



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid Receiving
- PWGSC
Voir dans le document/
See herein
NA
Québec
NA

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Social Support Services Migrants	
Solicitation No. - N° de l'invitation B7525-210021/A	Date 2020-10-15
Client Reference No. - N° de référence du client B7525-210021	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-052-18013	
File No. - N° de dossier QCL-0-43066 (052)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-11-19	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Proulx, Jean-R.	Buyer Id - Id de l'acheteur qcl052
Telephone No. - N° de téléphone (418) 905-0629 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA CITOYENNETE ET DE L'IMMIGRATION 300 SLATER STREET OTTAWA ONTARIO K1A 1L1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS.....	5
1.4 PHASED BID COMPLIANCE PROCESS	5
PART 2 - BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF BIDS	6
2.3 FORMER PUBLIC SERVANT	7
2.4 ENQUIRIES - BID SOLICITATION.....	8
2.5 APPLICABLE LAWS.....	8
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	9
2.7 BID CHALLENGE AND RECOURSE MECHANISMS	9
PART 3 - BID PREPARATION INSTRUCTIONS	10
3.1 BID PREPARATION INSTRUCTIONS.....	10
3.1.1 SECTION I: TECHNICAL BID.....	10
3.1.2 SECTION II: FINANCIAL BID.....	11
3.1.3 SECTION III: CERTIFICATIONS	11
3.1.4 SECTION IV: ADDITIONAL INFORMATION.....	11
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	13
4.1 EVALUATION PROCEDURES	13
4.2 BASIS OF SELECTION	17
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	19
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	19
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	19
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS	21
6.1 SECURITY REQUIREMENTS	21
6.2 FINANCIAL CAPABILITY	21
6.3 INSURANCE REQUIREMENTS.....	21
PART 7 - RESULTING CONTRACT CLAUSES	22
7.1 STATEMENT OF WORK	22
7.2 STANDARD CLAUSES AND CONDITIONS.....	22
7.3 SECURITY REQUIREMENTS	22
7.4 TERM OF CONTRACT	22
7.5 AUTHORITIES	23
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	24
7.7 PAYMENT.....	24
7.8 INVOICING INSTRUCTIONS	26

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

7.9	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	26
7.10	APPLICABLE LAWS.....	27
7.11	PRIORITY OF DOCUMENTS	27
7.12	FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR).....	27
7.14	ERRORS AND OMISSIONS LIABILITY INSURANCE	27
7.15	DISPUTE RESOLUTION	28
	ANNEX A - STATEMENT OF WORK	29
	ANNEX B - BASIS OF PAYMENT	37
	ANNEX C - SECURITY REQUIREMENTS CHECK LIST	39
	ANNEX D - INSURANCE REQUIREMENTS.....	43
	ATTACHMENT 1 – MADATORY AND POINT RATED TECHNICAL CRITERIA.....	45
	ATTACHMENT 2 - EVALUATION OF PRICE.....	51
	ATTACHMENT 3 - ELECTRONIC PAYMENT INSTRUMENTS.....	56
	ATTCHMENT 4	57
	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION	57

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include:

- Annex A : Statement of Work
- Annex B : Basis of Payment
- Annex C : Security Requirements Check List
- Annex D : Insurance Requirements

List of Attachments :

- Attachment 1 : Mandatory and Point Rated Technical Criteria
- Attachment 2 : Evaluation of Price
- Attachment 3 : Electronic Payment Instruments
- Attachment 4 : Federal Contractors Program for Employment Equity – Certification

1.2 Summary

1.2.1 Title:

SOCIAL AND SUPPORT SERVICES FOR MIGRANTS

1.2.2 Description of work:

To effectively support and sustain the arrival of Asylum Seekers to Canada, Immigration, Refugees and Citizenship Canada (IRCC) requires social and support services to assist with their integration that could include: site management and coordination, basic medical and health services, sanitation services, security and logistics, prior to Asylum Seekers moving into Canadian communities.

The specific tasks of the contract are presented in Annex A

1.2.3 Client department :

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

Immigration, Refugees and Citizenship Canada

1.2.4 Period of the contract

The period of the Contract is from Contract award to March 31st 2021 inclusive with six (6) optional periods of six (6) months each.

1.2.5 Important information :

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- ii. The primary location of work is Auberge Saint-Bernard in Saint-Bernard-De-Lacolle, Quebec, with a maximum capacity of 200 asylum seekers but up to 700 additional asylum seekers may be hosted in temporary accommodations in the Greater Montreal Area.
- iii. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the Attachment titled Federal Contractors Program for Employment Equity - Certification.
- iv. This procurement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (TWO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA) and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- v. Bidders must provide required information, as described in Article 3 of Section 2 of the Request For Proposal, in order to abide by the policies and directives of the Treasury Board on contracts signed with former public servants.
- vi. This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

1.3 Debriefings

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

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process (PBCP) applies to this requirement

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[A7035T](#) (2007-05-25), List of Proposed Subcontractors

2.2 Submission of Bids

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

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

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 Instruction 2003, or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect. It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Proposal closing date.

2.2.1 IMPORTANT NOTICE TO SUPPLIERS RE. BID SUBMISSION REQUIREMENTS

Due to the impacts from the COVID-19 pandemic, temporary measures are being taken on-site at the Québec Region Bid Receiving Unit to encourage social distancing. The health and safety of staff and suppliers remains our top priority.

Suppliers are required to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. This service allows suppliers to submit bids, offers and arrangements electronically to PWGSC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

Faxed and hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

Given current circumstances and network limitations, some active procurements may be delayed. To stay up to date on the status of specific procurements, please consult Buysandsell.gc.ca.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority at Jean-Renaud.Proulx@tpsgc-pwgsc.gc.ca no later than **eight (8) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

- b) Due to the nature of the bid solicitation, bids transmitted by facsimile, email and/or hardcopies will not be accepted.
- c) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.1.1 Section I: Technical Bid

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

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

- b) The technical bid consists of the following:
- (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Attachment 1
 - (ii) Each criteria should be addressed separately
 - (iii) To insure adequate evaluation of each technical criteria (mandatory and point rated), Bidders must clearly indicate the names of every proposed resource.
 - (iv) The technical bid must demonstrate how each proposed resource meets the requirements listed in Attachment 1
 - a. Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.

- b. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date of bid closing
- c. For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
- d. The bid must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

3.1.2 Section II: Financial Bid

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

3.1.2.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 3 "Electronic Payment Instruments", to identify which ones are accepted.

If Attachment 3 "Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Section III: Certifications

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

3.1.4 Section IV: Additional Information

- a) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#).
- b) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of the bid solicitation.
- c) Security related information (if applicable):
 - a. Name of the proposed resource as it appears on the Security Clearance form
 - b. Security Clearance certificate number

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

d) Canada requests that bidders provide the following information:

Administrative representative :

Name :

Phone :

Fascimile :

Email :

Technical representative :

Name :

Phone :

Fascimile :

Email :

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

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

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

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

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

response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

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

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only that part** of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

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

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

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

Refer to Attachment 1, Mandatory and Point Rated Technical Criteria.

4.1.2.2 Point Rated Technical Criteria

Refer to Attachment 1, Mandatory and Point Rated Technical Criteria.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

Bidders must present their financial bid in accordance with article 3.1.2, Section II: Financial Bid of Part 3 of the Request for Proposals.

4.1.3.2 Price evaluation

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

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 2, Evaluation of Price.

4.2 Basis of Selection

Highest combined rating based on Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory criteria;
 - c) obtain the required minimum points specified for each criterion and group of criterion which are subject to point rating;
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%. The bid with the lowest price will be awarded a 30/30 price score.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. Should 2 or more bids obtain the same combined rating, the bid with the highest technical merit score will be recommended for contract award.

Solicitation No. - N° de l'invitation
 B7525-210021/A
 Client Ref. No. - N° de réf. du client
 B7525-21-0021

Amd. No. - N° de la modif.
 File No. - N° du dossier
 QCL-0-43066

Buyer ID - Id de l'acheteur
 QCL 052
 CCC No./N° CCC - FMS No./N° VME

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 86 and the lowest evaluated price is \$1,125,900.00

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		60/86	71/86	84/86
Bid Evaluated Price		1 325 475.25 \$	1 125 900.00 \$	1 420 750.65 \$
Calculations	Technical Merit Score	$(60/86) * 70 = 48.84$	$(71/86) * 70 = 57.79$	$(84/86) * 70 = 68.37$
	Pricing Score	$(1\ 125\ 900.00 / 1\ 325\ 475.25) * 30 = 25.48$	$(1\ 125\ 900.00 / 1\ 125\ 900.00) * 30 = 30.00$	$(1\ 125\ 900.00 / 1\ 420\ 750.65) * 30 = 23.77$
Combined Rating		74.32	87.79	92.14
Overall Rating		3rd	2rd	1st

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

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

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.3.3 Language Capability

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Financial Capability

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

6.3 Insurance Requirements

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

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

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the technical and management portions of the Contractor's bid entitled _____, dated _____, **(To be completed at contract award)**

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 152190

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

7.4 Term of Contract

7.4.1 Period of the Contract

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

The period of the contract if from contract award to March 31st 2021 inclusive

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to six (6) additional six (6) months period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Option to Extend the Contract – Transition period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 60 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Jean-Renaud Proulx
Title : Procurement Specialist
Organization: Public Services and Procurement Canada
Supply and Compensation Directorate
Address : 1550 D'Estimauville Avenue
Quebec City, QC, Canada
G1J 0C7
Phone : 418-649-2774
Fascimile : 418-648-2209
Email : Jean-Renaud-Proulx@tpsgc-pwgsc.gc.ca

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

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

7.5.2 Technical Authority (To be completed at contract award)

The Project Authority for the Contract is:

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

Phone: _____
Facsimile : _____
Email : _____

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

7.5.3 Contractor's Representative (To be completed at contract award)

Administrative representative :

Technical representative :

Name : _____

Name: _____

Company: _____

Company: _____

Telephone : _____

Telephone: _____

Facsimile : _____

Facsimile: _____

Email: _____

Email: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (**insert the amount at contract award**). Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

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

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices (To be complete at contract award)

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

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

7.7.5 Discretionary Audit

A0078C (2010-01-11) Discretionary Audit, apply to and form part of the Contract.

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ (to be completed at contract award)

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

NOTE : Because of COVID19 operational impacts, invoicing will be by email only until further notice. Canada will inform the Contractor in writing when regular invoice distribution can resume. For now and until mentioned otherwise, all invoices must be sent electronically to :
_____ (to be completed at contract award)

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28) General Conditions - Higher Complexity - Services,
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated _____, (*insert at the time of contract award*)

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

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR (to be completed at contract award)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance Requirements

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

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

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

7.14 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) 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.
- (c) 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.
- (d) 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. Requirement Summary

To effectively support and sustain the arrival of Asylum Seekers to Canada, Immigration, Refugees and Citizenship Canada (IRCC) requires social and support services to assist with their integration that could include: site management and coordination, basic medical and health services, sanitation services, security and logistics, prior to Asylum Seekers moving into Canadian communities.

2. Background

In response to the COVID-19 pandemic, on March 21, 2020, the Government of Canada introduced border measures which limits all non-essential asylum seekers attempting to make a claim at land border port of entry are only allowed to pursue their claim in Canada if they meet an exception to the Safe Third Country Agreement. Asylum seekers attempting to enter Canada between ports of entry are being directed back to the U.S. with instructions to return to pursue their claims once the border measures are lifted.

Due to the exceptional circumstances related to COVID-19, and following the guidance from the Public Health Agency of Canada (PHAC) all incoming travelers to Canada are required to self-isolate for 14 days. This includes those who are permitted entry for the purposes of claiming asylum.

The federal government is responsible for providing temporary accommodation for both symptomatic and asymptomatic asylum seekers. The Public Health Agency of Canada (PHAC) is responsible for providing accommodations for symptomatic travelers (including asylum seekers) in a PHAC Quarantine Facility. IRCC is responsible for providing temporary accommodations to asymptomatic asylum seekers who do not have the means to self-isolate for 14-days.

3. Tasks and Scope of Work

Note: The asylum numbers included in this SOW are for contingency planning purposes and are not reflective of actual asylum flows.

The contractor is required to coordinate with Government of Canada the intake and management of

LOCATION 1:

- up to 200 Asylum Seekers at the Auberge Saint-Bernard in Saint-Bernard-de-Lacolle, QC and;

OTHER LOCATIONS:

- up to 700 Asylum Seekers at other locations within the Greater Montreal Area including the region of Lacolle identified by IRCC which may include but are not limited to hotels or other temporary accommodation sites.

The Government of Canada will be responsible for any related shuttle / local transportation services to and from the temporary accommodation for the Asylum Seekers.

Services described herein apply to Asylum Seekers arriving at the sites identified above.

3.1 Asylum Seeker Support

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

The Contractor must provide the following services, as required, for all Asylum Seekers as indicated by IRCC:

- Site management, room assignments and communications:

The Contractor will assign the rooms and beds to the Asylum Seekers and will ensure a written registry of room assignments is provided.

The Contractor must welcome the Asylum Seekers and communicate required information to them upon arrival. An information package may be provided which contains the following basic information:

- a. Code of conduct;
- b. Information related to COVID-19 and measures;
- c. Description of the site and meal times;
- d. Distribution of personal hygiene kits as needed.

The Contractor will be available to participate in meetings with IRCC as necessary to discuss operational concerns, identify gaps and review processes to ensure appropriate and effective site management. Responsibility for site management services will include overseeing the Contractor's staff and managing the following:

- a. Staff schedules;
- b. Ensuring that resources are qualified, trained and able to perform their functions;
- c. Immediately reporting all incidents to IRCC and submitting a written report at the end of each shift; and
- d. Ensuring the efficient conduct of operations on site and by shift.

FOR LOCATION 1 AND 2:

3.1.2a Medical Services First Aid Services

If required, in coordination with provincial health and the IRCC, the Contractor will provide a team of two medical resources including one registered nurse, that will do primary medical assessments and give primary health care (including triage, first aid, stabilization, referral and basic public health surveillance (i.e. hand cleaning)) 24 hours per day, seven days a week.

Amongst the medical team of two, there must be at least one registered nurse on-site at all times, though more than two may be necessary according to operational requirements. Hours of work and shift schedules will be managed by the Contractor and will be subject to change as determined by the IRCC in consultation with the Contractor.

3.1.2b Health and Sanitation Services

If needed and determined by the technical authority of IRCC, the Contractor must provide health and sanitation services including but not limited to treatment of luggage and personal effects for bed bugs or other such insects.

As required, the Contractor must provide Asylum Seekers with information on COVID-19, the importance of self-isolation and social distancing in the prevention of the spread of the virus (e.g. handouts, links to websites, verbal updates).

FOR LOCATION 1

3.1.2.1 Medical Fist Aid Services and Mini-Clinic Installation

If required, Canada will provide a space within the Auberge for a mini-clinic. This space will be a private examination room with counter and sink and a secure storage cabinet will be available for storing prescription medications and other controlled substances and materials. The Contractor must ensure that the space is ready to use and includes

- a. An examination table;
- b. A writing surface;
- c. A medical waste bin.

Medical equipment and supplies are provided by the Contractor, through the deployment of its mini-clinic. The Contractor will have to manage the inventory and advise IRCC when replenishment is needed. Contractor must:

- i. be able to provide non-prescription drugs (over-the-counter);
- ii. purchase, store and control over-the-counter (OTC);
- iii. ensure that sufficient supplies are available on-site and to stock medications according to the needs of the temporary accommodation.

a. The following list of OTC medications is provided as a guide to the Contractor:

- i. anti-inflammatory medication
- ii. pain and fever medication
- iii. antiemetic medication
- iv. antihistamine medication
- v. antacid
- vi. hydrocortisone cream
- vii. antibiotic cream and ointment
- viii. laxatives
- ix. anti-diarrheal medication
- x. anti-fungal medication
- xi. muscle aches and pain cream

FOR LOCATION 1 AND 2

3.1.2.2 Other health services

If needed, a medical mobile team of two resources, including one registered nurse may circulate amongst the Asylum Seeker population to actively identify potential cases, carry out hygiene promotion activities and identify potential public health hazards. If not requested by the Asylum Seeker or by the IRCC representatives, the mobile team should not, at any time, offer medical services. Asylum Seekers requiring physician services or prescriptions will be referred to the *Interim Federal Health Program*.

All other health services must be exclusively provided on IRCC site for Asylum Seekers being processed by IRCC. Only if requested by IRCC, the medical resource may provide medical assistance outside the IRCC site and to patients from other partner's or organization.

The Contractor is responsible for managing the administrative segregation/quarantine area when in use.

3.1.3 Asylum Seeker Personal Needs

IRCC requires that the Contractor be able to provide the personal service items below. The Contractor must purchase, store (at IRCC's expense) and control the inventory. IRCC requires the Contractor to have an inventory to accommodate approximately 75 Asylum Seekers per day and to a maximum of 900 Asylum Seekers on the sites during an influx period. It is the Contractor's responsibility to ensure that sufficient supplies are available on-site and to stock according to the needs of the IRCC site including (but not limited to):

- a. Provide toothbrush and toothpaste in travel format;
- b. Provide feminine hygiene products;
- c. Provide items for babies and toddlers (i.e. diapers and wipes for babies; soothers for babies, baby wipes, diaper cream, etc);
- d. Provide items food for babies or toddlers that is age appropriate (i.e. formula for babies (including variations required such as lactose free, or fortified with iron, cereal for young babies; pureed and/or chunky baby food for older infants);
- e. Disposable razors for shaving.

3.1.4 Meal distribution

For the food distribution, the Contractor must provide a resource at locations during regular meal times, 7 days a week. The Contractor must provide at least one resource on-site at all times, though more than one may be necessary according to operational requirements. Hours of work and shift schedules will be managed by the Contractor and will be subject to change as determined by the IRCC in consultation with the Contractor.

3.1.4.1 Food Distribution

The Contractor must distribute food to the Asylum Seekers. The food to be distributed will be provided by the IRCC. A schedule of meals and snacks will be also provided by the IRCC

- a. 3 meals per day for the Asylum Seekers on sites – fixed hours;
- b. Snacks may be required to be available on demand at specific locations on the site 24 hours a day.

3.1.5 Other Related Support Services

The Contractor must provide the following services as required for their operations:

- a. Administrative office support including but not limited to Operation staff, team leaders, logistician, administrative support, public affairs etc.;
- b. Courier/freight services as required for the operation of the temporary accommodation;
- c. Car rental and gas required to support operations;
- d. General office supplies and equipment including but not limited to IT (e.g., laptops, routers, printers).

3.1.6 Optional Security Services

As required, when rooms are occupied, the Contractor must provide the services of at least, one (1) trained and licenses security officer on-site at one or more temporary accommodations facility up to 24 hours/day x seven (7) days / week. The contractor must determine the appropriate length of shift(s) and number of

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

trained and licensed persons required to fulfil this requirement. Depending on the size of the facility and number of occupied rooms, the Contractor may request approval from IRCC to provide additional security officer personnel. Any request for additional security officer personnel is subject to IRCC approval.

The Contractor's security officer personnel must provide a presence within the designated locations that supports maintaining the overall safety and security of the Contractor's facilities by Asylum Seekers and other hotel guests, and must support the reinforcement of the hotel's existing policies in a calm and courteous manner, respectful of persons and property. If necessary, the Contractor's security officer personnel must provide Asylum Seekers with information on COVID-19 such as the importance of self-isolation, of remaining in their room, and of social distancing in the prevention of the spread of the virus (e.g, verbal updates and warnings).

In so doing, the Contractor's security officer personnel must perform periodic scheduled walking patrols and spot checks of the facility's exterior and interior common areas to record and report any unsafe conditions while patrolling hotel property; to support ensuring any violations to law or hotel policy are investigated and reported; and to ensure protection and preservation of Asylum Seeker, hotel, other guest and employee property.

The Contractor's security officer personnel must report to Canada's Representative at the beginning of each shift to receive a briefing and at the end of each shift to debrief on any incidents, repetitive issues, or other findings and requirements; and must report any serious incidents to Canada's Representatives as soon as practicable. Canada's Representative will be responsible for any follow-up required.

The Contractor's security officer personnel must work closely with Canada's Representatives and the hotel's front office management team to ensure services do not unduly disturb Asylum Seekers and other guests.

The Contractor's security officer personnel must act appropriately to address any incidents that are an immediate and real concern to the safety of Asylum Seekers or other hotel guests, by acting as a member of the emergency response team, responding in cases of fire, accident, safety concerns and calls for medical assistance; responding to all emergency situations and providing First Aid and C.P.R. as required; and correcting and reporting any fire hazards or health and safety hazards observed.

The Contractor must ensure its security officer personnel maintain a professional appearance, with appropriate badging on outer clothing clearly identifying their role as a security officer.

The Contractor must ensure its security officer personnel at all times:

- Act with integrity and honesty;
- Interact with Asylum Seekers, other hotel guests, and Canada's Representative in a calm and courteous manner and respectful of persons and property;
- Comply with federal, provincial and municipal laws, including Employment Standards, Human Rights and Occupational Health & Safety laws;
- Follows all hotel policies, procedures, service standards and all safety policies; and
- Refrain from discrimination and the excessive use of force.

The Contractor's security officer personnel must possess the following qualifications:

- Valid security guard license within the province in which the security officer is providing services (a valid Agent license in Québec, or a valid Security Guard license in Ontario);
- Valid CPR and First Aid certification; and

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

- Previous experience in a security role.

The Contractor must provide any radio or other communications equipment required for its security officer personnel to perform their duties.

3.1.7 Other Ad Hoc Items for Asylum Seekers

IRCC may require that the Contractor provide items of comfort for the Asylum Seekers while they are in self-isolation. At IRCC's request, the Contractor must purchase, store and distribute items such as (but not limited to):

- Arts and craft items;
- Board Games;
- Coloring/Sticker books;
- Puzzles;
- Books;
- Toys;
- Cleaning items (paper towels, disinfecting wipes, disinfectant spray, etc);
- Clothing (in exceptional circumstances).

3.2 Sites Management Services

For the Sites Management Services, the Contractor must provide a resource at the locations 24 hours per day, 7 days a week on all active sites. The Contractor must provide at least one resource on-site at all times when active, though more than one may be required according to operational requirements. When the site is not active, the Contractor must be ready on standby and available to resume operations within two (2) hours' notice. Hours of work and shift schedules will be managed by the Contractor and will be subject to change as determined by the IRCC in consultation with the Contractor.

For the duration of the contract, the Contractor must ensure that all services meet the requirements of this Statement of Work by providing quality assurance and oversight for all services, identifying problems, providing explanations and recommending corrective actions to the IRCC.

The Contractor must be available to attend meetings in person or by teleconference with IRCC as required, to discuss operational issues, identify gaps, and review processes at the temporary accommodation to ensure proper and consistent contract management as well as ensure operational effectiveness in the daily site management. The Site Management Services resource must supervise all the Contractor resources and resolve issues, including but not limited to:

- a. Management of staff schedules;
- b. Ensuring that resources are qualified, trained, and capable of performing their duties;
- c. Reporting all incidents verbally immediately to the project authority followed by a written report at the end of each shift;
- d. Ensuring efficient operations of site and by shifts.

3.3 Resource Requirements

The Contractor must provide any and all required logistical, volunteer and support staff to ensure the successful provision of services as indicated herein. All Contractor and sub-Contractor resources must be fully qualified to provide services for which they are engaged. The Contractor must ensure that all required resources are available to support the work. This may require resources to be available at any time of day, 24 hours a day, and 7 days a week.

3.4 Communication and Coordination

The Contractor must ensure that a project manager is available to IRCC on a 24 hours a day, 7 days a week basis to manage the coordination of Contractor services throughout the course of the work, including in response to any changes and resolution of issues.

3.5 Treatment of the Asylum Seekers

All work must be undertaken in a professional manner. All deployed Contractor resources must understand and respect the privacy, sensitivity and difficulty of the situations of Asylum Seekers, and the complexity of the processes through which they will be undergoing. All Asylum Seekers must be treated by all Contractor Resources with respect, dignity, and understanding at all times, in all circumstances. No media inquiries will be answered directly. The Contractor will ensure to refer such enquiries to the IRCC media relations.

4. Reporting

The Contractor must provide a weekly schedule directly to IRCC on-site to validate working hours, names and roles of its resources.

The objectives of reporting within the scope of this contract are to ensure that:

- i. IRCC and the Contractor are clear on what they are trying to achieve and how they assess success;
- ii. Contracted personnel are assigned based on training and performance to optimize results; and
- iii. IRCC receives transparent, clear and useful information on the results that the IRCC has achieved through the services provided by the Contractor.

The Contractor must provide the IRCC with a report at the end of each month with financial and performance statistics on the services rendered. At a minimum, the reports must include monthly de-personalized statistics about the following:

Requirement	Mechanism	Reporting Requirement
Utilization Report	A summary level pdf cover sheet indicating consumption for a weekly time period.	IRCC requires the Contractor to include the following minimum information : <ul style="list-style-type: none">• Temporary accommodation site occupancy• Number of medical consultations• Inventory,• Order,• Incidents

5. Limitations and Constraints

The Contractor must ensure that all work is undertaken respecting the 1951 United Nations Convention on Asylum Seekers and all related protocols, as necessary, as well as Canada's *Immigration and Refugee Protection Act* and related *Immigration and Refugee Protection Regulations*, as required.

6. Language of Work

The Contractor must provide services in the local language in which the Contractor's personnel are working, and must be able to communicate with Asylum Seekers. The Contractor's personnel must provide services in French and English.

7. Roles and Responsibilities of the Contractor

7.1 The Contractor must:

- i. Assist the IRCC in managing change and in the event of exceptional circumstances; meet with the IRCC management team; and visit the site as needed.
- ii. Ensure that the information available to its resources in the performance of their duties, is considered sensitive information and must not be disclosed if not necessary. If an extraordinary circumstance arises, the communication of this sensitive information must be done on a « need to know basis » only. Resources must follow IRCC and their organization's policies, guidelines and rules, and report any breaches. If any personal information is divulged, the Contractor must notify IRCC's management on site immediately, without delay.
- iii. Upon request, the Contractor must provide IRCC with a list of names and dates of birth of the resources present on site.
- iv. Remove all their equipment from the work location, upon completion of services.

Use of personal cell phones are permitted only during breaks and lunch hours, or in the event of an emergency.

8. Special Considerations

- i. Resources must have a valid driver's licenses and any required certifications to drive between the different work locations.
- ii. IRCC reserves the right to refuse access to the sites to any contractors or ask any persons to leave.

ANNEX B - BASIS OF PAYMENT

1. Services

The firm all-inclusive daily rate includes: labor cost, benefits, general and administrative expenses, overhead, transportation, benefits and others, except applicable taxes.

All expenses normally incurred for the provision of services, including but not limited to: training, premises for the project (including contractor's hardware and software), reports, quotes, photocopies, messaging, service charges, telephone charges, travel expenses must also be included in the firm all-inclusive daily rates shown below and will not be accepted as direct expenses to be reimbursed.

The firm all-inclusive daily rate refers to a 24 hour period.

Bidders should take into account that overtime and statutory holidays are included in the firm all-inclusive daily rate.

Table 1 – Services For Location 1 (As Described In Annex A)

Site Capacity	Firm all-inclusive daily rate (\$/day)						
	Period 1 (Firm) Contract Award to March 31 2021	Period 2 (Optional) April 1 st 2021 to Sept 30th 2021	Period 3 (Optional) Oct 1 st 2021 to March 31st 2022	Period 4 (Optional) April 1 st 2022 to Sept 30th 2022	Period 5 (Optional) Oct 1 st 2022 to March 31st 2023	Period 6 (Optional) April 1 st 2023 to Sept 30th 2023	Period 7 (Optional) Oct 1 st 2023 to March 31st 2024
Capacity of the site from 1 to 200							
Capacity of the site from 201 to 500							
Capacity of the site from 501 to 700							
Capacity of the site from 701 to 900							

Table 2 – Services For Location 2 (As Described In Annex A)

Capacité du Site	Firm all-inclusive daily rate (\$/day)						
	Period 1 (Firm) Contract Award to March 31 2021	Period 2 (Optional) April 1 st 2021 to Sept 30th 2021	Period 3 (Optional) Oct 1 st 2021 to March 31st 2022	Period 4 (Optional) April 1 st 2022 to Sept 30th 2022	Period 5 (Optional) Oct 1 st 2022 to March 31st 2023	Period 6 (Optional) April 1 st 2023 to Sept 30th 2023	Period 7 (Optional) Oct 1 st 2023 to March 31st 2024
Capacity of the site from 1 to 150							
Capacity of the site from 151 to 300							

NOTE: The price indicated is for the sum of the Asylum Seekers present on all the sites identified in the Location 2 group.

2. Direct Costs

The Contractor will be reimbursed for the direct expenses described in Table 4 or pre-approved by IRCC which it has reasonably and appropriately incurred in carrying out the work. These expenses are reimbursed at actual cost, increase defined in Table 4, upon presentation of a detailed statement of costs, accompanied by appropriate receipts in accordance with the invoicing instructions provided for in the contract.

Table 3 – Direct Cost of Personal Items (As Described In Annex A)

Description	% of increase to actual cost (%)
Personal items on the site and in inventory as described in articles 3.1.2.1, 3.1.3, 3.1.7 of Annex A	6%
Optional Security Services as described in article 3.1.6 of Annex A	6%
Health and sanitation services (treatment of luggage and personal effects for bed bugs or other such insects) as described in article 3.1.2b of Annex A	6%

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat PR# 152190
Security Classification / Classification de sécurité UNCLASSIFIED

**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 IRCC	2. Branch or Directorate / Direction générale ou Direction Domestic Network
--	--

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
To effectively support and sustain the arrival of Asylum Seekers to Canada, the Immigration, Refugees and Citizenship Canada (IRCC) requires social and support services to assist with their integration that could include: sites management and coordination, basic medical and health services, sanitation services, security and logistics, prior to Asylum Seekers moving into Canadian communities.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required - Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas?
No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

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

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input 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"/>



Contract Number / Numéro du contrat PR# 152196
Security Classification / Classification de sécurité UNCLASSIFIED

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité UNCLASSIFIED



Contract Number / Numéro du contrat
PR#152190
 Security Classification / Classification de sécurité
UNCLASSIFIED

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 / Confidenciel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidenciel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidenciel	Secret	Top Secret / Très Secret		
											A	B	C					
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

12. b) Will the document 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).

Security Classification / Classification de sécurité
UNCLASSIFIED



ANNEX D - INSURANCE REQUIREMENTS

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

-
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

ATTACHMENT 1 – MADATORY AND POINT RATED TECHNICAL CRITERIA

Mandatory Technical Criteria

Identification	Mandatory Technical Criteria	Met	Not Met
<p>M1 – Management Structure</p>	<p>The Bidder must describe their proposed management structure, including the Account Representative.</p> <p>To demonstrate compliance with this criterion, at the time of bid submission, the Bidder must provide an outline of the management structure that includes:</p> <ol style="list-style-type: none"> a. List of names of the individuals included in the management team. b. Their corresponding titles c. Their respective roles and responsibilities. <p>The outline must demonstrate how each resource's skillset will contribute to the overall project.</p>		
<p>M2 - Experience</p>	<p>The Bidder must demonstrate a minimum of one (1) years' experience in the last five (5) years providing at least two (2) of the following services:</p> <ul style="list-style-type: none"> • Accommodations support; • Food distribution support; • Medical First Aid services; and • Site Management services <p>To demonstrate this criterion, at the time of bid submission, the Bidder must submit the following for each of the services listed above:</p> <ol style="list-style-type: none"> a. Name of the client organization b. Date when the tasks were performed in MM-YY to MM-YY format c. List of tasks that were performed d. Contact information for the main point of contract which includes, Name, Title, Telephone number and email address. 		

Point Rated Technical Criteria

R1 – Proposed approach for resources and recruitment – Up to a maximum of 24 points				
Item	Criterion	0 points (criterion is not met)	1 points (criterion is partially met)	2 points (criterion is fully meet)
R1.1	<p>Recruitment Strategy The Bidder should provide a detailed description of their overall strategy. This will include strategies that address the challenge in:</p> <ul style="list-style-type: none"> i. acquiring, developing/training, and retaining qualified resources ii. Hiring timelines iii. Training programs iv. Being able to re-assign resources <p>The strategy should ensure continuous service delivery is maintained as described in the Statement of work (SOW).</p> <p>Bidders will be awarded up to two (2) points per element for a maximum total of up to eight (8) points.</p>	No approach is provided for the recruitment strategy.	The strategy is addressed but does not include suggestions to resolve any related challenges.	The strategy is comprehensive and includes suggestions to resolve any related challenges.
R1.2	<p>Security Requirement plan The Bidder must clearly describe the project's risks and propose a mitigation strategy for those risks. The risks described must be relevant to the SOW, and the mitigation strategy must be realistic.</p> <p>The risks include but are not limited to the following:</p> <ul style="list-style-type: none"> i. Service provider may not have proper protection (PPE) putting both themselves and Asymptomatic Asylum Seekers at risk. ii. Service provider may send staff on site whose background check is negative. iii. Service provider staff might share confidential information about operations or private information about asylum seekers with the public or the media. <p>Potential risks not identified herein</p> <p>For each of the elements listed above, one (1) point will be allotted for demonstrating an understanding of the security risk and one (1) point will be allotted for the proposed mitigation strategy.</p> <p>Bidders will be awarded up to two (2) points per element for a maximum total of up to eight (8) points.</p>	No plan is provided for the security requirement.	The Bidder demonstrates a basic understanding of the security requirement and the proposed mitigation strategy is not feasible or realistic.	Approach demonstrates a strong understanding of the security requirement and the proposed mitigation strategy is feasible and realistic.

R1.3	<p>Services Deficiencies Strategy</p> <p>The Bidder should provide a service deficiency strategy that addresses how service deficiencies such as staffing shortages, training and invoicing issues etc., will be dealt with during service delivery</p> <p>The Bidder should provide a service deficiency strategy that addresses the following service deficiencies:</p> <ol style="list-style-type: none"> 1. Staffing Shortages – 2 points 2. Training issues – 2 points 3. Invoicing Issues – 2 points 4. Any service delivery issues not listed above. <p>Bidders will be awarded up to two (2) points per element for a maximum total of up to eight (8) points.</p>	The service deficiency is not addressed.	Description of the service deficiencies strategy is limited. Information is missing on how staffing shortages, training or invoicing issues etc. will be addressed. No strategy proposed on how said issues will be solved	Comprehensive description of their service deficiencies strategy. Description clearly addresses how staffing shortages, training and invoicing etc., issues will be addressed and solved.
Sub-total R1				/24

R2 – Proposed approach for Service Delivery – Up to a maximum of 16 points				
Item	Criterion	0 points (criterion is not met)	1 points (criterion is partially met)	2 points (criterion is fully meet)
R2.1	<p>The Bidder should provide their service delivery strategy that addresses their ability to execute the work. This will include the plan to maintain service standards for 24 hours per day, as described in the SOW.</p> <p>The Bidder should provide a service delivery strategy that addresses the following risks:</p> <ol style="list-style-type: none"> i. Service provider may not be available on site before AAS arrive. ii. Service provider may not have sufficient staffing capacity; if demand for their services increases dramatically, they may be challenged to staff up quickly enough or provide the service. iii. Service provider may have difficulty ensuring operational consistency across all sites <p>Bidders will be awarded up to two (2) points per element for a maximum total of up to six (6) points.</p>	No strategy is provided to address issues related to service delivery.	Description of the service delivery strategy is limited. Information is missing on how the service standards will be maintained. The implementation of the 24-hour service strategy could result in service deficiencies.	Description of the service delivery is complete. Description clearly addresses the elements on service standards and the implementation for their 24-hour services strategy is feasible.

R2.2	<p>The Bidder should provide a communications plan that describes how they will communicate internally with IRCC on operational issues at the various sites, administrative issues including but not limited to:</p> <ol style="list-style-type: none"> 1. Staffing issues; 2. Invoicing, procedures 3. General inquiries; and 4. Emergency management issues such as an unexpected and overwhelming influx of asylum seekers. <p>Bidders will be awarded up to two (2) points per element for a maximum total of up to eight (8) points.</p>	No information is provided on the proposed chain of communications with IRCC.	Approach demonstrates a basic understanding of the communications requirement. Unclear how the communications plan with IRCC will be implemented.	Approach demonstrates a strong understanding of the communications requirement. Complete description of their internal chain of communications with IRCC and the implementation is feasible.
R2.3	<p>The Bidder should demonstrate their understanding of the project requirement. This will include the description of how the potential increase of 75 Asylum Seekers claims per day up to a maximum of 900 AS¹ on site will be managed by the Bidder, as described in the SOW and reflected in the Basis of Payment.</p> <p>Bidders will be awarded up to a maximum of 2 points</p>	No information is provided to demonstrate understanding of the project requirement understanding	Description of the project requirement understanding is limited. Unclear on how the Bidder will accommodate approximately 75 Asylum Seekers per day up to a maximum of 900 Asylum Seekers on site.	Description of the project requirement understanding is strong. Complete understanding on how the Bidder will accommodate approximately 75 Asylum Seekers per day and to a maximum of 900 Asylum Seekers on site.
Sub-total – R2				_____/16

R3 – Proposed approach for Work Management and Mitigation Strategy – Up to a maximum of 20 points				
Item	Criteria	0 points (criterion is not met)	5 points (criterion is partially met)	10 points (criterion is fully meet)
R3.1	Team Work management - The Bidder should describe its approach to effectively manage the work outlined in the SOW and how its team of resources will be deployed. This will include maintaining clear lines of communication and reporting as described in the SOW.	No information is provided to address the Bidder's team work management approach.	Description of the team work management approach is limited. Unclear on how the Bidder team will be deployed and/or missing elements regarding the lines of communication and reporting requirement.	Comprehensive description of the team work management. Clear description on how the Bidder team will be deployed and the process for maintaining a clear line of communication and reporting is complete.
R3.2	Mitigation Plan – The Bidder should describe its approach in respect to its risk management and issue resolution process. The risk elements should addresses the potential increase of the number of Asylum Seekers and shortage of qualified resources.	No information provided to address risk management and issue resolution in the mitigation plan.	Plan demonstrates a basic understanding of risk management approach. There are missing elements for the mitigation plan. The proposed resolution process is not fully addressed and may cause service deficiencies.	Approach demonstrates a thorough and effective risk management approach and demonstrates a strong understanding of the mitigation plan. The proposed resolution process is fully addressed.
Sub-total – R3				_____/20

R4 – Provision of Services – Up to a maximum of 26 points				
Item	Criteria	0 points (criterion is not met)	1 point (criterion is partially met)	2 points (criterion is fully meet)
R4.1	The Bidder should provide a description of its approach to the provision and delivery of Accommodations Support as described in the SOW. This includes the following elements: i. <i>welcome and information provision,</i> ii. <i>assignment of beds and rooms;</i> iii. <i>bedding, laundering and personal services.</i>	No information is provided to address any of the elements related to Accommodations Support services.	Description of the overall approach for the provision and delivery of Accommodations support services is limited. Not all of the accommodations services are addressed and may cause service deficiencies.	Comprehensive description of the overall approach for the provision and delivery of Accommodations support services. All elements are addressed; and the proposed approach is feasible.

	Bidders will be awarded up to two (2) points per element listed above for a maximum total of up to six (6) points .			
R4.2	<p>The Bidder should provide a description of its approach for the provision and delivery of Food distribution as described in the SOW. This includes the following elements:</p> <p><i>i. Food distribution</i> <i>ii. Planning, accompaniment at meal time; and</i> <i>iii. Water distribution.</i></p> <p>Bidders will be awarded up to two (2) points per element listed above for a maximum total of up to six (6) points.</p>	No information is provided to address the approach related to Food distribution services.	Description of the overall approach for the provision and delivery of Food distribution is limited. Not all the elements are addressed and may cause services deficiencies.	Comprehensive description of the overall approach for the provision and delivery of Food distribution services. All elements are addressed and the proposed approach is feasible.
R4.3	<p>The Bidder should provide a description of its approach to the provision and delivery of Medical First Aid services as described in the Statement of Work. This includes the following elements:</p> <p><i>i. medical first aid services & Mini-Clinic;</i> <i>ii. Installation; and</i> <i>iii. Other health services</i></p> <p>Bidders will be awarded up to two (2) points per element listed above for a maximum total of up to six (6) points.</p>	No information is provided to address the approach related to Medical First Aid services.	Description of the overall approach for the provision and delivery of Medical First Aid services is limited. Not all the elements are addressed and may cause services deficiencies.	Comprehensive description of the overall approach for the provision and delivery of Medical First Aid services. All elements are addressed and the proposed approach is feasible.
R4.4	<p>The Bidder should provide a description of its approach to the provision and delivery of Site Management Services as describe in the SOW. This includes the following elements:</p> <p><i>a. management of staff schedules,</i> <i>b. ensuring staff qualifications,</i> <i>c. incident reporting procedures,</i> <i>d. operations management by site and shift</i></p> <p>e. Bidders will be awarded up to two (2) points per element listed above for a maximum total of up to eight (8) points.</p>	No information is provided to address approach related to site management services.	Description of the overall approach for the provision and delivery of Site Management Services is limited. Not all the elements are addressed and may cause services deficiencies.	Comprehensive description of the overall approach for the provision and delivery of Site Management Services. All elements are addressed and the proposed approach is feasible
Sub-total – R4				/26

ATTACHMENT 2 - EVALUATION OF PRICE

For evaluation purposes only, the price of the bid will be determined as follows:

1 - Financial Bid

Bidders must submit their financial bid in accordance with **Annex B, Basis of Payment**.

2 - Calculation of bid price

The bid price will be calculated as follows:

Bid price = Estimated cost of services

The estimated cost of services will be calculated as set out in section 3 below.

The Bid Price will be evaluated on the basis of the following estimated service requirements*:

Location #1	
Site Capacity	Estimated days required
Capacity of the site from 1 to 200	105 days
Capacity of the site from 201 to 500	35 days
Capacity of the site from 501 to 700	26 days
Capacity of the site from 701 to 900	17 days
Location #2	
Site Capacity	Estimated days required
Capacity of the site from 1 to 150	122 days
Capacity of the site from 151 to 300	61 days

- The “estimated requirements” listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.
- The “estimated requirements” cover a 6 months period.

3 - Cost of labour:

- i. The Cost of each site's service capacity is obtained by multiplying the estimated number of day required by the all-inclusive daily rate of said capacity.
- ii. The estimated cost of each period is obtained by adding the estimated cost of all different capacity for said period
- iii. The total estimated cost of each site is obtained by adding all estimate period costs of that site.
- iv. The bid price is obtained by adding together the total estimated costs of each site.

- v. The bid price will then be converted to a price score of up to 30 points as described in section 4.2.1 of this document. The bid with the lowest price will be awarded a 30/30 score.

4 - Sample calculations for the price of the three bids

Table 4.1 – Price estimation for Location 1

	Site Capacity	Estimated number of days required	Firm all-inclusive daily rate (\$/day)	Estimated Costs (number of days x daily rate)
Period 1 (Firm) Contract Award to March 31 2021	Capacity of the site from 1 to 200	105 days	\$3,000	\$315,000
	Capacity of the site from 201 to 500	35 days	\$4,500	\$157,500
	Capacity of the site from 501 to 700	26 days	\$6,000	\$156,000
	Capacity of the site from 701 to 900	17 days	\$7,500	\$127,500
	A1 – Estimated Cost of Period 1			
Period 2 (Optional) April 1st 2021 to Sept 30th 2021	Capacity of the site from 1 to 200	105 days	\$3,045.00	\$319,725.00
	Capacity of the site from 201 to 500	35 days	\$4,567.50	\$159,862.50
	Capacity of the site from 501 to 700	26 days	\$6,090.00	\$158,340.00
	Capacity of the site from 701 to 900	17 days	\$7,612.50	\$129,412.50
	A2 – Estimated Cost of Period 2			
Period 3 (Optional) Oct 1st 2021 to March 31st 2022	Capacity of the site from 1 to 200	105 days	\$3,090.68	\$324,520.88
	Capacity of the site from 201 to 500	35 days	\$4,636.01	\$162,260.44
	Capacity of the site from 501 to 700	26 days	\$6,181.35	\$160,715.10
	Capacity of the site from 701 to 900	17 days	\$7,726.69	\$131,353.69
	A3 – Estimated Cost of Period 3			
Period 4 (Optional) April 1st 2022 to Sept 30th 2022	Capacity of the site from 1 to 200	105 days	\$3,137.04	\$329,388.69
	Capacity of the site from 201 to 500	35 days	\$4,705.55	\$164,694.34
	Capacity of the site from 501 to 700	26 days	\$6,274.07	\$163,125.83
	Capacity of the site from 701 to 900	17 days	\$7,842.59	\$133,323.99
	A4 – Estimated Cost of Period 4			
Period 5 (Optional) Oct 1st 2022 to March 31st 2023	Capacity of the site from 1 to 200	105 days	\$3,184.09	\$334,329.52
	Capacity of the site from 201 to 500	35 days	\$4,776.14	\$167,164.76
	Capacity of the site from 501 to 700	26 days	\$6,368.18	\$165,572.71
	Capacity of the site from 701 to 900	17 days	\$7,960.23	\$135,323.85
	A5 – Estimated Cost of Period 5			

Period 6 (Optional) April 1st 2023 to Sept 30th 2023	Capacity of the site from 1 to 200	105 days	\$3,231.85	\$339,344.46
	Capacity of the site from 201 to 500	35 days	\$4,847.78	\$169,672.23
	Capacity of the site from 501 to 700	26 days	\$6,463.70	\$168,056.30
	Capacity of the site from 701 to 900	17 days	\$8,079.63	\$137,353.71
	A6 – Estimated Cost of Period 6			
Period 7 (Optional) Oct 1st 2023 to March 31st 2024	Capacity of the site from 1 to 200	105 days	\$3,280.33	\$344,434.63
	Capacity of the site from 201 to 500	35 days	\$4,920.49	\$172,217.31
	Capacity of the site from 501 to 700	26 days	\$6,560.66	\$170,577.15
	Capacity of the site from 701 to 900	17 days	\$8,200.82	\$139,414.02
	A7 – Estimated Cost of Period 7			
A-TOTAL – Estimated total cost for Location 1 (Sum of A1 through A7)				\$5,536,183.61

Table 4.2 – Price estimation for Location 2

	Site Capacity	Estimated days required	Firm all-inclusive daily rate (\$/day)	Estimated Costs (number of days x daily rate)
Period 1 (Firm) Contract Award to March 31 2021	Capacity of the site from 1 to 150	122 days	\$3,000	\$366,000
	Capacity of the site from 151 to 300	61 days	\$5,000	\$305,000
	B1 – Estimated Cost of Period 1			
Period 2 (Optional) April 1st 2021 to Sept 30th 2021	Capacity of the site from 1 to 150	122 days	\$3,045	\$371,490
	Capacity of the site from 151 to 300	61 days	\$5,075	\$309,575
	B2 – Estimated Cost of Period 2			
Period 3 (Optional) Oct 1st 2021 to March 31st 2022	Capacity of the site from 1 to 150	122 days	\$3,090.68	\$377,062.35
	Capacity of the site from 151 to 300	61 days	\$5,151.13	\$314,218.63
	B3 – Estimated Cost of Period 3			
Period 4 (Optional) April 1st 2022 to Sept 30th 2022	Capacity of the site from 1 to 150	122 days	\$3,137.04	\$382,718.29
	Capacity of the site from 151 to 300	61 days	\$5,228.39	\$318,931.90
	B4 – Estimated Cost of Period 4			
Period 5 (Optional) Oct 1st 2022 to March 31st 2023	Capacity of the site from 1 to 150	122 days	\$3,184.09	\$388,459.06
	Capacity of the site from 151 to 300	61 days	\$5,306.82	\$323,715.88
	B5 – Estimated Cost of Period 5			
Period 6 (Optional) April 1st 2023 to Sept 30th 2023	Capacity of the site from 1 to 150	122 days	\$3,231.85	\$394,285.95
	Capacity of the site from 151 to 300	61 days	\$5,386.42	\$328,571.62
	B6 – Estimated Cost of Period 6			

Solicitation No. - N° de l'invitation
 B7525-210021/A
 Client Ref. No. - N° de réf. du client
 B7525-21-0021

Amd. No. - N° de la modif.
 File No. - N° du dossier
 QCL-0-43066

Buyer ID - Id de l'acheteur
 QCL 052
 CCC No./N° CCC - FMS No./N° VME

Period 7 (Optional) Oct 1st 2023 to March 31st 2024	Capacity of the site from 1 to 150	122 days	\$3,280.33	\$400,200.23
	Capacity of the site from 151 to 300	61 days	\$5,467.22	\$333,500.20
	B7 – Estimated Cost of Period 7			\$733,700.43
B-TOTAL – Estimated total cost for Location 2 (Sum of B1 through B7)				\$4,913,729.10

Tableau 4.2 – Bid Price

A-TOTAL – Carry Over Table 4.1's estimated total cost	\$5,536,183.61
B-TOTAL - Carry Over Table 4.2's estimated total cost	\$4,913,729.10
C – Total estimated service cost of bid (A-TOTAL + B-TOTAL)	\$10,449,912.71

Daily rates are provided as an example only and must not be interpreted as an indicator of Canada's expectations

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

Solicitation No. - N° de l'invitation
B7525-210021/A
Client Ref. No. - N° de réf. du client
B7525-21-0021

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-0-43066

Buyer ID - Id de l'acheteur
QCL 052
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 3 - ELECTRONIC PAYMENT INSTRUMENTS

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

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

ATTCHMENT 4

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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