO.

#### **Section III: Certifications and Additional Information**

Offerors must submit the certifications and additional information required under Part 5 by completing Attachment 1 to Part 5, Certifications and Additional Information.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Phased Offer Compliance Process

##### 4.1.1.1 General

- (a) Canada will conduct the Phased Offer Compliance Process (POCP) described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the POCP, Offerors are and will remain solely responsible for the accuracy, consistency and completeness of their Offers and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Offers or in responses by a Offeror to any communication from Canada.

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE OFFEROR ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS OFFER RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS OFFER NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the RFSO closing date in circumstances where the RFSO expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The POCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements nor Canada's right to request or accept any information during the RFSO period or after the RFSO closing date in circumstances where the RFSO expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Offeror must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to

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Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Offeror at any address provided by the Offeror in or pursuant to the Offer is deemed received by the Offeror on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Offer

- (a) After the closing date and time of this RFSO, Canada will examine the Offer to determine whether it includes a Financial Offer and whether any Financial Offer includes all information required by the RFSO. Canada's review in Phase I will be limited to identifying whether any information that is required under the RFSO to be included in the Financial Offer is missing from the Financial Offer. This review will not assess whether the Financial Offer meets any standard or is responsive to all RFSO requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Offer or that the Financial Offer is missing all of the information required by the RFSO to be included in the Financial Offer, then the Offer will be considered non-responsive and will be given no further consideration.
- (d) For Offers other than those described in c), Canada will send a written notice to the Offeror ("Notice") identifying where the Financial Offer is missing information. An Offeror, whose Financial Offer has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Offerors shall not be entitled to submit any additional information in respect of their Financial Offer.
- (e) The Offerors who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Offeror will be entitled to remedy only that part of its Financial Offer which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Offer, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Offer, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Offeror and only these adjustments shall be made. All submitted information must comply with the requirements of this RFSO.
- (g) Any other changes to the Financial Offer submitted by the Offeror will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Offeror's Offer. Information submitted in accordance with the requirements of this RFSO in response to the Notice will replace, in full, **only** that part of the original Financial Offer as is permitted above, and will be used for the remainder of the Offer evaluation process.
- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.

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- (i) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 Phase II: Technical Offer

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all RFSO requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this RFSO as being subject to the POCP. Mandatory technical criteria that are not identified in the RFSO as being subject to the POCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. An Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) An Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this RFSO.
- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this RFSO, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this RFSO in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different

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information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer.

- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Offer**

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

### **4.1.2 Technical Evaluation**

#### **4.1.2.1 Joint-Venture Experience**

- a) Where the Offeror is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: An Offeror is a joint venture consisting of members L and O. An RFSO requires that the Offeror demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the Offeror has previously done the work. This Offeror can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is offering.

- b) A joint venture Offeror may rely on the experience of one of its members to meet any given technical criterion of this RFSO.

Example: An Offeror is a joint venture consisting of members X, Y and Z. If a RFSO requires: (a) that the Offeror have 3 years of experience providing maintenance service, and (b) that the Offeror have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the Offeror cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this RFSO. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Offeror is requested to indicate which joint venture member satisfies the requirement. If the Offeror has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Offeror to submit this

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information during the evaluation period. If the Offeror does not submitted this information within the period set by the Contracting Authority, its Offer will be declared non-responsive.

Example: An Offeror is a joint venture consisting of members A and B. If an RFSO requires that the Offeror demonstrate experience providing resources for a minimum number of 100 billable days, the Offeror may demonstrate that experience by submitting either:

- o Contracts all signed by A;
  - o Contracts all signed by B; or
  - o Contracts all signed by A and B in joint venture, or
  - o Contracts signed by A and contracts signed by A and B in joint venture, or
  - o Contracts signed by B and contracts signed by A and B in joint venture,
- that show in total 100 billable days.
- d) Any Offeror with questions regarding the way in which a joint venture Offer will be evaluated should raise such questions through the Enquiries process as early as possible during the RFSO period.

#### **4.1.2.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4, Technical Criteria

The Phased Offer Compliance Process will apply to all Mandatory Technical Criteria.

#### **4.1.3 Financial Evaluation**

- 4.1.3.1 For offer evaluation and Contractor selection purposes only, the evaluated price of an Offer will be determined in accordance with the Pricing Schedule detailed in **Attachment 2 to Part 4**.

#### **4.2 Basis of Selection**

##### **4.2.1 Lowest Evaluated Price**

- 4.2.1.1 An offer must comply with the requirements of the RFSO and meet all Mandatory Technical Criteria to be declared a Responsive Offer.
- 4.2.1.2 The Responsive Offer with the lowest 'Stream Total per Group' will be recommended for SO issuance as further described in Attachment 2 to Part 4 Pricing Schedule.
- 4.2.1.3 Offers not meeting 4.2.1.1 or 4.2.1.2 above will be declared non-responsive.

## ATTACHMENT 1 TO PART 4 TECHNICAL EVALUATION CRITERIA

### 1.0 Technical Evaluation Criteria

The offer must meet all of the Mandatory Technical Criteria specified below. The Offeror must provide the necessary documentation and supporting data to demonstrate compliance with the requirements below.

Offers which fail to meet any of the Mandatory Technical Criteria specified below will be declared non-responsive.

Each criterion below should be addressed separately.

### 1.1 Mandatory Technical Criteria

Number	Mandatory Technical (MT) Criterion	Offeror Response Description (include location in offer)
MT1	<p><b><u>Industry Recognition: FOR ALL STREAMS</u></b></p> <p><b>For each of the training STREAM(S)</b> that the Offeror proposes to provide service for, the Offeror must:</p> <ol style="list-style-type: none"><li>1. Name the Stream and;</li><li>2. Provide written confirmation of how the training is <b>*Industry Recognized</b>. This confirmation is to be supplied from a minimum of <b>three (3)</b> customers.</li><li>3. Provide <b>contact information</b> for the <b>three (3)</b> references used for point '2' above. References may be contacted.</li></ol> <p>(Each reference must have used Offeror's training at least once in the <b>three (3)</b> <b>years</b> prior to the offer publication date.)</p> <p><b>Contact Information Required:</b></p> <ul style="list-style-type: none"><li>• Name of Stream</li><li>• Client's name and Company/Organization/Group Name</li><li>• Telephone number and/or email address of client</li><li>• Start and end date of each course facilitated (day/month/year to month/year)</li></ul> <p><b>*Industry Recognized</b> means the training provided by the Offeror will result in certification recognized by the Industry and result in the</p>	



	<p>successful participants being identified as a competent person.</p> <p>Provision of written confirmation may be in the form of a letter from a company/industry site, who have used Offeror's training course, and attest the Offeror's training is "Industry Recognized".</p> <p><b>Offeror's whose offer includes Locations in multiple Provinces <u>must</u> provide written confirmation from companies and/or certifying parties, <u>from each applicable province</u>.</b></p>	
MT2	<p><b><u>CSA Standard Verification for STREAMS:</u></b></p> <p>As noted in paragraph 3.1.d of the Statement of Work, the training course offered by the Offeror must meet the applicable CSA Standard.</p> <p>STREAM 1: Forklift Training</p> <ul style="list-style-type: none"> <li>• CSA Standard 335-15; Section 6</li> </ul> <p>STREAM 2: Aerial Work Platform Operation</p> <ul style="list-style-type: none"> <li>• CSA Standard 354.8-17; Section 6</li> </ul> <p>STREAM 3: Telehandler Operation</p> <ul style="list-style-type: none"> <li>• CSA Standard 335-15; Section 6</li> </ul> <p>STREAM 4: Skid Steer – N/A</p> <p>STREAM 5: Electric Pallet Truck Operation</p> <ul style="list-style-type: none"> <li>• CSA Standard 335-15; Section 6</li> </ul> <p>STREAM 6: Overhead Crane Operation</p> <ul style="list-style-type: none"> <li>• CSA Standard B167-16; Section 9</li> </ul> <p>STREAM 7: Hoisting and Rigging Safety Awareness – N/A</p> <p>For each of the training STREAM(S) that the Offeror proposes to provide service for, the Offeror must:</p> <ul style="list-style-type: none"> <li>- Provide the name of Stream and,</li> <li>- Provide an attestation that the applicable CSA Standard (noted above) has been reviewed and that the training provided by the Offeror meets all requirements noted in the standard.</li> </ul> <p><b>Note: MT2 is not applicable for Streams 4 &amp; 7.</b></p>	



MT3	<p><b><u>Proposed resource(s) certification to instruct:</u></b></p> <p>A) For each of the identified training STREAM(S) that the Offeror proposes to provide service for – <u>the Offeror must provide:</u></p> <ul style="list-style-type: none"> <li>The name(s) of its proposed resource(s) certified to instruct.</li> </ul> <p>B) The Offeror must provide the following for each proposed resource</p> <ul style="list-style-type: none"> <li>current, valid documentation (e.g. certificates and/or letter(s)), including expiry date (where applicable), which demonstrate the resource is certified to instruct that training that is industry certified, as defined under M1.</li> </ul> <p><i>If the certification provided <u>does not directly indicate</u> the STREAM name, the Offeror must explain how certification provided applies to the applicable STREAM. Evaluators cannot presume any connections.</i></p> <p><b>If Offeror is proposing resource(s) as trainer(s) for <u>multiple STREAMS</u>, the Offeror must provide proof of certification for <u>each</u> resource for <u>each</u> applicable STREAM.</b></p>	
MT4	<p><b><u>Proposed resource(s) experience:</u></b></p> <p>For <u>each</u> of the identified STREAM(S) that the Offeror proposes to provide services for – The Offeror's proposed resource(s) must have delivered a minimum of six (6) courses as a certified instructor with experience being within the last three (3) years prior to the offer solicitation publication date.</p> <p><b>To demonstrate experience</b>, the Offeror <u>must</u> provide for <u>EACH proposed resource</u>, the following details of the courses they have facilitated that include:</p> <ul style="list-style-type: none"> <li>a) Resource name</li> <li>b) Name of STREAM</li> <li>c) Client's name; (including a telephone number and/or email address of client);</li> <li>d) Start and end date of each course</li> </ul>	

Solicitation No. - N° de l'invitation  
21C51-200464/A  
Client Ref. No. - N° de réf. du client  
21C51-200464

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

Buyer ID - Id de l'acheteur  
150ZH  
CCC No./N° CCC - FMS No./N° VME

	<p>facilitated (day/month/year to month/year)</p> <p><b>Example of MT4 Requirement</b></p> <p>a) Resource (Trainer): Joe Bell</p> <p>b) STREAM 1, Forklift Training</p> <p>c) Client: John Doe, ABC Company; phone: (555) 555-5555; email: <a href="mailto:testing@generic.com">testing@generic.com</a>;</p> <p>d) Course dates: June 6 &amp; 7, 2019</p>	
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Solicitation No. - N° de l'invitation  
21C51-200464/A  
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**ATTACHMENT 2 TO PART 4**  
**PRICING SCHEDULE**

(Attached MS Excel Spreadsheet)

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer using Attachment 1 to Part 5.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

6.1.1 Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

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

### **6.2 Insurance Requirements**

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### 7A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply to and form part of the Standing Offer:

- 7.2.1. **The Contractor/Offeror must**, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
- 7.2.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC.
- 7.2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
- 7.2.4 The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List, attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).
- 7.2.5 The Company Security Officer must ensure through the Contract Security Program that the Offeror and individual(s) hold a valid security clearance at the required level.

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer 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.

##### 7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Standing Offer Reporting

The Offeror must compile and maintain records on its provision services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled Annex D Sample Periodic Usage Report. If some data is not available, the reason must be

indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

## **7.5 Term of Standing Offer**

### **7.5.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of Standing Offer issuance for a period of 12 months.

### **7.5.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 periods of 12 months each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.6 Comprehensive Land Claims Agreements (CLCAs)**

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

## **7.7 Authorities**

### **7.7.1 Standing Offer Authority**

The Standing Offer Authority is:

Mark Hall  
Supply Specialist  
Public Works and Government Services Canada  
Tel: 613-858-8626  
Email: [mark.hall@tpsgc-pwgsc.gc.ca](mailto:mark.hall@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.7.2 Project Authority**

The Project Authority for the Standing Offer is:

<Identified at Standing Offer Issuance>

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.7.3 Offeror's Representative**

<Identified at Standing Offer Issuance>

## **7.9 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services Canada, Prairie Region.

### **7.10 Call-up Procedures**

- 7.10.1 For each call-up request, the Identified User will send an email to the Offeror with details of their requirement.
- 7.10.2 The Offeror is requested to respond to the call-up request within 3 business days with its ability to provide the services requested at the date and time requested in the call-up request.
- 7.10.3 Once the Identified User and the Offeror agree on a date and time for the requested services, the Identified User will send a Call-up Against a Standing Offer (PWGSC Form 942) to the Offeror thereby initiating the Work.

### **7.11 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as outlined below.

- 7.11.1 Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for the services included in the Standing Offer at the prices/rates and in accordance with the terms and conditions specified in the Standing Offer.
- 7.11.2 The following form should be used which are available through [PWGSC Forms Catalogue](#) website:

- a) PWGSC-TPSGC 942, Call-up Against a Standing Offer

### **7.12 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

### **7.13 Priority of Documents**

If there is a discrepancy between the wordings 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 call up against the Standing Offer, including any annexes;
  - b) the articles of the Standing Offer;
  - c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
  - d) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity – Services;
  - e) Annex A, Statement of Work;
  - f) Annex B, Basis of Payment;
  - g) Annex C, Security Requirements Check List; and
  - h) the Offeror's offer dated \_\_\_\_\_.

## **7.14 Certifications and Additional Information**

### **7.14.1 Compliance**

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

### **7.15 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*the name of the province or territory as specified by the Offeror in its offer will be inserted here*).

### **7.16 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO'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 Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **7B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions, General Conditions**

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)**

- 7.3.1 The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.
- 7.3.2 The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.
- 7.3.3 The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The Period of the Contract will be identified in each issued call-up.

### **7.5 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.6 Payment**

#### **7.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid the firm unit rates specified in the contract, determined in accordance with the basis of payment in Annex B. Customs duties are included and Applicable Taxes are extra.

## **7.6.2 Method of Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **7.6.3 Limitation of Price**

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.

## **7.6.4 Electronic Payment of Invoices – Call-up**

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

*<The list below will be modified to identify the Offeror's preference as identified in their response to Attachment 1 to Part 5 Certifications and Additional Information.>*

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

## **7.6.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

## **7.6.6 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure of government offices or there are enhanced measures to restrict access to government premises and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

## **7.7 Invoicing Instructions**

- 7.7.1 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

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completed.

**7.7.2 Invoices must be forwarded to the following address for certification and payment:**

Correctional Services Canada  
3427 Faithfull Avenue  
Saskatoon, SK  
S7K 8H5

And

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract at the below email address. (Please state the name of the Contracting Authority in the subject of the email).

[TPSGC.PAFacturationZH-APZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAFacturationZH-APZHInvoicing.PWGSC@tpsgc-pwgsc.gc.ca)

## **7.8 Insurance**

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

## **7.9 Foreign Nationals**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

## **7.10 Dispute Resolution**

- 7.10.1 The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- 7.10.2 The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- 7.10.3 If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- 7.10.4 Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

---

## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 Background

CORCAN is a Special Operating Agency (SOA) of Correctional Service Canada (CSC) within the department of Public Safety and Emergency Preparedness. CSC and CORCAN are mandated to provide training, programs, and services that facilitate offenders' re-entry into the work force following their release. CORCAN facilitates reintegration of offenders to the community. To support their opportunities for obtaining employment, it is necessary to deliver vocational training programs. It is important to ensure that vocational certifications are recognized in the labour market and relevant to community employment, therefore, accessing third party certifiers who issue certifications which meet community standards is imperative.

CSC's focus is to ensure that offenders who participate in CORCAN activities are employed in a work environment that strives to achieve private sector (industry) standards.

#### 1.1 Terminology

- SOA – Special Operating Agency
- CSC – Correctional Service Canada
- CSA – Canadian Standards Association
- Mobile equipment – for this contract, the definition of mobile equipment is specific to the equipment that offenders will be trained on as listed for each Stream in Section 2.0
- Resource – Instructor proposed by bidder.
- Industry standards - Industry standards are a set of criteria within an industry relating to the standard functioning and carrying out of operations in their respective fields of production. In other words it is the generally accepted requirements followed by the members of an industry.
- Competent person: a worker who is qualified because of knowledge, training, and experience to do the assigned work
- Delegated manager: CSC staff member designated to act as liaison to the resource, as well as being responsible for overseeing all on-site activities related to the implementation of the courses identified in the Statement of Work

#### 2.0 Objective

CSC has a requirement for instructors to deliver the following vocational training and industry recognized third-party certification in Forklift Equipment Operation, Aerial Work Platform Operation, Telehandler Operation, Skid Steer Operation, Electric Pallet Trucks, Overhead Crane, and Hoisting and Rigging Safety Awareness on an 'as and when requested basis' to offenders at the CSC locations listed in section 5.0 Location of Work.

The various training required is as per the following table: (Note that each training program is identified as a STREAM 1 through 7)

<b>STREAM 1</b>	<b>Forklift Equipment Operation</b>
<b>STREAM 2</b>	<b>Aerial Work Platform Operation</b>
<b>STREAM 3</b>	<b>Telehandler Operation</b>
<b>STREAM 4</b>	<b>Skid Steer Operation</b>
<b>STREAM 5</b>	<b>Electric Pallet Truck Operation</b>

<b>STREAM 6</b>	<b>Overhead Crane Operation</b>
<b>STREAM 7</b>	<b>Hoisting and Rigging Safety Awareness</b>

Upon receiving a passing grade in one of the STREAMS of a training noted above, offenders will receive a valid third-party certificate identifying them as a competent person, which will allow them to work in jobs requiring Forklift Equipment Operation, Aerial Work Platform Operation, Telehandler Operation, Skid Steer Operation, Electric Pallet Trucks, Overhead Crane, and/or Hoisting and Rigging Safety Awareness.

### 3.0 Tasks

#### 3.1 The Contractor must provide:

- Certified resource(s) to deliver training which meets industry standards for STREAMS as listed above for Forklift Equipment Operation and/or, Aerial Work Platform Operation, and/or Telehandler Operation, and/or Skid Steer Operation, and/or Electric Pallet Trucks, and/or Overhead Crane and/or Hoisting and Rigging Safety Awareness required to provide certification to participants at the identified locations in section 5.0.
- Sufficient resources (instructors) to facilitate in-class training for each of the locations proposed for the identified STREAM of training. Training will be delivered based on site need, so contractor must have sufficient resources to deliver training at sites as required by CSC;
- All manuals, handouts, materials and necessary equipment, including mobile equipment, for the Contractor's Resource and participants. This includes the responsibility for transportation of Resources and all course materials/equipment to and from the location;
- A training program which meets industry standards and provincial OHS standards, and must result in certification as a competent person for each STREAM of training listed below. The classroom and practical hands-on exercises must cover the following, but is not limited to:

**STREAM 1: Forklift Equipment Operation**

- Must meet CSA Standard B335-15
- Minimum 16 hour course

**STREAM 2: Aerial Work Platform Operation**

- Must meet CSA Standard B354.8-17
- Minimum 16 hour course

**STREAM 3: Telehandler Operation**

- Must meet CSA Standard B335-15
- Minimum 16 hour course

**STREAM 4: Skid Steer Operation**

- Must meet industry standards
- Minimum 16 hour course

**STREAM 5: Electric Pallet Truck Operation**

- Must meet CSA Standard B335-1
- Minimum 8 hour course

**STREAM 6: Overhead Crane Operation**

- Must meet CSA Standard B167-16
- Minimum 12 hour course

STREAM 7: Hoisting and Rigging

- Must meet industry standards
- Minimum 8 hour course

**Minimum hours per course are identified beside each “STREAM” listed above. Due to location of training, course length may include additional (more than standard) class time to ensure additional hands-on training for each offender.**

NOTE: There is no computer availability for offenders or resource, nor internet access. All STREAMS of training courses MUST be instructor lead/in-class facilitation, without offenders requiring access to a computer or internet. Any computer equipment, if required by Resource requires pre-approval by the Delegated Manager.

**3.2 The Contractor's resource must:**

- Participate in an orientation at the identified location prior to delivery of training as per section 8.0 Orientation Prior to Course Delivery;
- Arrive, at least, 30 to 45 minutes prior to the start time of the course to allow time to get cleared by the principal entrance security and resolve any logistical issue, set up and be ready for arrival of participants;
- Work with the Delegated Manager at each location to determine course dates;
- Have all materials prepared for the course and seek assistance from CSC personnel when needed for practical portion of the training as identified in section 10.0; and
- Ensure area of work is searched at the end of each day and any tool control, attendance management and security procedures are followed as identified in the site orientation prior to course delivery.

**4.0 Deliverables**

**For each course, the Contractor must provide:**

- Sufficient resources to facilitate each stream for which the Contractor has been identified to provide services for: Forklift Equipment Operation, Aerial Work Platform Operation, Telehandler Operation, Skid Steer Operation, Electric Pallet Trucks, Overhead Crane, and Hoisting and Rigging Safety;
- Training materials (i.e. Curriculum, reference documents, syllabus, manuals, etc.) for written exercises, practical exercises and testing, as well as equipment as required for the completion of the applicable course;
- Delivery of all materials/equipment to the location prior to start of course (materials/equipment will be stored on site at the location during the course);
- Provide Delegated Manager a list of participants who were successful in course (i.e. passed all written, verbal and/or hands on evaluation criteria required to receive certificate of completion);
- Hard copy of certificates for successful participants within 21 days of course completion to the Project Authority (by email or mail), as well as the dates of training, the location of training and number of participants to the Project Authority;

- f) Mobile equipment for each location where CSC locations are unable to provide at time of training. Must provide ratio of students per piece of equipment and hauling mileage to each location.

**Support provided by CSC:**

- a) CSC CORCAN, Project Authority will provide a list to the contractor of the Delegated Managers for each CSC institutional location upon award of the Standing Offer;
- b) Selection of participants, with a confirmed number of participants, course to be provided to the Contractor two working days prior to the course commencement date;
- c) Training facilities of delivery, including classroom and any equipment required for use during classroom instruction (note that all types of media utilized for delivery of the training is subject to pre-approval by the Delegated Manager and the type of media will be identified by contractor at time of call-up);
- d) At each location, sufficient space for practical training;
- e) At each location, sufficient space and access for the Contractor's resource to this space, to store all of the Contractor's materials and necessary equipment for the duration of each course;
- f) Some sites may have power mobile equipment available at the site. The site will confirm that availability with the Contractor prior to training taking place;
- g) Gloves and steel toe boots for all participants.

The Delegated Manager for each CSC institution will work with the Contractor to determine course delivery dates.

**Estimated Volume**

The estimated number of courses for each program per year for each location is listed below. The following estimated course requirement does not constitute a contractual guarantee and there is no guaranteed minimum number of courses at each location.

**The minimum number of participants per course is 5 and the maximum number of participants per course is 8.**

**5.0 Location of Work**

The Contractor must perform the work at the CSC Institution, Healing Lodge or Community location as identified below (A-G)

**\*Note: Stream 6: Overhead Crane will ONLY be delivered at Community Industries, Edmonton, AB** (see F. CSC Institutions for AB Central for location)



<b>A</b>	<b>CSC Institutions for SK North</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Saskatchewan Penitentiary</b> 15 <sup>th</sup> Street West P.O. Box 160 Prince Albert SK, S6V 5R6	Medium Security Facility and Minimum Security Facility	Up to 8 courses
	<b>Willow Cree Healing Lodge</b> P.O. Box 520 Duck Lake SK, S0K 1J0	Minimum Security Facility	Up to 6 courses

<b>B</b>	<b>CSC Institutions for SK Central</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Regional Psychiatric Centre</b> 2520 Central Ave N PO Box 9243 Saskatoon SK, S7K 3X5	Medium Security Facility	Up to 4 courses
	<b>Community Industries</b> 2410- 11 <sup>th</sup> Street West Saskatoon, SK S7M 1J6	Community Facility	Up to 8 courses

<b>C</b>	<b>CSC Institutions for SK South</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Okimaw Ohci Healing Lodge</b> PO Box 1929 Maple Creek SK, S0N 1N0	Minimum Security Facility	Up to 6 courses
	<b>Oskana, CCC</b> 1650 Halifax Street Regina, SK S4P 1S8	Community Facility	Up to 2 courses

<b>D</b>	<b>CSC Institutions for MB South</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Stony Mountain Institution</b> Highway #7 North at Stony Mountain Stony Mountain MB, R0C 3A0	Medium Security Facility and Minimum Security Facility	Up to 8 courses
	<b>Osborne Centre CCC</b> 1048 Main Street Winnipeg, MB R2W 3R3	Community Facility	Up to 2 courses

<b>E</b>	<b>CSC Institutions for AB South</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Bowden Institution</b> Hwy 2 PO Box 6000 Innisfail AB, T4G 1V1	Medium Security Facility and Minimum Security Facility	Up to 6 courses
	<b>Drumheller Institution</b> Hwy 9PO Box 3000 Drumheller AB, T0J 0Y0	Medium Security Facility and Minimum Security Facility	Up to 6 courses

<b>F</b>	<b>CSC Institutions for AB Central</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Edmonton Institution for Women</b> 11151 178 Street Edmonton AB, T5S 2H9	Medium Security Facility and Minimum Security Facility	Up to 6 courses
	<b>Grierson Centre</b> 9530 101 <sup>st</sup> Ave Edmonton AB, T5H 0B3	Minimum Security Facility	Up to 6 courses
	<b>Community Industries</b> 3940 53 <sup>rd</sup> Ave NW Edmonton, AB, T6B 3N7	Community Facility	Up to 6 courses
	<b>Pê Sâkâstêw Centre</b> Highway 2A PO Box 1500 Maskwacis AB, T0C 1N0	Minimum Security Facility	Up to 6 courses

<b>G</b>	<b>CSC Institutions for AB North</b>	<b>Security Classification</b>	<b>Estimated Number of Sessions/Year each STREAM</b>
	<b>Grande Cache Institution</b> Hoppe Ave Bag 4000 Grande Cache AB, T0E 0Y0	Medium Security Facility	Up to 6 courses

**Travel – There will be no travel and living expenses associated with this Standing Offer**

## 6.0 Language of Work

The Contractor and the Contractor's resources must deliver the courses (read, communicate orally, and in writing) in English.

## 7.0 Hours of Work

The Contractor must provide training during the institutional location's operational hours (Monday to Friday, 8:00 a.m. to 4:00 p.m.);

---

Expected hours available for training at a Community and Minimum Security Level Institution is 8 hours per day.

Expected hours available for training at a Medium Security Level Institution is 6 hours per day.

Specific times may vary slightly (start a bit later, end a bit earlier) at each location and will be identified at the time of the call-up for services. All locations will have a 30 to 90 minute shut down period during lunch for operational reasons. The lunch period will be identified at the time of call-up for services.

## 8.0 Orientation Prior to Course Delivery

Prior to commencing delivery of each course (date acceptable to the Contractor and Delegated Manager), the Contractor's Resource must receive an Orientation, briefing on the policies and procedures including security procedures, delivery and storage of materials/equipment, review any logistical questions and other information necessary prior to course commencement including practical training. This may last up to three hours (may be shorter if it is not the first course the Resource has delivered at the location) and may be delivered via pre-reading, telephone, video conference or in person, as determined by the Delegated Manager at the site.

## 9.0 Meetings

The Project Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. Contractor and/or Contractor's resource must make themselves available for the meeting within 24 hours of the request. The location, date and time will be agreed upon between the Project Authority and Contractor.

## 10.0 Limitations and Constraints

- a) Courses are delivered to federally sentenced offenders who are incarcerated at federal Institutions (including minimum, medium security inmates). Policies related to security classification determination and federal institutions can be found on the following CSC website: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca);
- b) Participants may exhibit difficult or resistant behaviour;
- c) There may be delays entering the location. All items brought into the location must be inspected, x-rayed and may be tested for contraband;
- d) Individuals entering the location may also be subject to search procedures (for example dog search, ion scan, walk through metal detector, etc.); and
- e) Participants are not allowed access to the internet.

## 11. Cancellation

In the event that a scheduled session must be cancelled or rescheduled by CSC, the Project Authority, his/her delegated authority or the institution, shall give the Contractor a minimum of 24 hours' notice. A message will be deemed as notification. Course session(s) will be scheduled at the earliest convenience. It is the contractor's responsibility to call the institution prior to leaving the day of the training to ensure that a lockdown has not been issued in the previous 24 hours.

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## ANNEX "B"

### BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices, as specified in below. 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.

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*Note: Below is an example Basis of Payment only. Actual Groups, Streams and applicable pricing will be displayed as a result of an Offeror's successful offer.*

#### *Example Basis of Payment*

Group A: CSC Institutions for SK North	Stream Name	Firm Unit Price per Participant		
		Initial SO Period	Extension Period 1	Extension Period 2
Saskatchewan Penitentiary	Stream 1: Forklift Operations	\$XXX.xx	\$XXX.xx	\$XXX.xx
Willow Cree Healing Lodge	Stream 1: Forklift Operations	\$XXX.xx	\$XXX.xx	\$XXX.xx

Group B: CSC Institutions for SK Central	Stream Name	Firm Unit Price per Participant		
		Initial SO Period	Extension Period 1	Extension Period 2
Regional Psychiatric Centre	Stream 1: Forklift Operations	\$XXX.xx	\$XXX.xx	\$XXX.xx
Community Industries	Stream 1: Forklift Operations	\$XXX.xx	\$XXX.xx	\$XXX.xx

*In the above example, the Offeror was successful in its Offer for Groups 'A' and 'B' for Forklift Operations.*

Solicitation No. - N° de l'invitation  
21C51-200464/A  
Client Ref. No. - N° de réf. du client  
21C51-200464

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

Buyer ID - Id de l'acheteur  
150ZH  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

<Attached>

Solicitation No. - N° de l'invitation  
21C51-200464/A  
Client Ref. No. - N° de réf. du client  
21C51-200464

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

Buyer ID - Id de l'acheteur  
150ZH  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**

**SAMPLE PERIODIC USAGE REPORT**

<Attached>

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

21120-20-0464 *RW*

Security Classification / Classification de sécurité

## 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 <b>CSC</b>		2. Branch or Directorate / Direction générale ou Direction <b>CORCAN</b>	
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 Multiple Mobile Equipment Training for offenders - 1 to 2 day courses			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <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"/>	
Specify country(ies): / Préciser le(s) pays: N/A		Specify country(ies): / Préciser le(s) pays: N/A	
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"/>



Government  
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du Canada

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## PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

RELIABILITY STATUS  
COTE DE FIABILITÉCONFIDENTIAL  
CONFIDENTIELSECRET  
SECRETTOP SECRET  
TRÈS SECRETTOP SECRET - SIGINT  
TRÈS SECRET - SIGINTNATO CONFIDENTIAL  
NATO CONFIDENTIELNATO SECRET  
NATO SECRETCOSMIC TOP SECRET  
COSMIC TRÈS SECRETSITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

## INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

## PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

## INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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 ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



**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	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

21120-20-0464 RW

Security Classification / Classification de sécurité

## PART D - AUTHORIZATION / PARTIE D - AUTORISATION

## 13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Kelly Hartle

Title - Titre

A/CEO, CORCAN

Signature

Telephone No. - N° de téléphone

613-943-0051

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

kelly.hartle@csc-scc.gc.ca

Date

July 18, 2019

## 14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Robert Wattie - A/Physical Security Analyst

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

2019-07-19

## 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?

No  
NonYes  
Oui

## 16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Danielle Cameron

Title - Titre

Senior Procurement Officer

Signature

Danielle Cameron

Telephone No. - N° de téléphone

(613) 943-6144

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

danielle.cameron@csc-scc.gc.ca

Date

July 18, 2019

## 17. Contracting Security Authority / Autorité contractante en matière de sécurité

Jennifer Ball

Contract Security Officer, Contract Security Division

[Jennifer.Ball@tpsgc-pwgsc.gc.ca](mailto:Jennifer.Ball@tpsgc-pwgsc.gc.ca)

Tel/Tél 613-957-1291

Title - Titre

Signature

, - N° de télécopieur

E-mail address - Adresse courriel

Date



## Quarterly Usage Report

### General Instructions

#### Introduction

The Government of Canada (GC) requires the Offeror to provide the following a Quarterly Usage Report (QUR) to the Standing Offer Authority on a quarterly basis.

#### Response Due Date

Your cooperation in returning the completed QUR by the appropriate date is **MANDATORY**.

Period	Period to be Covered	Due on or before
1st	April 1 to June 30	July 10
2nd	July 1 to September 30	October 10
3rd	October 1 to December 31	January 10
4th	January 1 to March 31	April 10

#### Returning the Completed QUR

Please e-mail the completed QUR to: [sophie.cayer@tpsgc-pwgsc.gc.ca](mailto:sophie.cayer@tpsgc-pwgsc.gc.ca)

Type the words "[QUR-Change Management Training](#)" in the subject line of your e-mail.

#### Complete All Fields

Offeror should complete all applicable portions of the QUR documents - including the Company Profile, Information sheet pertaining to services provided to PWGSC.

#### Provide Direct Responses to Fields

Please do not substitute brochures, catalogues or annual reports in lieu of answers to our questions.

#### Currency

Please, state all monetary values in Canadian dollars (CDN).

#### Confidentiality

PWGSC will keep your company's response confidential.

#### Changing the Format

Offeror is asked not to modify the format of this QUR.

#### Offeoor's Representative (or delegated representative)

PWGSC considers the individual named under Offeror's Representatives of the Standing Offer to be the Offeror's primary source of communication. Should this individual not be available at the date of the QUR submission, an alternate contact should be included with your QUR using the template provided under tab II. Company Profile

#### Questions

Should you need further clarification, please forward your question by e-mail to the following address: [sophie.cayer@tpsgc-pwgsc.gc.ca](mailto:sophie.cayer@tpsgc-pwgsc.gc.ca)

#### Field Descriptions

#### SO Quarterly Usage Report (QUR)

#### Field Information

Field	Description
Call-up no.	Unique number for the call-up, as identified in confirmation number.
Location of the Training	NCA or other location
Client Department	Name of the client department
Name of the Client Authority	The name of the Client Authority
E-mail of the Client Authority	E-mail of the Client Authority
Call-up Date	Date the call-up was issued
Number of Participants	Number of participants registered for the training
Training Date	Date the training
Call-up Value	The value of the call-up (GST/HST inc), as identified on page 1 of the call-up

**Annex "E"**  
II. Company Profile

## Quarterly Usage Report

### Company Profile

(1) Please complete your company details in the spaces below:

Company name:

SO No.:

Web site:

PBN:

Business address:

City:

State / Province:

Postal code:

Country:

Phone No.:

Fax No.:

(2) Complete the details of the person who is the Primary contact regarding this QUR:

Contact name:

Title:

Business address:

City:

State / Province:

Postal code:

Country:

Phone No.:

Fax No.:

E-mail:

(3) If applicable, provide details for the Alternate contact regarding this QUR:

Contact name:

Title:

Business address:

City:

State / Province:

Postal code:

Country:

Phone No.:

Fax No.:

E-mail:

*Company Name*



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Annex "E"  
Information Sheet

Quarterly Usage Report Instructions

Please provide the information requested below for all Training Contracts your firm provided to the Government of Canada for the appropriate quarterly period.

Period	Period to be Covered	Due on or before
1st	April 1 to June 30	July 10
2nd	July 1 to September 30	October 10
3rd	October 1 to December 31	January 10
4th	January 1 to March 31	April 10

Indicate Reporting Period (Period and Year)

Mobile Equipment Training  
SO 21C51-200464

Total Number of Call-ups Year-to-date	(Insert Number)
Total \$ Value of Call-ups Year-to-date	(Insert \$ Value)

Item	Call-up Number	Location of the Training	Client Department	Name of Client Authority	E-mail of Client Authority	Call-up Date	Number of Participants	Training Date (dd-mm-yy)	Call-up Value
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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41									
42									
43									
44									
45									

Annex "E"

Information Sheet

Item	Call-up Number	Location of the Training	Client Department	Name of Client Authority	E-mail of Client Authority	Call-up Date	Number of Participants	Training Date (dd-mm-yy)	Call-up Value			
46												
47												
48												
49												
50												
51												
52												
53												
54												