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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

1.2 Summary

***THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS (see 1.3)**

The objective of this RFSO is to establish a competitively awarded Standing Offer (SO) to facilitate the on-going requirement to provide Drinking water sampling services and sampling reports and interpretation of results.

As part of its responsibilities as a property manager, PSPC wishes to hire the services of consultants to carry out drinking water quality control sampling in buildings housing federal officials. The needs correspond to approximately 50 buildings located mainly in Montérégie, Estrie, in Montreal region and in the Quebec region. Some buildings are located on the North Shore and in Gaspé Peninsula.

The work must be completed as per the Statement of Requirements - Annex "A" and the terms and conditions stipulated in this document.

The period of the SO will be for three (3) years commencing from award of the Standing Offer.

Option Period:

The SO Holder hereby grants to PSPC the irrevocable option to extend the terms of the SO for up to two (2) additional one (1) year periods, under the same terms and conditions. Canada may exercise this option at any time by written notice to the SO holder at least 30 calendar days prior to the SO expiry date or any extension thereof.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the United States–Mexico–Canada Agreement (USMCA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

1.3 Security Requirements

The Contractor/Offeror must, at the bid closing date, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), at Public Works and Government Services Canada (PWGSC).

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation: PWGSC Quebec Region Bid Receiving Unit Only bids submitted using epost Connect service will be accepted. The Bidder 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 Instructions 2003, or to send offers through an epost Connect message if the offerors 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 (6) days before the solicitation closing date.

For more information, visit the following web page: Steps to follow for the Bid Submission to Bid Receiving Unit (BRU) using epost Connect

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>

Request for Standing Offers, transmission of offers by facsimile or hardcopy or in person to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definition

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 Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror'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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- The Offeror must submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

- Offers transmitted by fax or hard copies/paper or in person, will not be accepted.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Price Schedule "Annex B, Basis of Payment".

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Technical Evaluation

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

4.1 Mandatory Technical Criteria (3)

All mandatory technical criteria must be met in order for the rest of the bid to be evaluated.

1) Security requirement

Upon Request for Standing Offers closing date, the offeror must hold a valid Designated Organization Screening (DOS) security clearance as indicated in Part 6 – Security Requirements and Part 7A - Standing Offer;

2) Staff certification

The offeror shall demonstrate this qualification requirement by providing copies of the diploma or certificate, or a description of the training and work experience in resumés.

Sampling team employees will be required to be certified within the meaning of section 44 of the Quebec *Regulation respecting the quality of drinking water* (RQDW) (November 1, 2019 version), namely:

For the purposes of the first, second and third paragraphs of this section, a person is certified in respect of the relevant class of facilities referred to in those provisions if the person:

(1) holds a diploma, a certificate or an attestation stating that the person has successfully completed training in the treatment and distribution of drinking water for the relevant class of facilities that is recognized by the Minister of Education, Recreation and Sports or the Minister of Higher Education, Research, Science and Technology; or

(2) Holds a certificate of qualification or attestation of experience stating that the person has successfully completed training as a drinking water operator for the relevant class of facilities given under a program established by the Minister of Employment and Social Solidarity under section 29.1 of the Act respecting workforce vocational training and qualification (c F-5).

For the purposes of the third paragraph, a person who holds a competency certificate issued by the Commission de la construction du Québec and stating that the person has successfully completed training as water system worker provided by the Commission is also a certified person.

A person who holds a diploma, a certificate, an attestation or a certificate of qualification issued in Canada but outside Québec attesting that the person has successfully completed, for the relevant class of facilities, training equivalent to any training described in the fourth and fifth paragraphs and recognized by the competent authorities of another province or a territory of Canada, is also a certified person for the operations or monitoring referred to in the first and second paragraphs or for work referred to in the third paragraph.

A person who holds a diploma, a certificate, an attestation or a certificate of qualification issued outside Canada, in the territory of a State that is a party with the Gouvernement du Québec to an agreement for the mutual recognition of vocational qualifications applicable to that class of facilities, attesting that the person has successfully completed, for the relevant class of facilities, training equivalent to any training described in the fourth and fifth paragraphs, is also a certified person.

The certification requirement or supervision required by a certified person also applies to any person that is put in charge, by the person in charge of the distribution system or a person under the latter person's authority, of collecting water for analysis, under the person is employed by a laboratory accredited for sampling purposes by the Minister under section 118.6 of the Environment Quality Act (chapter Q-2).

3) Laboratories

Laboratory certification

The laboratory analyses must be conducted by a laboratory certified under the Centre d'Expertise en Analyse Environnementale du Québec (CEAEQ) accreditation program. The laboratory must hold a valid certification for the following fields:

- Water microbiology: domains 1, 4
- Water chemistry: domains 11, 12, 13, 14, 16, 23, 28, 68, 141, 150, 152,

With respect to the costs of the analyses, the offerors must identify the associated laboratory or laboratories in the bid forms (*Financial assessment* Excel spreadsheets, *Analysis base costs* tab).

Sub-contracting

For each project and depending on the list of parameters requested, the offeror must identify and designate a certified laboratory (Appendix 3, *Laboratory analyses* tab). During the project, the designated laboratory must not subcontract out more than 30% of the analyses to a subcontractor laboratory. The objective is for the designated laboratory to have in-depth experience in drinking water analyses and for it to be certified in several of the required domains.

4.2 Point Rated Technical Criteria (3)

1) Ability to provide sampling services

The offeror will be required to demonstrate the experience of the proposed work team in carrying out drinking water sampling projects. To do so, the offeror shall provide the names of the planned sampling team, including:

- a project manager
- three employees assigned to sampling (designated as samplers)

The objective is to emphasize the strengths of the team members, list their specialties and highlight their past responsibilities, commitments and achievements.

The following information must be supplied for each member of the key personnel:

- Number of years of experience relevant to this project
- Number of years employed with the proponent's firm
- Role, responsibility and degree of involvement of each member in similar projects
- Planned role of each employee assigned to the project
- Résumé of each employee assigned to the project

The project manager must have two years of experience supervising a project team with a sampling aspect. The samplers must have two years of experience in projects with a sampling component.

During the period of the Standing Offer, should employees proposed in this invitation to tender be replaced by the offeror, the identified employees will need to be approved by PSPC, taking into account the certification in section 44 of the RQDW and the relevant experience in drinking water sampling.

2) Ability to carry out sampling projects

The offeror will be required to demonstrate its ability to carry out sampling projects by providing a list of five drinking water sampling projects or campaigns completed in the province of Quebec over the past three years.

Information that should be supplied for each project selected:

- Provide a brief description of the project by highlighting the similarities with the needs of the current project;
- Indicate when the project was carried out;
- List the client references: name, telephone number, email address (a reference check may be conducted);
- List the names and roles of the employees of the team being proposed who took part in the project.

3) Ability to prepare sampling reports

The offeror will need to demonstrate its ability to interpret drinking water analysis results and to prepare interpretative reports. To do so, it will need to provide three examples of interpretive reports on drinking water data prepared over the past three years. Reports must include completed analysis request forms.

4.3 Generic Evaluation Table:

PSPC Evaluation Board members will evaluate the strengths and weaknesses of the bid using the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10 points) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
	2 pts	4 pts	6 pts	8 pts	10 pts
Ability to provide sampling services	Weakness cannot be corrected. Proponent does not possess the qualifications and experience.	Generally doubtful that weaknesses can be corrected. Proponent lacks qualifications and experience.	Weaknesses can be corrected. Proponent has an acceptable level of qualifications and experience.	No significant weaknesses. Proponent is qualified and experienced.	No apparent weaknesses. Proponent is highly qualified and experienced.
Ability to carry out sampling projects	Sample projects not related to current requirement.	Sample projects generally not related to current	Sample projects generally related to current	Sample projects directly related to current requirement. Satisfactory	Leads in sample projects directly related to

	Extremely poor; insufficient to meet performance requirements	requirement. Little capability to meet performance requirements.	requirement. Acceptable ability; should ensure adequate results.	ability; should ensure effective results.	current requirement. Superior ability; should ensure very effective results.
Ability to prepare sampling and interpretation reports	Has little or no understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.

A score of zero (0) shall be given if no information has been provided to evaluate a criterion.

Only offers that are deemed compliant and that score the minimum number of points for each criterion will be accepted and evaluated in greater detail, in accordance with the financial evaluation criteria. Even if the offeror provides more information than required, the maximum number of points cannot be exceeded.

For each criterion, a weighting factor will be applied to the resulting score. Total weighted scores will be evaluated out of 100 points.

Point-Rated Technical Criteria	Score	Weighting factor	Weighted score
Ability to provide sampling services	0-10	4	40
Ability to carry out sampling projects	0-10	4	40
Ability to prepare sampling and interpretation reports	0-10	2	20
Total points			0 to 100

4.4 Basis of Selection –Combined Rating for Technical Merit and Overall Financial Evaluation

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory criteria; and
 - c) obtain the minimum score of 60% for the required points of all the point-rated technical evaluation criteria. The rating is performed on a scale of 100 points.
2. Bids not meeting (a), (b) and (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 multiplied by 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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 score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating for technical merit and price will be recommended for award of a contract.
8. For each of the two zones, only the three firms with the highest score will be qualified for the Standing Offer.

The calculation of the combined score is shown in the following example:

Three bids were found responsive, and the technical score and cost submitted for the offerors are as follows:

	Offeror 1	Offeror 2	Offeror 3
Number of technical points	88	84	76
Submitted price	<u>\$65,000</u>	<u>\$55,000</u>	<u>\$50,000</u>

- *The corrected technical points are calculated by multiplying by 70%.*
- *Cost-adjusted points are calculated by dividing the lowest offeror's price by the offeror's price and multiplying by 30. Thus, the lowest offeror compiles the maximum number of points, which is 30.*

	Number of corrected technical points	Number of points for adjusted cost	Total points combined	Final ranking
Offeror 1	$88 \times 70\% = 61.6$	$\$50,000 / \$65,000 \times 30 = 23.08$	84.68	2
Offeror 2	$83 \times 70\% = 58.8$	$\$50,000 / \$55,000 \times 30 = 27.27$	86.07	1
Offeror 3	$76 \times 70\% = 53.2$	$\$50,000 / \$50,000 \times 30 = 30$	83.2	3

4.5 Submission Evaluation and Rating

1. The technical components of all responsive submissions received are reviewed, evaluated and rated by a PSPC Evaluation Board in accordance with the evaluation criteria, components and weight factors set out in the RFP. Technical scores are established upon completion of the evaluation.
2. Submissions achieving the minimum scores specified in the Submission Requirements and Evaluation section of the RFP will be further considered.
3. If a submission has a price difference of over 25% above the average price of all offerors, Canada reserves the right to cancel said submission.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

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

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

5.1 Integrity Provisions – Required Documentation

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

PART 6 – SECURITY

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. EF928-200846

Upon Request for Standing Offers closing date, the offeror must hold a valid Designated Organization Screening (DOS) security clearance.

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), at 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.

Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by CSP, the Contractor/Offeror personnel **MAY NOT HAVE** access to PROTECTED information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, *without* an escort.
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 the Security Guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

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

7.2.1.1 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

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File No. - N° du dossier
MTC-9-42251

Buyer ID - Id de l'acheteur
MTC120
CCC No./N° CCC - FMS No./N° VME

The period for making call-ups and providing services against the Standing Offer is from February 1st, 2021 for three (3) years until January 31, 2024 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional period of three (2) years , of one year each , from February 1st , 2024 until January 31st 2026 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer. The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Keven Harvey
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 800, rue de la Gauchetière West, Portail South-West, 7 floor, suite 7300. Montréal (QC), H5A 1L6
Telephone: 514-607-2867
E-mail address: keven.harvey@tpsgc.pwgsc.gc.ca

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

7.5.2 Project Authority (To be determined at Standing Offer award)

The Project Authority for the Standing Offer is:

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

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

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

7.5.3 Offeror's Representative (To be determined at Standing Offer award)

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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 Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror'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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Services and procurement Canada.

7.8 Call-up Procedures

The call-up procedures require that call-ups be issued on a proportional basis such that the highest-ranked offeror receives the largest predetermined portion of the work; the second highest-ranked offeror receives the second largest predetermined portion of the work, etc. This predetermined distribution of the resulting work is to be described in the RFSO so that potential offerors are aware of these when preparing their offer. It is also known as "collective best value". The highest-ranked standing offer represents the best value for Canada, and its offeror receives the largest portion of the work. Refer to Part 4 - Procedures and Selection Method.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
 2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)
- or
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25 000, 00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$500 000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- e) the general conditions [2010C](#) (2020-05-28)
- f) Annex A, Requirement;

- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Federal Contractors Program for Employment Equity - Setting aside
- k) Annex E, Company Information
- l) Annex F, Bid Check list
- m) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 Status of Availability of Resources - Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The work must be completed in accordance with the Call-Up against the standing offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ and Applicable Taxes are extra. (*The amount will be inserted in the call-ups*).

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Limitation of Price

SACC Manual clause **C6000C** (2017-08-17) Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.3 Single Payment

SACC Manual clause **H1000C** (2017-08-17) single payment

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

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

7.5.4 SACC Manual Clauses

[H1001C](#) (2008-05-12) – Multiple Payments

[C0101C](#) (2010-01-11) -Discretionary Audit - Non-commercial Goods and/or Services

[A9117C](#) (2007-11-30) - T1204 - Direct Request by Customer Department

7.5.5 Electronic Payment of Invoices – Call-up

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)

7.6 Invoicing Instructions

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 include the following:

- a) the Contract title, number and financial code;
- b) the date;
- c) a description of the Work performed;
- d) timesheets (if payment is based on hourly/firm per diem rates);
- e) evidences of actual Cost (Cost Reimbursable Elements);
- f) the amount of the progress payment being claimed; and
- g) the amount for tax.

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

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ANNEX "A" REQUIREMENT

STATEMENT OF REQUIREMENTS

1. TITLE

Drinking water sampling and analysis services and sampling and results interpretation reports.

2. DESCRIPTION OF SERVICES AND TIME FRAME

2.1 Services

- A. Provide, as required, drinking water sampling (sampling) services on behalf of Public Services and Procurement Canada (PSPC), Quebec Region. Sampling services are required for the Quebec region and shall support PSPC's Environmental Services (client), on behalf of which the work is being performed. Each project shall correspond to the sampling of a variable number of water distribution points (water points) at a site during a single visit.
- B. The sampling services must be able to be provided throughout the province of Quebec, inside zones 1 and 2 identified below, except the regions covered by Comprehensive Land Claims Agreements (CLCA).
- C. The normal sampling schedule is Monday to Friday, between 9 a.m. and 4 p.m. Exceptionally, the offeror must be able to provide sampling services outside normal working hours (evening, night, weekend).
- D. The sampling services must include the management and coordination of analyses with an accredited laboratory (where necessary, PSPC reserves the right to designate a laboratory with which it has entered into a contractual agreement).
- E. As required, following sampling, prepare and deliver to PSPC sampling and/or interpretative reports on the results of analyses.

The needs under this invitation to tender apply to two geographic zones based on the administrative regions of Quebec as defined by the Ministère des Affaires municipales et Habitation (website: <https://www.mamh.gouv.qc.ca/organisation-municipale/organisation-territoriale/regions-administratives/>). The Estrie, Centre-du-Québec and Chaudière-Appalaches regions are separated as per the definitions below:

Zone 1: the following administrative regions:

- Abitibi-Témiscamingue
- Estrie (west and south of Highway 263 / west and south of Highway 161)
- Lanaudière
- Laurentians
- Laval
- Montérégie
- Montréal
- Northern Quebec
- Outaouais

Zone 2: the following administrative regions:

- Lower St. Lawrence
- National Capital
- Central Quebec (east and north of Highway 263 and including Highway 263)
- Chaudière-Appalaches (east and north of Highway 263 and including Highway 263)
- North Shore
- Estrie (east and north of Highway 263 and including Highway 263 / east and north of Highway 161 and including Highway 161)
- Gaspésie-Îles-de-la-Madeleine
- Mauricie
- Saguenay-Lac-Saint-Jean

Offerors may bid for one or both delivery zones. For each zone, a maximum of three firms will qualify.

2.1.1 General services required

- Conduct sampling based on the analysis needs of the project to be carried out, in accordance with the official protocols provided by PSPC, and using PSPC's analysis request forms. PSPC's general protocol is provided in Appendix 1. PSPC's general analysis request form is provided in Appendix 2.
- Contact the resource person provided by PSPC to confirm the sampling schedule.
- Coordinate, with an accredited laboratory, equipment and analysis needs, based on the requirements of the project to be carried out.
- Ship samples to the laboratory designated by PSPC within prescribed analysis time frames. Select the shipping or transportation method that will meet analysis deadlines. The location of the site to be sampled must be taken into account.
- Provide the preliminary and final analysis certificates to the PSPC project head.
- Compare, upon request, the analysis results with Health Canada's recommendations on drinking water quality.

PSPC's sampling needs cover buildings throughout the province of Quebec. Given the large geographical distribution of the projects, the current standing offer is separated into two zones. For information purposes, the annual drinking water sampling needs are estimated by zone:

For Zone 1:

- 1 building in the Montréal region (52x/year)
- 5 buildings in the Montréal region (1x/year)
- 1 building in the Montérégie region (24x/année)
- 1 border crossing facility in the Montérégie region (1x/month)
- 12 border crossing facilities in the Montérégie region (4x/year)
- 6 border crossing facilities in the Estrie region (4x/year)

For Zone 2:

- 2 border crossing facilities in the Estrie region (4x/year)
- 3 buildings in the Quebec City region
- 3 buildings in the North Shore region (Tadoussac, Escoumins, and Havre St-Pierre)
- 2 buildings in the Gaspésie region (Mont-Joli, Rivière-au-Renard)

2.1.2 Required services specific to sampling

- Use the analysis request forms designated by PSPC. These forms will be provided by email or may be completed and downloaded via the PSPC database (PWQMS or Potable water quality monitoring system).
- Comply with the sample coding determined by PSPC.
- When required, print and affix labels to containers according to the templates provided by PSPC.
- Record in the analysis request any anomalies noticed during the sampling of a water point.
- Notify the client (PSPC) of any anomalies identified during sampling (e.g., delays, non-existent or additional water points, attendant unavailable).
- If required, when unidentified water points are noticed on site, carry out the sampling and codify the water points as per PSPC's instructions.
- Confirm by email to the PSPC Project Authority the submission of the samples and the expected date of receipt by the laboratory (origin of the samples, receiving laboratory, expected date of receipt).

2.1.3 Sampling equipment

The offeror must ensure that the samplers have all the equipment and personal protective equipment required to sample drinking water. This equipment includes, but is not limited to:

- Personal protective equipment for the sampler such as safety goggles, safety boots, and a safety helmet (if necessary);
- Tools to open valves or remove aerators as required;
- Items required to disinfect water points prior to sampling (e.g., flame, cleansing swabs, alcohol, bleach, etc.);
- A colorimeter for free and total chlorine readings;

- A pH meter and a thermometer for field measurements;
- Sterile gloves;
- Equipment for transporting samples as required;
- Sample identification equipment;
- Equipment required to record information
- Analysis request forms, pre-completed for the water points to be sampled.
- A receptacle for collecting water during purging times at water entry points (e.g., a pail).

2.1.4 Other services required

- Upon request and not limited to, take measurements on site during sampling, such as pH or temperature measurements.
- Be able to complete other tasks specific to water points such as completing or updating inventories, purging or cleansing.

2.1.5 Services required specific to analyses

- The list of parameters requested for a project is variable, but in most cases the parameters are included in the list in the Laboratory analysis tab in Appendix 3. Certain specific parameters may be added for some projects.
- The individual analyses for lead, copper and manganese must be conducted in accordance with the requirements for processing samples based on the federal approach for lead. Specifically, when the samples are received at the laboratory, they must be processed in accordance with one of the following two methods:
 - Acidification of samples in 2% nitric acid. A wait time (contact time) of at least 48 hours is required before analysis.
 - Acidification of samples in 2% nitric acid. A wait time (contact time) of at least 16 hours is required. Before the analysis, the samples undergo thermal digestion with the addition of hydrochloric acid.
- Complete and original analysis certificates must be provided in .pdf format.
- The analysis results must be downloaded by the laboratory into the PSPC database (PWQMS) in a .txt file.
- The data of the .txt file must comply with the format defined by PSPC, namely:
 - 42838; Prel1;TPSGC/305RL/RDC-L-126-F;=;0.11;Fe;T2
 - 42838; Prel1;TPSGC/305RL/RDC-L-126-F;<;0.001;Pb;T2
 - 42838; Prel1;TPSGC/305RL/RDC-T-117-R;=;7.59;pH;T5
 - 42838; Prel1;TPSGC/305RL/RDC-EE;=;1.1;Turb;T5
 - in which the information corresponds to: *date; sampler code; identification of sampling point; greater than, less than or equal; results; parameter code; water run time in minutes*
- For some projects, the results must be downloaded into the Watertrax database.

2.1.6 Project management

The offeror shall identify a single project manager for all sampling projects. The project manager shall be responsible for:

- preparing service proposals and providing cost estimates based on the model developed by PSPC (Appendix 3: Template for Assessment of Project Costs)
- executing call-ups
- planning the sampling
- supervising the sampling team
- shipping samples and ensuring their receipt by the laboratory
- sending the invoices and submitting the details of the sampling and analysis costs. The invoices must be separated by project.

The project manager shall also be responsible for preparing sampling reports, monitoring quality control, interpreting results, and preparing interpretative reports.

2.2 Time frames

2.2.1 Time frame for completion of sampling services

- The normal deadline for providing a cost estimate must be 48 hours following the email request from PSPC. When required, the offeror must be able to provide a cost estimate within 24 hours.
- When required, be able to provide sampling services within a tight deadline (24 or 48 hours) up to a maximum of 10 business days following the email request from PSPC.
- The offeror must monitor the progress of the sampling based on the established time frame and report on it to the client;
- The offeror must notify the client of any known or anticipated delays that could affect results delivery time frames and keep accurate records on the causes of the delays.

2.2.2 Sample delivery time frames

- The offeror must send the samples to the laboratory so that they are analyzed within a time frame that ensures the results are valid. The time frames are based on the water sample preservation standards of Schedule IV to the *Regulation respecting the quality of drinking water* (RQDW) and are validated by the laboratory.
- If the laboratory cannot analyze the samples in a manner consistent with the established rules or procedures, for any of the following reasons, the responsibility for collecting new samples and all direct and indirect costs associated with it shall be borne by the offeror:
 - The deadline for analysis is exceeded owing to poor planning by the offeror
 - The offeror forgets samples
 - The offeror sends samples outside prescribed time frames
 - The offeror makes identification errors during sampling

2.2.3 Analysis certificate delivery time frames

- The offeror must provide the laboratory's complete analysis certificate within five business days following the receipt of the samples by the laboratory.
- When required, the analysis certificates must be delivered on an urgent basis (24, 48 or 72 hrs).

2.2.4 Downloading of results delivery time frame

- The analysis results must be downloaded into PSPC's PWQMS database or into Watertrax within five (5) business days following the issuing of the complete analysis certificate.

2.2.5 Report turnaround time

- Sampling reports, if required, must be delivered within ten (10) business days following the receipt of analysis results.
- Interpretative reports, if required, must be delivered within fifteen (15) business days following the receipt of the analysis results.

2.2.6 Invoice delivery times

- Invoices must be delivered within a maximum of one month after completion of a project.

3. DELIVERABLES

3.1 Sampling report

If necessary, a sampling report may be requested. This report may include, but is not limited to, the following information:

- The name of the project and a brief description of the project;
- Identification of the samples;
- Specific site conditions affecting sampling;
- The sampling methodology used, based on the tools used, cleaning procedures, sample preservation methods used in the field, and any other information that could affect sample integrity;
- Photographs of water points and elements of water treatment systems;
- The name of the sampler and the sampling date;
- The name and contact information of the laboratory used;
- A copy of the request for analysis form;
- The parameters to be analyzed and the field readings (free and total chlorine, temperature, etc.);

Reports shall be submitted in pdf format and written in French. If necessary, an English version may be requested, paid by PSPC.

3.2 Interpretative report

An interpretative report may be requested as required. The interpretative report could include the following:

- An introduction: the scope of the project, the project description, and the stakeholders involved;
- Identification of the samples;
- The methods used: sampling, general site conditions;
- A compilation of analysis results in table format, which compares the results with Health Canada's most recent Guidelines for Canadian Drinking Water Quality;
- An interpretation of the deviations from standards and the probable causes of these deviations;
- Recommendations for corrective/preventive measures;
- A list of the references used (sampling methods);
- Original certificates of analysis;
- The sampling report as an attachment (refer to point 3.2);
- The name and contact information of the project authority.

Reports shall be submitted in pdf format and written in French. If necessary, an English version may be requested.

4. REFERENCES

Q-2 r.40 – *Regulation respecting the quality of drinking water*

Health Canada, Guidelines for Canadian Drinking Water Quality

Health Canada, Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction, Version 2, 2013

Appendix 1: PSPC's General Sampling Protocol

The general protocol to be used is defined in this appendix. To meet specific needs, changes to this protocol could be made by PSPC.

The general rules to be followed for project sampling are similar to those described in Schedule IV to the RQDW. However, owing to the very nature of PSPC's needs and the federal context of the applicable drinking water regulations, specific points must be addressed.

A need for standard sampling in a building is defined as follows:

Water points	First water stream (T-0)	After a five-minute purge (T-5)
Water inlet	N/A	In order: <ul style="list-style-type: none"> • bacteriological parameters • free and total chlorine • physico-chemical end points
End of network	In order: <ul style="list-style-type: none"> • lead • bacteriological parameters • free and total chlorine 	In order: <ul style="list-style-type: none"> • bacteriological parameters • free and total chlorine • physico-chemical end points
Consumption points	In order: <ul style="list-style-type: none"> • lead • bacteriological parameters • chlorine free and total 	N/A

Depending on specific needs, other protocols and parameters may be requested by PSPC. The protocol to be used shall be specified and described prior to each sampling project.

Lead, copper, and manganese: Following an update to Health Canada's recommendation for lead in March 2019, a specific sampling protocol was developed. The procedure is to collect a sample in a 250 ml bottle during the first water stream and at a maximum flow rate. Lead sampling must always be done first, before bacteriological parameters.

This protocol was extended to copper and manganese metals. Designated laboratories must apply a specific analytical procedure, and these metals are specifically identified on the analysis request forms.

Bacteriological parameters: These parameters consist of the count of total coliforms and E. coli and/or the detection by presence/absence of total coliforms and E. coli.

Field measurements of free chlorine and total chlorine are required for bacteriological sampling and when sampled water has been chlorinated. Report the values measured at the locations designated for that purpose on the analysis request forms.

Physico-chemical end points: These ends points consist of pH (laboratory measurement), turbidity, nitrite/nitrate, metal scanning, trihalomethanes (THMs), and haloacetic acids (HA).

Other specific points:

- Samplers must wear powderless latex or nitrile gloves during sampling.
- Unless otherwise indicated, sampling from taps is carried out while leaving the aerator in place.
- Unless otherwise indicated, sampling is always carried out at cold water taps.
- If the tap is equipped with a valve used for both cold and hot water control, the hot water should not be allowed to flow before cold water sampling.
- Disinfection of water points prior to sampling should be done using alcohol swabs.
- The offeror is responsible for storing samples in a cold place following the sampling and until they are picked up by the designated laboratory. Use of ice packs is required. If the samples must be stored in a room prior to shipment to the laboratory, they must be stored in a

refrigerator at 4°C. The offeror shall ensure that samples are not frozen prior to being handed over to the laboratory.

- If applicable, follow any specific instructions from the laboratory to ensure the integrity of the samples and the smooth running of analytical procedures.

APPENDIX 2: Example of a Completed Analysis Request Form

ANALYSIS REQUEST
PUBLIC SERVICES AND PROCUREMENT CANADA
(ONE ANALYSIS CERTIFICATE PER ADDRESS)

Standing Offer No.: AAAA-BBBB/002/QCN

Order No.: 900471111

Project: PSpC drinking water
Data to be transferred to the PWQMS: Yes
Data to be transferred to WaterTrax: No

Template: Drinking water

Sampled by: _____ Wwww_Zzzz _____

Sampled at (i.e., address): _____ 999 boul. Robert-Bourassa, Montréal _____

Sampling date (YY/MM/DD) _____ 2020-01-15 _____

Sampling point:
(building, floor, room, type) _____ PWGSC/ICAO/SS-L-S-108-R-EE _____

BILLED TO: xxxx yyyy
7th floor, Place Bonaventure
800 rue de la Gauchetière Ouest,
Montréal, Quebec
H5A 1L6, tel. 514-600-0000

REPORTS SENT TO: xxxx.yyyy@tpsgc-pwgsc.gc.ca

ANALYSIS		SAMPLE IDENTIFICATION (number) (purge time) (time collected)		
		1	2	3
TYPE	PARAMETERS	T-0	T-2	T-5
		10:05	10:07	10:10
Bacteriological	E coli, total coliforms count		X	
	E coli, total coliforms present/absent			
Physico-chemical	Total extractable lead (federal standard)	X		
	Acid-soluble metals: grouping 1			
	Turbidity			
	pH			
	Nitrites, nitrates			
DBP	HAAs			
	THMs			X
Other (please specify)				
Free chlorine	Measured on site			
Total chlorine	Measured on site			

APPENDIX 3: Template for Assessment of Project Costs

Sampling costs

Preparation and Reports			
Activity	Costs per Water Point Group		
	0-10	11-24	Over 25
General administration of the offer			
Preparation of materiel and coordination with the laboratory for the offer			
Preparation and shipping of samples			

Sampling			
Activity	Unit Cost	Multiplied by	Total Cost
Water points to be sampled			0.00 \$

Travel and Disbursements			
Travel and Disbursements	Unit Cost	Multiplied by	Total in \$
Travel time (in hours)			0.00 \$
Travel costs (rates in km, up to the maximum in the National Joint Council Travel Directive)			0.00 \$
Meal expenses (up to the maximum in the National Joint Council Travel Directive)			
Breakfast			0.00 \$
Lunch			0.00 \$
Dinner			0.00 \$
Accommodation expenses (up to the maximum in PSPC's Accommodation and Car Rental Directory) (based on actual costs upon proof of invoice submission)			
Sample shipping expenses (based on actual costs upon proof of invoice submission)			

Laboratory analysis costs

Parameters	Unit costs	Numbers	Total	Laboratory chosen
E. coli count			0.00 \$	
Total coliforms count			0.00 \$	
Atypical bacteria count			0.00 \$	
E. coli presence/absence			0.00 \$	
Total coliforms presence/absence			0.00 \$	
Turbidity			0.00 \$	
Alkalinity			0.00 \$	
pH			0.00 \$	
Colour			0.00 \$	
Total dissolved solids			0.00 \$	
Hardness			0.00 \$	
Anions (fluoride, chloride, nitrite, nitrate, sulfate)			0.00 \$	
Fluorides			0.00 \$	
Chloride			0.00 \$	
Nitrite			0.00 \$	
Nitrate			0.00 \$	
Sulfates			0.00 \$	
Sulfide			0.00 \$	
Metals scans (including below)			0.00 \$	
Aluminium				
Antimony				
Arsenic				
Barium				
Boron				
Cadmium				
Chromium				
Copper				
Iron				
Manganese				
Mercury				
Lead				
Sodium				
Selenium				
Uranium				
Zinc				
Individual metals (as indicated below)				
Calcium			0.00 \$	
Copper (federal approach)			0.00 \$	
Iron			0.00 \$	
Magnesium			0.00 \$	
Manganese (federal approach)			0.00 \$	
Lead (federal approach)			0.00 \$	
Sodium			0.00 \$	
Uranium			0.00 \$	
Trihalomethanes			0.00 \$	
Halacetic acids			0.00 \$	
BTEX			0.00 \$	
Tannins and lignins			0.00 \$	

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

ANNEX "B" BASIS OF PAYMENT (PRICE SCHEDULE)

See below Price Schedule Guide.

See attached the following Excel files:

- 1) Price schedule 3 years firm
- 2) Price schedule option year 1
- 3) Price schedule option year 2

PAYMENT BASIS GUIDE

As described in the Statement of Requirements, the standing offer will cover two geographic zones within the province of Quebec. The offerors will be able to submit a bid for one zone or both zones. The bids will need to cover each of the three periods of the standing offer, as follows:

- Three firm years
- Option Year 1
- Option Year 2

To this end, the following three price schedules, one per period, will need to be completed:

- Three firm years price schedule.xlsx
- Option year 1 price schedule.xlsx
- Option year 2 price schedule.xlsx

For each spreadsheet, the offerors' financial bids must be completed in three steps, as follows:

1. Base costs for the sampling component: This step is used to determine the costs for the *fees and expenses* that will be applied for all the projects for the duration of the standing offer. This step does not take laboratory analysis costs into account.
2. Bids per geographic zone: This step is used to assess *fees and expenses* while factoring in the geographic location of the offerors' branches in comparison with the location of the PSPC buildings to be sampled. Therefore, this step assesses the geographic aspect by taking PSPC's actual requirements into account. This step does not take laboratory analysis costs into account.
3. Analysis costs: This step is used to evaluate the *expenses* relating to the laboratory analyses.

For the bids' price schedule, the costs in steps two and three will be added together per zone.

Note: The spreadsheets for the two option years will allow the offeror, if it so wishes, to index costs after the three-year firm period.

Step 1: Determining base costs for the sampling component

The offeror will need to complete the cells highlighted in blue in the *Sampling base costs* tab of the four *Price schedule* Excel spreadsheets. These costs, in addition to being used for step 2, will be used in call-ups and they will be in effect for the total duration of the standing offer depending on the specified period (three firm years, option 1 and 2).

Preparation and reporting section:

The costs of the activities of this section must be determined based on three groups of water points to be sampled. Therefore, for groups of 0 to 10, 11 to 24, and more than 25 water points, the offeror shall be required to propose fixed costs based on the activities:

- *General administration of the order*
- *Preparation of equipment and coordination with the laboratory for the order*
- *Sample preparation and shipment*
- *Sampling report*
- *Interpretative report*

Sampling section:

For the *Water points to be sampled* activity, the proposed unit cost shall be fixed and shall correspond to the cost of collecting samples at one water point according to the protocol described in Appendix 1 of the Statement of Requirements. The multiplication factor will be the number of water points to be sampled within a given project.

Measurements of the free chlorine and total chlorine to be carried out during sampling of bacteriological parameters shall be included in the unit cost.

Note : For some specific projects, the sampling protocol can involve a waiting time (30 minutes and more). For these cases, the hourly rate specified at the *Travel time* activity will be applied for the asked waiting time. This possibility is not required for submission.

Travel and expenses section:

The unit cost (hourly rate) of the *Travel Time* activity must be fixed.

The unit cost of the *Travel expenses* activity will be fixed, but reviewed each year on the anniversary of the date of the coming into force of the standing offer. The kilometre rate will be the one in effect on that date in accordance with the National Joint Council's Travel Directive (<https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>). For bid purposes, the included rate is the one effective as of July 1st, 2020.

The unit costs of the *Meal expenses* will be fixed, but reviewed each year on the anniversary of the date of the coming into force of the standing offer. The rates will be those in effect on that date in accordance with the National Joint Council's Travel Directive. (<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>). For bid purposes, the included rates are those effective as of October 1st, 2020.

Step 2: Bid per geographic zone

For this step, three addresses (or simulation) have been selected to represent each zone. The offerors can choose to bid for one zone only or for both, but they will need to propose costs for each address of the zone they will choose.

A weighting factor was determined for each simulation to reflect PSPC's current annual requirements based on two factors: the number of sites per administrative region and the sampling frequency per site.

Simulations	Weighting Factor
Zone 1	
200 boul. René-Lévesque Ouest, Montréal	25
9 rue de l'église Nord, Lacolle	45
50 place de la Cité, Sherbrooke	30
Zone 2	
1550 avenue d'Estimauville, Québec	40
701 boul. Laure, Sept-Îles	35
150 boul. Dion, Matane	25

For example, for Zone 1, given that site and frequency requirements are greater in Montérégie, the Lacolle site is weighted by a factor of 45. Since the second area with the greatest needs is the Estrie region, the Sherbrooke site is weighted by a factor of 30. Lastly, the area with the lowest needs in Zone 1 is the Montréal region, so the weighting factor is the lowest at 25.

Each simulation is represented in the *Financial Evaluation* Excel spreadsheets in the *Zone 1* and *Zone 2* tabs, and the costs provided in Step 1 are reported in them (the *Sampling report* and *Interpretative report* elements are not part of the simulations, but the rates must be entered in step 1). To complete the financial proposals by zone, the offeror must provide for each period and for each simulation the information requested in the cells highlighted in blue, namely:

- Multiplication factor for *Travel Time*
- Multiplication factor for *Travel Expenses*
- Multiplication factor for *Meal Expenses* for the three types of meals
- *Accommodation Expenses* if the simulation involves one or more overnight stays.
 - If overnight stays are required as a result of the geographic location of the offeror's branches, enter \$120 per overnight stay.
 - If no overnight stays are required, enter \$0.

No shipping costs are required for the simulations.

Note: Offerors shall provide the contact information for the branch used for each simulation. This contact information shall be used for call-ups against the Standing Offer.

Step 3: Analysis costs

The offerors will need to propose analysis costs for all the parameters set out in the *Analysis base costs* tab of the three *Price schedule* Excel spreadsheets. The offerors will need to complete the cells highlighted in blue, including the identification of the laboratory per parameter. These costs will be used for the simulations in the *Zone 1* and *Zone 2* tabs and will also be weighted based on the factors described in Step 2. These costs will be used in call-ups and will be in effect for the total duration of the standing offer, based on the period specified (three firm years, option 1 and 2).

The estimated annual requirements are presented for information purposes.

The cost to download data into PSPC's PWQMS database or into Watertrax must not be listed as a separate cost; rather, it must be included in the unit costs.

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ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



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Security Classification / Classification de sécurité UNCLASSIFIED / SANS CLASSIFICATION

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Biens immobiliers
---	--	---

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
Services d'échantillonnage d'eau potable dans des immeubles de TPSGC et autres ministères fédéraux

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

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

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

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

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

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

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

Canada <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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

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

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input 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"/>





PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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Security Classification / Classification de sécurité UNCLASSIFIED / SANS CLASSIFICATION

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Bilodeau, Louis	Title - Titre Spécialiste en environnement	Signature Bilodeau, Louis <small>Signé numériquement par : Bilodeau, Louis Nom DN : CN = Bilodeau, Louis C = CA O = GC OU = PWGSC-TPSGC Date : 2020.01.09 08:59:55 -05'00'</small>	
Telephone No. - N° de téléphone 514-601-0293	Facsimile No. - N° de télécopieur 514-496-3761	E-mail address - Adresse courriel louis.bilodeau@tpsgc-pwgsc.gc.ca	Date 2020/01/09

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

Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel	Title - Titre SO	Signature Bouchard, PierreLuc <small>Digitally signed by Bouchard, PierreLuc Date: 2020.01.10 09:34:35 -05'00'</small>	
Telephone No. - N° de téléphone 819-639-9758	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel jean-michel.fleury@tpsgc-pwgsc.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? No Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Keven Harvey	Title - Titre Procurement Specialist	Signature <i>Keven Harvey</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées) Paul Lepinski	Title - Titre Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program Téléphone : 613 957-1294 paul.lepinski@tpsgc-pwgsc.gc.ca	Signature Paul Lepinski <small>Digitally signed by Paul Lepinski Date: 2020.01.13 11:07:24 -05'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX "D" FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

- CERTIFICATION to PART 5 OF THE REQUEST FOR STANDING OFFERS

I, the Offeror, by submitting the present information to the Standing Offer 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 an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside 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 RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, 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 Offeror is not a Joint Venture.

OR

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

Solicitation No. - N° de l'invitation
EF928-200846/A
Client Ref. No. - N° de réf. du client
R.082195.215

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-9-42251

Buyer ID - Id de l'acheteur
MTC120
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" COMPANY INFORMATION
(mandatory information at bid closing)

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWJdGlvbj1yZWdpc3Rlci5pbmRybyZpZD00&lang=eng>

Company names: _____

Address: _____

Company number (BN): _____

Tax number: _____

Procurement Business Number (PBN): _____

Complete list of names of all individuals who are currently directors of the tenderer:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other information or comment :

ANNEX “F” BID CHECKLIST

Items	Completed and attached to the offer
Attach the signed cover page (1) with the offer	
Security Proof of the Designated Organization Screening (DOS) valid upon bid closing, Part 6	
Attach technical proposal, Part 4	
Attach financial bid, Appendix B (3 excel sheet file, see below)	
Attach required certificate and documentation Part 5	
Annex F – Company information	
Demonstration of certification within the meaning of section 44 of the RQDW	
Identification of the associated laboratory or laboratories	
Presentation of the project manager	
Presentation of the 3 samplers	
Presentation of the ability to carry out sampling projects	
3 examples of interpretive reports	
Excel Spreadsheet Price schedule 3 firm years (cells highlighted in blue)	
Excel Spreadsheet Price schedule option year 1 (cells highlighted in blue)	
Excel Spreadsheet Price schedule option year 2 (cells highlighted in blue)	

***Note: other documents or information may be requested**