



**REQUEST FOR PROPOSALS  
DEMANDE DE PROPOSITIONS**

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

National Research Council Canada (NRC)  
Finance and Procurement Services  
1200 Montreal Road, Building M-58  
Ottawa, Ontario  
K1A 0R6

Title/Sujet <b>Accessibility Technical Assessment Report</b>	
Solicitation No./N. de l'invitation <b>20-58086</b>	Date <b>November 25, 2020</b>
Solicitation Closes/L'invitation prend fin at/à <b>14 :00</b> on/le <b>11 December 2020</b>	Time Zone/Fuseau Horaire <b>EST</b>
Address Enquiries To/Adresser demandes de renseignements à : Alain Leroux <a href="mailto:alain.leroux@nrc-cnrc.gc.ca">alain.leroux@nrc-cnrc.gc.ca</a>	

Instructions: See Herein

Instructions: Voir aux présentes

Proposal To:

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

Proposition aux:

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



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

## **ACCESSIBILITY TECHNICAL ASSESSMENT REPORT**

### **1.0 PRESENTATION OF PROPOSALS**

1.1 You are invited to submit **one** electronic Technical Proposal and **one** electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment **must** be clearly marked 'Technical Proposal' and the other attachment **must** be marked 'Financial Proposal'. All financial information **must** be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. **All proposals should include the front page of this RFP duly completed.**

### **2.0 SCOPE OF WORK**

2.1 To provide Engineering Services to **NRC** in accordance with the detailed Statement of Work attached as Appendix "A".

#### **2.2 Mandatory Site Visit**

A mandatory site visit is scheduled for December 2, 2020 at 9:30am at Building M-58 South Entrance (employee parking lot), located at 1200 Montreal Rd, Ottawa ON, K1A 0R6.

### **3.0 PERIOD OF CONTRACT**

3.1 NRC anticipates that the work will begin in December, 2020 award and be completed by **May 31, 2021.**

### **4.0 ENQUIRIES**

4.1 If you require clarification regarding any aspect of this RFP, address all queries to the Contracting Authority, identified below, at least 4 working days before the closing date. All queries must be in writing and queries received less than 4 working days prior to the closing date cannot be guaranteed a response. Information received verbally will not be binding upon the NRC.

#### **Alain Leroux**

Contracting Authority, Procurement Services  
National Research Council Canada  
1200 Montreal Road, Bldg. M-58  
Ottawa, Ontario K1A 0R6     [alain.leroux@nrc-cnrc.gc.ca](mailto:alain.leroux@nrc-cnrc.gc.ca)

4.2 To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

- 4.3 Vendors who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).
- 4.4 It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

## **5.0 PROPOSAL CLOSING DATE AND BID SUBMISSION INSTRUCTIONS**

- 5.1 Technical and Financial Proposals must be **received electronically** no later than 14:00 **EST** (according to NRC's Server Time), December 11., 2020, to the following **Contracting Authority**:

[alain.leroux@nrc-cnrc.gc.ca](mailto:alain.leroux@nrc-cnrc.gc.ca)

**\*\*The maximum file size that NRC can receive in a single email is 10MB\*\***

**\*\*Bidders are urged to send their proposals well before the bid closing time\*\***

**Proposals must not be sent directly to the Project Authority**

- 5.2 All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. **The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.**
- 5.3 The sender has the sole responsibility for the timely dispatch and delivery of a proposal and cannot transfer such responsibility to the NRC. No supplementary information will be accepted after the closing deadline unless NRC requests a clarification.
- 5.4 All submitted proposals become the property NRC.

## **6.0 MANDATORY CRITERIA:**

Proposals will be evaluated to determine if all mandatory requirements detailed in Appendix D and this Table "Mandatory Criteria" have been met.

Any Proposal which fails to meet any of the mandatory requirements will be considered non-compliant and will not be given further consideration.

In the table below include the page number(s) of your proposal that demonstrates you meet that specific requirement.

## MANDATORY CRITERIA

Item	Mandatory Criteria	Proposal Page # (s) <i>(Proponent to Insert)</i>
M1	The Proponent must provide written assurance indicating they have recent experience conducting accessibility audits conforming to CSA B651-18 Accessible design for the built environment, in the last 2 years.	
M2	The Proponent must demonstrate recent experience in conducting accessibility audits conforming to CSA B651-18 Accessible design for the built environment.  Provide 3 examples within the last 2 years.	
M3	For the 3 examples in item M2, provide client references. The references should include a name, telephone and email address.	
M4	The Proponent must provide written assurance as to the availability of the proposed resource to start work upon contract signing and throughout the contract period, and be able to deliver service per 2.3.3.3 Deliverables and 2.3.2 Proposed Project Timeline.	

### 7.0 COST PROPOSAL

- 7.1 The Contractor must complete this pricing schedule provided in **SOW at bullet 2.4 Financial Proposal** and include it as a separate attachment in the electronic bid submission.
- 7.2 The cost proposal must have sufficient structure to show how the total proposed cost was calculated. It should contain the following elements:
- a) The number, classification and per diem and/or hourly rate for all assigned personnel. For each classification, the number of workdays should be defined.
  - b) The amount and explanation for other miscellaneous expenses that could be incurred.
  - c) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- 7.3 **GOODS AND SERVICES TAX (GST) and HARMONIZED SALES TAX (HST):** The GST and HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of GST or HST shall be disclosed and shown as a separate item.

- 7.4 Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

## 8.0 **CONDITIONS OF SUBMISSION**

- 8.1 There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.
- 8.2 The method of selection will be the valid proposal with the lowest financial proposal
- 8.3 Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.
- 8.4 Your proposal should contain the following statement:
- "We hereby certify that the price quote is not in excess of the lowest price charged anyone else, including our most favoured customer, for like services".
- 8.5 Any contract resulting from this invitation will be subject to the General Conditions – Engineering and Architectural Services 0220 (copy attached as Appendix "E") and any other special conditions that may apply.

## 9.0 **OWNERSHIP OF INTELLECTUAL AND OTHER PROPERTY**

- 9.1 All confidential information gathered or viewed or any product developed as a result of this RFP must be treated as confidential and as NRC property.

## 10.0 **CONFIDENTIALITY**

- 10.1 This document is UNCLASSIFIED, however; the contractor shall treat as confidential, during as well as after the services contracted for, any information of the affairs of NRC of a confidential nature to which its servants or agents become privy.

## 11.0 **CRIMINAL CODE OF CANADA**

- 11.1 Canada may reject an offer where the Bidder, or any employee or subcontractor included as part of the offer, has been convicted under section 121 ("Frauds on the government" & Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the Criminal Code.

## 12.0 **DEBRIEFINGS**

12.1 After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## **ADDITIONAL CONTRACT CLAUSES**

<b>Bidder compliance with all of the following clauses, terms and conditions of the resulting contract is mandatory.</b>
--

## 13.0 **T4-A SUPPLEMENTARY SLIPS**

13.1 Pursuant to paragraph 221(1)(d) of the Income Tax Act, payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4A Supplementary slip. To enable client departments and agencies to comply with this requirement, contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

## 14.0 **GOVERNMENT SMOKING POLICY**

14.1 Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

## 15.0 **ACCESS TO GOVERNMENT FACILITIES / EQUIPMENT**

15.1 Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Project Authority named herein. There will be however; no day-to-day supervision of the Contractor's activities nor control of the Contractor's hours of work by the Project Authority.

15.2 The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.

## 16.0 **GENERAL CONDITIONS**

16.1 The General Conditions 0220 entitled General Conditions Engineering and Architectural Services and attached as Appendix "E" form part of this Contract.

## 17.0 **PROGRESS REPORT**

17.1 As part of and together with each progress claim, the Contractor must submit a progress report consisting of a narrative of approximately one (1) page describing the technical progress achieved in terms of the "Statement of Work", explaining any variations in the work or expenditure plan, specifying any problems encountered or foreseen (relating to time, cost or technical matters) and any other matter considered reportable by the Contractor.

18.0 **ADDITIONAL WORK**

18.1 The successful bidder can at NRC's option, be asked to provide additional work related to this requirement. Payment will be limited to the firm per diems quoted in the Contractor's proposal.

19.0 **NON-PERMANENT RESIDENT (CANADIAN COMPANY)**

19.1 The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

20.0 **LUMP SUM PAYMENT - WORK FORCE REDUCTION PROGRAMS**

20.1 It is a term of the contract that:

- a. the Contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the Early Retirement Incentive Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;
- b. the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based; and
- c. the Contractor had informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-8, of July 28, 1995.

21.0 **FORMER PUBLIC SERVANT**

21.1 Contracts with 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 with FPS, bidders must provide the information required below.

21.2 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.

21.3 Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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.

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

21.5 Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

21.6 For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.



## 22.0 **OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO)**

22.1 The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 23.0 **ENVIRONMENTAL CONSIDERATIONS**

23.1 Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573> , for this solicitation:

- Offerors / suppliers are encouraged to offer or suggest green solutions whenever possible.
- Offerors / suppliers are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- The paper format of the offer / arrangement should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content.
- Offerors / suppliers should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Offerors / suppliers are encouraged to offer goods and/or services certified to a reputable eco-label.
- Offerors / suppliers should use equipment that has high energy efficiency or produces low air emissions.
- Offerors / suppliers are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Offerors / suppliers are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Suppliers are encouraged to consult the following websites:  
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>  
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-glr-eng.html>

## 24.0 **INTEGRITY PROVISIONS**

24.1 By responding to this RFP, the Proponent is subject to the integrity provisions contained in the following documents:

- The Government of Canada's *Integrity Provision*
- *Ineligibility and Suspension Policy* (the "Policy") in effect on the date the bid solicitation is issued
- *all related Directives related to the above policy in effect on that date*

24.2 These documents are incorporated by reference and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives at the following link:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>

24.3 In addition to all other information required in the procurement process, the Supplier **must** provide the following:

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

SURNAME	GIVEN NAME(S)	TITLE

## 25.0 **SECURITY LEVEL**

25.1 Prior to the performance of the obligations under this contract, all personnel that will be involved with the project must be cleared to the security level of **RELIABILITY** as defined in the security policy of Canada.

25.2 Any Contract resulting from this invitation will be subject to the Security Requirements Check List (SRCL), form TBS/SCT 350-103, attached at Appendix "F".

## 26.0 **ATTACHMENTS**

- Detailed Statement of Work
- Appendix "A" – NRC Developed Checklists and Accessibility Overall Building
- Appendix "B" – Accessibility Summary Layout Floor Plan Example
- Appendix "C" – Building Floor plans will be shared at mandatory site visit only
- Appendix "D" – Mandatory Criteria
- Appendix "E" - General Conditions 0220
- Appendix "F" – Security Requirement Check List (SRCL)

***NRC·CMRC***

**Request for Proposal**  
**Accessibility Technical**  
**Assessment Report**

Administrative Services and Property Management

November 2020



National Research  
Council Canada

Conseil national de  
recherches Canada

**Canada** 

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# 1 General

## 1.1 Background

Real Property Planning and Management (RPPM) provides critical infrastructure support and key administrative and material services to National Research Council's Portfolios, Branches and Industrial Research Assistance Program (IRAP). The RPPM branch also ensures that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost effective and efficient delivery of the NRC's programs.

RPPM delivers three core functions:

- Real Property and Logistics: responsible for managing all NRC Real Property assets across Canada. Leads all real estate transactions and management of accommodation projects. Logistics includes the management of stores operations, shipping and receiving, transport and mail services and the storage and disposal of surplus goods.
- Operations and Maintenance: ensuring safe building and site operations and managing custodial services, food services, waste removal and recycling programs.
- Engineering and Construction: providing design, construction and contract management services and project delivery services for base building renewal / recapitalization projects and program-related construction projects.

The Government of Canada (GoC) is introducing Bill C-81, the *Accessible Canada Act: An Act to Ensure a Barrier-free Canada for all Canadians, especially Canadians with disabilities*. In support of the proposed *Accessible Canada Act*, the NRC is committed to meet current standards to make buildings more accessible, inclusive and welcoming.

NRC implements accessibility standards for its federal properties based on section 5 of the TBS Accessibility Standard for Real Property (ASRP), which conforms the Canadian Standards Association (CSA) B651-18 Accessible Design for the Built Environment as the technical reference for accessibility.

NRC is responsible for conducting technical assessments using the most recent codes and standards, including the National Building Code, the Canadian Standards Association (CSA) and applicable provincial building codes, as well as best practices. These assessments are conducted to evaluate base-building and fit-up components against these codes and standards, and in addition, identify elements that exceed the technical requirements, as well as identify incremental improvements required to meet or exceed accessibility requirements and to identify estimated associated costs.

## 1.2 Project Description

Following the appointment of a Minister Responsible for Sport and Persons with Disabilities in 2016, the GoC consulted with more than 6,000 Canadians, provinces, territories, municipalities, experts, and

disability organizations to find out what an accessible Canada meant to them. These consultations served as a key component in the development of Bill C-81 which received royal assent by the Senate on June 21, 2019 as the *Accessible Canada Act*. With this act our Government is working to help break down barriers to accessibility and inclusion for Canadians with disabilities by proactively identifying, removing and preventing barriers in a number of priority areas under federal jurisdiction, including the built environment, ensuring we are inclusive by design.

As Canada's largest employer, the GoC is committed to building a diverse, high-performing federal public service that reflects the population of Canada and is a model of inclusion for employers across the country and the world. The GoC is committed to creating a barrier-free environment that provides optimal conditions for all employees, with or without visible disabilities, to ensure equality of opportunity in support of the public service as an employer of choice. Removing barriers in the built environment will also improve accessibility and will make buildings more welcoming for every person conducting business and seeking services with the GoC.

In the framework of the *Accessible Canada Act* (Bill C-81), NRC's goal is to develop a world-class standard and best practices for accessibility of the built environment. To achieve this, in consultation with third-party organizations, NRC plans to identify any additional elements that should be considered alongside the technical requirements. NRC shall also regularly seek to include client/tenant and other stakeholders' disability networks in its approach and will continue to engage with members from communities with visible and non-visible disabilities throughout the delivery of its programs. NRC aims to leverage on the results of the initiatives taken by PSPC with regards to involvement of disability networks and members of the communities.

By conducting technical accessibility assessments on a portion of our holdings, NRC will establish an accessibility benchmark which will include cost estimates required to:

- (1) Bring the base building elements of these facilities in compliance with the latest accessibility codes and standards;
- (2) Exceed current codes and standards; and
- (3) Address new legislative requirements under the proposed *Accessible Canada Act*.

Future accessibility improvements and upgrades of federal buildings and facilities will aim to apply accessibility best practices in order to remove barriers for federal employees and for every person conducting business and seeking services with the GoC.

In order to meet the objectives outlined in this Request for Proposal (RFP) for Engineering Services, Consultants are to develop and provide complete, clear, and effective project documentation in accordance with requirements outlined in this project specific RFP document, the NRC Construction Documentation & Deliverables Manual, and the NRC Engineering & Construction CAD Standards.

### 1.3 Confidentiality and Intellectual Property

Information exchanged as part of this project is to be treated confidential. Therefore, none of the parties shall divulge, unless in agreement and authorized by both parties any information identified as

CONFIDENTIAL or PROPRIETARY. In order to proceed with design development, potential equipment suppliers may be required to sign a Non-Disclosure Agreement (NDA) with NRC.

Except for the purpose of project record documentation, information exchanged as part of a project by Contractors, NRC and any other Parties shall be kept in confidence. All drawings, records, data, books, reports, documents, and information, whether technical, commercial, or financial in nature, supplied to, by, or on behalf of the other Party relating to this project work shall not be disclosed, unless prior written consent to disclosure of the Party who has supplied the information is obtained or the disclosure is legally required.

Intellectual properties from new technologies resulting from this project shall be treated as per NRC Intellectual Property Policies and Procedures.

## 1.4 Security Requirements

The Consultant's personnel requiring access to the site(s) must EACH hold a valid RELIABILITY STATUS, granted by Canadian Industrial Security Director (CISD) or PSPC.

## 1.5 Instructions to Proponents

### 1.5.1 Mandatory Site Visit

A mandatory site visit is scheduled for **December 2, 2020 at 9:30am at Building M-58 South Entrance (employee parking lot), located at 1200 Montreal Rd, Ottawa ON, K1A 1R0.**

### 1.5.2 Closing Date

Submit a response to this RFP no later than **December 11, 2020 at 2:00pm**, in electronic format.

## 2 Statement of Work

### 2.1 General

Any and all required documentation and deliverables outlined as required by this project specific RFP shall be in accordance with the NRC Construction Documentation & Deliverables Manual, and the NRC Engineering & Construction CAD Standards. These documents are available upon request from the NRC Departmental Representative. Consultants shall review these documents to obtain a clear understanding of the minimum requirements for each type of deliverable (drawings and specifications), as well as supplemental details related to translations and other miscellaneous requirements.

### 2.2 Existing & Reference Documentation

Included as appendices to this document:

Appendix A:

- NRC developed Checklists (Excel format) for usage; and
- Accessibility Overall Building Compliance & Cost Estimate (Excel format) for usage.

Part of the PDF version included in RFP, the Excel document will be sent to successful Proponent.

Appendix B: Accessibility Summary Layout Floor Plan Example.

Appendix C: Building floor plans in PDF format will be shared to Proponents who attend the mandatory site visit. Successful Proponent will be sent CAD building record drawings.

Appendix D: Mandatory and Evaluated Criteria

Links for references:

- CAN CSA B651-18 Accessible Design For the Built Environment, Canadian Standards Association (CSA)  
<https://www.csagroup.org/wp-content/uploads/B651-18EN.pdf>
- Accessibility Standard for Real Property (ASRP), Treasury Board of Canada Secretariat (TBS)  
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12044>
- Accessible Canada Act (Bill C-81), Parliament of Canada  
<https://www.parl.ca/DocumentViewer/en/42-1/bill/C-81/royal-assent>
- Accessibility, Accommodation and Adaptive Computer Technology Program (AAACT) “Guidelines for Accessible Documents”  
<https://www.canada.ca/en/shared-services/corporate/aaact-program.html>



## 2.3 Scope of Work

### 2.3.1 General

The Consultant will be responsible for performing accessibility assessments of the NRC's building(s) and reporting on each asset. The Accessibility Technical Assessment Reports will summarize the level of accessibility of the asset, recommendations for improvement, including associated cost for achieving or exceeding the accessibility standards set out in the CAN CSA B651-18 and the 2015 National Building Code.

### 2.3.2 Proposed Project Timeline

The draft assessment reports shall be provided no later than **March 31, 2021**.

The final assessment reports shall be provided no later than **May 31, 2021**.

### 2.3.3 Accessibility Technical Assessment Report

#### 2.3.3.1 Objective

- Determine and summarize the existing level of accessibility of the asset, excluding mechanical rooms, storage areas etc.;
- Identify incremental improvements required in order to bring the base-building and fit-up elements of the facility in compliance with the accessibility requirements of the CAN CSA B651-18 and the 2015 National Building Code.
- The identified incremental improvements shall be sorted by the following categories:
  - Priority recommendation: should be addressed within 1 year as a priority improvement, low cost, high impact;
  - Planned recommendation: planned within 5-10 years, unlimited budget, high impact;
  - Above and beyond recommendation: user specific accessibility improvement (i.e. specific requirements for a visually impaired individual) that exceed codes and standards and should be considered best practice.
- Identify the Class D estimated costs associated with achieving compliance for each incremental improvements listed.

The Consultant must engage with the disability network or assigned user representative(s) of each building and seek their input on how the built environment can be improved in terms of accessibility. Forms of engagement must be through a combination of interactive discussions and written correspondence to gather the list of complaints and recommendations that the users would like to see implemented, if and where feasible, to enhance accessibility in the building. The NRC Departmental Representative will provide necessary contact information for each building.

#### 2.3.3.2 Tasks

In order to meet the objectives outlined as part of the Accessibility Technical Assessment Report, the Consultant shall, at a minimum, conduct the following:

- Provide Schedule: The Consultant is required to provide a schedule for the assessment of each building respecting the timelines identified in the contract documents.
- Scheduled Site Visits: The Consultant will conduct onsite visit(s) for the purpose of completing the accessibility technical assessment for each of the buildings listed in 2.3.5 Location of Work, at a mutually agreed date and time.
  - The Consultant must coordinate date and time of site visit(s) with the NRC Departmental Representative.
  - The Consultant is responsible for assessing all site and base-building areas (on every floor) using the provided checklists.
  - Tenant spaces to be assessed on every floor may include workspaces, support spaces and circulation areas. Exclusions may include mechanical spaces and special purpose spaces, however confirmation with the NRC Departmental Representative will be required for each building.
- Reporting: For each building, the Consultant will submit a DRAFT Accessibility Technical Assessment Report for feedback and comments that will summarize findings and key recommendations. A FINAL Accessibility Technical Assessment Report per building will then be submitted.
  - The Accessibility Technical Assessment Report will summarize the information gathered from the assessment and will include Class D cost estimates for incremental improvements required to comply with current accessibility codes and standards. Additionally, the report will suggest specific building and site modifications that would improve accessibility beyond the requirements listed in the provided checklists.
  - The Accessibility Technical Assessment Report must include the following, as a minimum:
    - a) Completed checklists;
    - b) Summary of existing level of accessibility compliance of the asset supported by Accessibility Compliance Rating Summary, photographs, floor plans, etc; and
    - c) List of incremental improvements required to bring building up to codes and standards that will improve accessibility for all users. The list of improvements shall be:
      - a. Categorized by priority recommendations, planned recommendations and above and beyond recommendations; and
      - b. Complete with associated Class D cost estimates for each of the incremental improvements listed.

### **2.3.3.3 Deliverables**

In accordance with the NRC Construction Documentation & Deliverables Manual, and the NRC Engineering & Construction CAD Standards the Consultant must carry-out to the satisfaction of the NRC Departmental Representative the following deliverables:

- The Consultant must ensure that all Deliverables submitted are in accordance with the instructions issued by the NRC Departmental Representative and within the timing as set out in the contract documents. All text Deliverables must be delivered in electronic copies in both PDF and original format (Microsoft Word, Excel, AutoCAD, etc.). The Deliverables must be accurate, truthful and in accordance with the specifications required by the Contract.
- The Deliverables shall be required in various formats, including but not limited to:
  - a) Microsoft Word - reports;
  - b) Microsoft Excel - checklists;
  - c) Adobe Acrobat - electronic copies;
  - d) AutoCAD - floor plans.
- Schedule: Seventy-two (72) hours following contract award, the Consultant must provide a schedule that identifies deliverables and milestone dates for review and approval.
- Submission Requirements:
  - DRAFT Accessibility Technical Assessment Report: shall be submitted for each building that summarizes findings, key recommendations and completed checklists for feedback and comment by NRC.
    - NRC Departmental Representative will return comments and feedback within two (2) weeks of final draft report submittal.
  - FINAL Accessibility Technical Assessment Report: shall be submitted to incorporate NRC feedback, observations, recommendations and checklists including all relevant text and graphic format to support findings.
    - A copy of the Final Accessibility Technical Assessment Report shall be submitted in French and English, including all incorporated relevant documentation such as the Checklist, Table of Compliance, Floor Plans, etc.

## 2.3.4 Constraints

### 2.3.4.1 General

- The NRC Departmental Representative will provide access to all areas of the building. The Consultant will be escorted at all times during the site visit(s);
- Site visits must occur between the hours of 8:00 am to 4:00 pm Monday through Friday (“Business Hours”), unless otherwise directed by the NRC Departmental Representative;
- The NRC Departmental Representative requires 48h notice prior to accessing the site, or as agreed to by the NRC Departmental Representative.

### 2.3.4.2 Exclusions

The Consultant is not responsible for assessing high security areas in tenant spaces, unless otherwise directed by the NRC Departmental Representative. All high security areas will be identified, if relevant, during mandatory job showing.

### 2.3.5 Location of Work

The assessments will be performed for the following locations.

NATIONAL CAPITAL REGION (NCR)					
Building Name	*Size (m <sup>2</sup> )	Building Name	*Size (m <sup>2</sup> )	Building Name	*Size (m <sup>2</sup> )
<b>Montreal Rd Campus - 1200 Montreal Road, Ottawa, Ont. K1A 0R6</b>					
M-1	84	M-14	3,364	M-35	4,549
M-2	5,763	M-16	1,738	M-37	317
M-3	1,919	M-17	2,223	M-39	154
M-4	4,116	M-19	6,316	M-40	1,340
M-7	4,543	M-20	9,039	M-46	670
M-9	2,973	M-22	5,314	M-48	430
M-10 (series)	7,090	M-23A	3,948	M-54	8,178
M-11	1,444	M-24	8,379	M-58	11,871
M-12	11,253	M-27	840	M-59	4,863
M-13	1,867	M-32	10,200	M-60	4,667
Building Name		Address		*Size (m <sup>2</sup> )	
S-77		100 Sussex Dr., Ottawa, ON		30,980	
U-62		1935 Research Pvt, Ottawa, ON		1,958	
U-66A		500 Aileron Private, Ottawa, ON		910	
U70		675 Levy Private, Ottawa, ON		1,334	
U88		2320 Lester Road, Ottawa, ON		234	
U89		2320 Lester Road, Ottawa, ON		4,010	

\*Size (m<sup>2</sup>): is approximate.

## 2.4 Financial Proposal

NRC is soliciting proposals in response to this RFP from several engineering firms (Proponents). A contract for Engineering Services described in this RFP is anticipated to be awarded to the Proponent with a valid proposal and with the lowest submitted fee proposal in accordance with contracting documents. However, NRC reserves the right to cancel this RFP in its entirety at any time.

### PRICING SCHEDULE

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. Applicable Taxes are excluded.

Submit Firm All-inclusive prices (including profit, overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, office supplies, other operating costs and travel) in Canadian funds.

NATIONAL CAPITAL REGION (NCR)								
Building Name	*Size (m <sup>2</sup> )	Assessment fee / unit price (\$)	Building Name	*Size (m <sup>2</sup> )	Assessment fee / unit price (\$)	Building Name	*Size (m <sup>2</sup> )	Assessment fee / unit price (\$)
<b>Montreal Rd Campus - 1200 Montreal Road, Ottawa, Ont. K1A 0R6</b>								
M-1	84	\$	M-14	3,364	\$	M-35	4,549	\$
M-2	5,763	\$	M-16	1,738	\$	M-37	317	\$
M-3	1,919	\$	M-17	2,223	\$	M-39	154	\$
M-4	4,116	\$	M-19	6,316	\$	M-40	1,340	\$
M-7	4,543	\$	M-20	9,039	\$	M-46	670	\$
M-9	2,973	\$	M-22	5,314	\$	M-48	430	\$
M-10 (series)	7,090	\$	M-23A	3,948	\$	M-54	8,178	\$
M-11	1,444	\$	M-24	8,379	\$	M-58	11,871	\$
M-12	11,253	\$	M-27	840	\$	M-59	4,863	\$
M-13	1,867	\$	M-32	10,200	\$	M-60	4,667	\$

Building Name	Address	*Size (m <sup>2</sup> )	Assessment fee / unit price (\$)
S-77	100 Sussex Dr., Ottawa, ON	30,980	\$
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U70	675 Levy Private, Ottawa, ON	1,334	\$
U88	2320 Lester Road, Ottawa, ON	234	\$
U89	2320 Lester Road, Ottawa, ON	4,010	\$

\*Size (m<sup>2</sup>): is approximate.

**Total proposal price for all buildings listed in table above = \$ \_\_\_\_\_**

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

The prices included in this pricing schedule include the total cost of any travel and living expenses that may need to be incurred for the Work described in this Request for Proposal required to be done, delivered or performed.

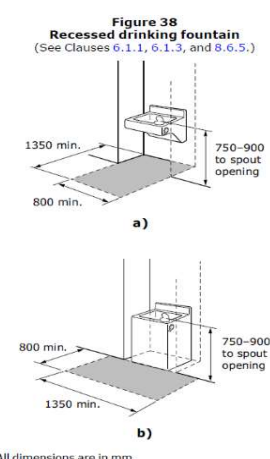
## APPENDIX A

**Part of :**

- **NRC developed Checklists and Accessibility Overall Building**
- **Compliance & Cost Estimate.**

6 INTERIOR FACILITIES

CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
<b>6 Interior Facilities</b>						
<b>6.1 Drinking Fountains</b>						
<b>6.1.1 Spouts</b>						
A spout shall						
 <p><b>Figure 38</b> Recessed drinking fountain (See Clauses 6.1.1, 6.1.3, and 8.6.5.)</p> <p><b>a)</b></p> <p><b>b)</b></p> <p><b>Note:</b> All dimensions are in mm.</p>						
<b>a)</b> have the opening between 750 and 900 mm from the floor (see Figure 38);						
<b>b)</b> be located at the front of the unit;						
<b>c)</b> direct the water flow in a trajectory that is parallel or nearly parallel to the front of the unit; and						
<b>d)</b> provide a water flow at least 100 mm high.						
<b>6.1.2 Controls</b>						



# 6 INTERIOR FACILITIES

## CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
Controls shall						
a) not be foot-operated;						
b) allow the user to control the duration of flow;						
c) comply with Clause 4.2; and						
d) be located either on the front or on both sides of the fountain.						
<b>6.1.3 Floor area</b>						
<p><b>Figure 38</b> Recessed drinking fountain (See Clauses 6.1.1, 6.1.3, and 8.6.5.)</p> <p>Note: All dimensions are in mm.</p>						
A drinking fountain shall have a clear floor area of at least 800 × 1350 mm in front of the unit (see Figure 38).						
<b>6.1.4 Colour contrast</b>						

## 6 INTERIOR FACILITIES

### CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
A drinking fountain shall be colour-contrasted with the background.						
<b>6.1.5 Cantilevered fountains</b>						
A cantilevered drinking fountain shall						
a) be cane-detectable, recessed, or otherwise located out of the route of travel;						
b) have a knee clearance between the bottom of the apron and the floor at least 800 mm wide × 200 mm deep × 685 mm high (see Figure 39); and						
c) have a toe space at least 800 mm wide × 230 mm deep × 230 mm high.						
<b>6.2 Washroom Facilities</b>						
<b>6.2.1 Identification</b>						
Signs at washroom entrances shall						
a) comply with Clause 4.5						
b) not be mounted on a door						
c) if there is no door, be mounted on the outside walls, on both sides of the entrance opening						
d) if the washroom is not accessible, indicate the location of the nearest accessible washroom.						
<b>6.2.2 Floor Area</b>						
A clear floor area for maneuvering shall be provided.						
a) at the door, if there is one, that complies with Clause 5.2.2;						

# 6 INTERIOR FACILITIES

## CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
<p><b>Figure 40</b> Example of a washroom layout (See Clauses 6.2.2 and 6.2.7.2.)</p> <p>Note: All dimensions are in mm.</p>						
<p>b) in the interior, at least 1700 × 1700 mm in front of the accessible stall (see Figure 40).</p>						
<b>6.2.3.1 General</b>						
A lavatory shall						
a) be mounted with the centreline at least 460 mm from a side wall;						
b) have the top located between 810 and 860 mm from the floor;						
c) have a knee clearance centred on the lavatory at least 800 mm wide × 200 mm deep × 685 mm high with an additional toe clearance at least 800 mm wide × 230 mm deep × 230 mm high;						

6 INTERIOR FACILITIES

CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
<p>d) have a clear floor area centred on the lavatory at least 800 × 1350 mm, of which not more than 480 mm may be under the lavatory</p>						
<p><b>Figure 41 Lavatory clearances</b> (See Clauses 6.2.3.1 and 6.2.3.2.)</p> <p>a)</p> <p>b)</p>						
<p>e) have hot water and drain pipes offset to the rear [see Figure 41 a) and b)].</p>						
<b>6.2.3.2 Lavatory counters</b>						
<p>A lavatory counter with a front apron shall have a knee clearance centred on the lavatory at least 800 mm wide × 685 mm high [see Figure 41 a) and b)].</p>						
<b>6.2.3.3 Faucets</b>						

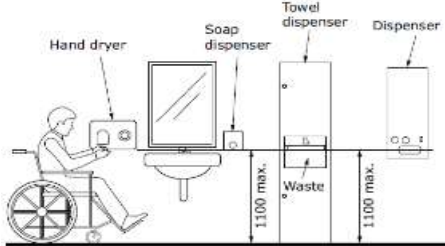
6 INTERIOR FACILITIES

CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
Faucets and other controls shall						
a) comply with Clause 4.2						
b) not require the application of continuous force to maintain water flow						
c) where metered, provide at least 10 s of flow.						
<b>6.2.3.4 Water temperature</b>						
The temperature of the water supplied to the lavatory shall not exceed 49 °C.						
<b>6.2.4 Washroom accessories</b>						
<b>6.2.4.1 Operation</b>						
The operable parts and controls of at least one of each type of washroom accessory shall comply with Clause 4.2.						
<b>6.2.4.2 Mirrors</b>						
<p><b>Figure 42</b> Washroom accessory heights (See Clauses 6.2.4.2 – 6.2.4.4.)</p> <p>Note: All dimensions are in mm.</p> <p>A mirror shall be mounted with its bottom edge not more than 1000 mm from the floor (see Figure 42).</p>						

6 INTERIOR FACILITIES

CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
<b>6.2.4.3 Soap dispensers</b>						
Where a soap dispenser is provided at the accessible lavatory, it shall be						
a) located within a 500 mm reach of a person seated at the lavatory						
b) located with the dispensing point no higher than 1100 mm; and						
<p><b>Figure 42</b> Washroom accessory heights (See Clauses 6.2.4.2 – 6.2.4.4.)</p>  <p>Note: All dimensions are in mm.</p>						
c) operable with one hand to dispense soap on the palm of that hand (see Figure 42).						
<b>6.2.4.4 Towel dispensers/hand dryers</b>						
A towel dispenser and/or hand dryer adjacent to the accessible lavatory shall be						
a) located within a 500 mm reach of a person seated at the lavatory;						
b) no higher than 1100 mm						

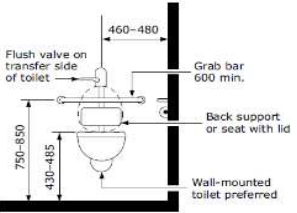
## 6 INTERIOR FACILITIES

### CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
c) operable with one hand to dispense towels or activate hand dryer (see Figure 42).						
<b>6.2.5 Grab bars</b>						
<b>6.2.5.1 Size and spacing</b>						
A grab bar shall						
a) be slip-resistant						
b) have a diameter between 30 and 40 mm						
c) where mounted adjacent to a wall, have a space between 35 and 45 mm between the wall and the grab bar						
d) not rotate within its fittings						
<b>6.2.5.2 Structural strength</b>						
A grab bar shall be installed to resist a force of at least 1.3 kN applied in any direction.						
<b>6.2.5.3 Surfaces</b>						
A grab bar and adjacent surfaces shall be free of any sharp or abrasive elements.						
<b>6.2.6 Toilets</b>						
<b>6.2.6.1 Toilet fixtures</b>						
A toilet fixture shall have						

6 INTERIOR FACILITIES

CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
<p><b>Figure 43</b> Toilet (See Clauses 6.2.6.1, 6.2.6.2, and 6.2.6.4.)</p>  <p>Note: All dimensions are in mm.</p> <p>a) the top of the seat between 430 and 485 mm from the floor (see Figure 43)</p>						
b) no spring-activated seat						
c) a back support where there is no seat lid or tank.						
d) where there is a tank, a tank lid that is securely attached.						
<b>6.2.6.2 Location</b>						
A toilet shall						
a) be located with its centreline between 460 and 480 mm from an adjacent wall (see Figure 43)						



6 INTERIOR FACILITIES

CHECKLIST - CSA B651-18 ACCESSIBLE DESIGN FOR THE BUILT ENVIRONMENT

CSA REQUIREMENTS	COMPLIANCE (Y/N)	COMMENT	PRIORITY (A, B or C)	COST ESTIMATE		
				A	B	C
<p><b>Figure 44 Toilet stall</b> (See Clauses 6.2.6.2, 6.2.6.4, 6.2.7.1, 6.2.7.2, and 6.3.2.)</p> <p>Note: All dimensions are in mm.</p>						
<p><b>b)</b> have a clear transfer space at least 900 mm wide × 1500 mm long on its open side, the width measured from the edge of the toilet bowl (see Figure 44).</p>						
<b>6.2.6.3 Controls</b>						
Flush controls shall						
<b>a)</b> be automatically activated; or						
<b>b)</b> be hand-operated by a device that						
<b>i)</b> complies with Clauses 4.2.1, 4.2.3, 4.2.4, 4.2.5, and 4.2.8; and <b>ii)</b> is not more than 350 mm from the transfer space side of the toilet.						
<b>6.2.6.4 Grab bars</b>						

**OVERALL BUILDING COMPLIANCE COST ESTIMATE**

CSA B651-18 ACCESSIBLE ELEMENT	SCORING *(0 to 4)	COST ESTIMATE ** BY PRIORITY (A, B and C)		
		A	B	C
4 General Requirements		\$ -	\$ -	\$ -
5 Interior Circulation		\$ -	\$ -	\$ -
6 Interior Facilities		\$ -	\$ -	\$ -
8 Exterior circulation, spaces, and amenities		\$ -	\$ -	\$ -
9 Vehicular Access		\$ -	\$ -	\$ -
<b>OVERALL BUILDING COMPLIANCE SCORING</b>				
<b>TOTAL COST ESTIMATE BY PRIORITY</b>		\$ -	\$ -	\$ -
<b>TOTAL</b>				

**\* SCORING DESCRIPTION**

4 = Full compliance: Fully meets Treasury Board Accessibility Standard for Real Property (ASRP) and CAN/CSA B651 technical requirements or PSPC acceptable technical variances.

3.5 = Excellent: Requires minor adjustment of existing elements to comply with ASRP and CAN/CSA technical requirements (signs/ accessories/grab bar relocations, maintenance items, painting, etc.).

3 = Very Good: Requires replacement of existing elements to comply with ASRP and CAN/CSA technical requirements (signs/ accessory installations, new controls for existing door operators, new grab bars, etc.).

2.5 = Good: Requires installation of new element to comply with ASRP and CAN/CSA technical requirements (installation of power door operators, grab bars, elevator control panels, etc.).

2 = Moderate: Requires minor architectural/structural or mechanical interventions to comply with ASRP and CAN/CSA technical requirements (modification of ramps, reconfiguration of accessible stalls, replacement of elevator panels, lowering of drinking fountains, etc.).

1.5 = Poor: Requires major architectural/structural or mechanical interventions to comply with ASRP and CAN/CSA technical requirements (extension of ramps, reconfiguration of washrooms, replacement of elevator cabs, replacement of drinking fountains, etc.).

1 = Very Poor: Requires construction of new accessibility elements to meet ASRP or CAN/CSA technical requirements (construction or installation of new ramps, washrooms, lifts/elevators, drinking fountains, etc.).

0 = ASRP Accessibility elements cannot be accommodated due to architectural, structural or other limitations. If a particular accessible element is not applicable to a specific facility (e.g. single storey building with no elevator, no public telephones, etc.), assign a full score for that specific element. This is to avoid need for redistributing the scoring to the other accessible elements.

**\*\* COST ESTIMATE DESCRIPTION**

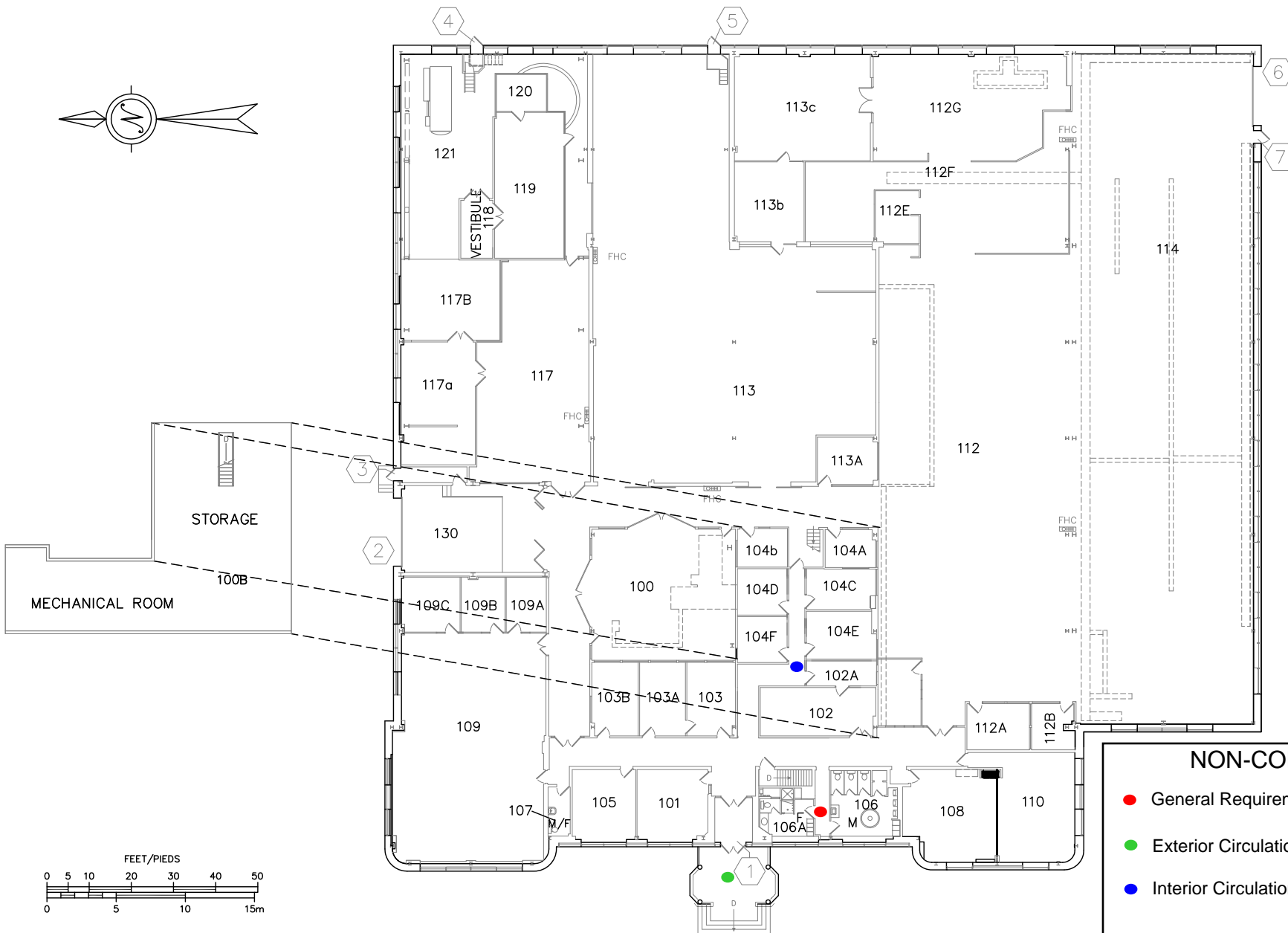
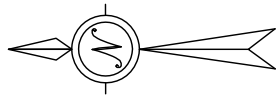
**A** = Priority recommendation: should be addressed within 1 year as a priority improvement, low cost, high impact;

**B** = Planned recommendation: planned within 5-10 years, unlimited budget, high impact;

**C** = Above and beyond recommendation: user specific accessibility improvement (i.e. specific requirements for a visually impaired individual) that exceed codes and standards and should be considered best practice.

# APPENDIX B

## Accessibility Summary Layout Floor Plan Example



**NON-COMPLIANCE**

- General Requirements
- Exterior Circulation
- Interior Circulation

## APPENDIX C

**Building Floor Plans - Building floor plans (PDF format) will be shared to Proponents who attend the mandatory site visit only.**

# APPENDIX D

## Mandatory Criteria

## EVALUATION PROCEDURES

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the Proponent's response.

### MANDATORY CRITERIA:

Proposals will be evaluated to determine if all mandatory requirements detailed in this Table "Mandatory Criteria" have been met.

Any Proposal which fails to meet any of the mandatory requirements will be considered non-compliant and will not be given further consideration.

In the table below include the page number(s) of your proposal that demonstrates you meet that specific requirement.

### MANDATORY CRITERIA

Item	Mandatory Criteria	Proposal Page # (s) (Proponent to Insert)
M1	The Proponent must provide written assurance indicating they have recent experience conducting accessibility audits conforming to CSA B651-18 Accessible design for the built environment, in the last 2 years.	
M2	The Proponent must demonstrate recent experience in conducting accessibility audits conforming to CSA B651-18 Accessible design for the built environment.  Provide 3 examples within the last 2 years.	
M3	For the 3 examples in item M2, you must provide client references. The references should include a name, telephone and email address.	
M4	The Proponent must provide written assurance as to the availability of the proposed resource to start work upon contract signing and throughout the contract period, and be able to deliver service per 2.3.3.3 Deliverables and 2.3.2 Proposed Project Timeline.	







## 0220      **General Conditions**

GC 1	Definitions
GC 2	Interpretations
GC 3	Successors and Assigns
GC 4	Assignment
GC 5	Administration
GC 6	Indemnification
GC 7	Notices
GC 8	Suspension
GC 9	Suspension Costs
GC 10	Termination
GC 11	Termination Costs
GC 12	Taking the Services Out of the Consultant's Hands
GC 13	Payments to the Consultant
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## GC 1 Definitions

**Average Bank Rate** means the simple arithmetic mean of the *Bank Rate* in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made.

**Bank Rate** means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which it makes short term advances to members of the Canadian Payments Association.

**NRC, Canada, Crown, Her Majesty or the Government** means Her Majesty the Queen in right of *Canada*;

**Construction Contract** means a contract entered into between *NRC* and a *Contractor* for the construction of the Project;

**Construction Contract Award Price** means the price at which a *Construction Contract* is awarded to a *Contractor*;

**Construction Cost Estimate** means an anticipated amount for which a *Contractor* will execute the construction of the Project;

**Construction Cost Limit** means that portion of the total amount of Project funds which shall not be exceeded on construction of the Project;

**Consultant** means the party which submitted a responsive proposal which was accepted by *NRC* to perform the *Consultant Services* under the Agreement, and includes the officer or employee of the *Consultant* identified in writing by the *Consultant*;

**Contracting Authority** means the party identified on the front cover page to whom inquiries are to be addressed;

**Contractor** means a person, firm or corporation with whom *NRC* enters, or intends to enter, into a *Construction Contract*;

**Cost Plan** means the allocation of proposed costs among the various elements of the Project, as described in the *Project Brief or Terms of Reference*;

**Days** means continuous calendar days, including weekends and statutory public holidays;

**NRC Representative** means the officer or employee of *NRC* identified in writing by a duly authorised *NRC* officer to perform the *NRC Representative's* duties under the Agreement;

**Mediation** is a process of dispute resolution in which a neutral third party assists the parties involved in a dispute to negotiate their own settlement;



***Payroll Cost*** means the actual cost of any person employed by the *Consultant* or the *Consultant's Sub-Consultants* as a staff member, including principals employed as staff members, and includes an amount for salary, statutory holidays, vacations with pay, unemployment insurance premiums and worker's compensation contributions where applicable, pension plan contributions, sick time allowance, medical/dental insurance premiums, and such other employee benefits as may be approved by the *NRC Representative*;

***Project Brief or Terms of Reference*** means a document describing in sufficient detail the *Services* to be provided by the *Consultant* to permit the *Consultant* to proceed with the *Services* and may include general project information, scope of the work, site and design data, and time plan, specifically related to the Project;

***Project Schedule*** means a time plan, including the sequence of tasks, milestone dates and critical dates which must be met for the implementation of the planning, design and construction phases of the Project;

***Service(s)*** means the *Consultant Services* and *Project Services* as set forth in the Agreement;

***Specialist Consultant*** means any Architect, Professional Engineer, or other specialist, other than the *Consultant*, engaged by *NRC* directly or, at the specific request of *NRC*, engaged by the *Consultant* for "*Additional Services*";

***Sub-Consultant*** means any Architect, Professional Engineer, or other specialist engaged by the *Consultant* for the *Services* included in the Agreement;

***Technical Documentation*** includes designs, reports, photographs, physical models, surveys, drawings, specifications, computer software developed for the purpose of the Project, computer printouts, design notes, calculations, CADD (Computer-aided Design and Drafting) files, and other data, information and material, prepared, computed, drawn, or produced and operating and maintenance manuals either prepared or collected for the Project.

## **GC 2 Interpretations**

1. Words importing the singular only also include the plural, and vice versa, where the context requires;
2. Headings or notes in the Agreement shall not be deemed to be part thereof, or be taken into consideration in its interpretation;
3. "Herein", "hereby", "hereof", "hereunder" and similar expressions refer to the Agreement as a whole and not to any particular subdivision or part thereof.

## **GC 3 Successors and Assigns**

1. The Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their lawful heirs, executors, administrators, successors and assigns.



#### **GC 4 Assignment**

1. The Agreement shall not be assigned, in whole or in part, by the *Consultant* without the prior consent of *NRC*. After a request for assignment has been received from the *Consultant*, a decision shall be given by *NRC* to the *Consultant* in a timely manner.
2. An assignment of the Agreement without such consent shall not relieve the *Consultant* from any obligation under the Agreement, or impose any liability upon *NRC*.

#### **GC 5 Administration**

1. *NRC* shall not transfer the administration of the Agreement to another federal department or agency without giving prior notice to the *Consultant*.

#### **GC 6 Indemnification**

1. The *Consultant* shall indemnify and save harmless *NRC*, its employees and agents, from losses arising out of the errors, omissions or negligent acts of the *Consultant*, its employees and agents, in the performance of the *Services* under the Agreement.
2. The *Consultant's* liability to indemnify or reimburse *NRC* under the Agreement shall not affect or prejudice *NRC* from exercising any other rights under law.

#### **GC 7 Notices**

1. Any notice, request, direction, consent, decision, or other communication that is required to be given or made by either party pursuant to the Agreement, shall be in writing, and shall be deemed to have been effectively given when:
  - (a) served personally, on the day it is delivered;
  - (b) forwarded by registered mail, on the day the postal receipt is acknowledged by the other party; or
  - (c) forwarded by facsimile or other electronic means of transmission, one working day after it was transmitted.
2. The address of either party, or the person authorised to receive notices, may be changed by notice in the manner set out in this provision.

#### **GC 8 Suspension**

1. The *NRC Representative* may require the *Consultant* to suspend the *Services* being provided, or any part thereof, for a specified or unspecified period.



2. If a period of suspension does not exceed sixty (60) *days* and when taken together with other periods of suspension does not exceed ninety (90) *days*, the *Consultant* shall, upon the expiration of that period, resume the performance of the *Services* in accordance with the terms of the Agreement, subject to any agreed adjustment of the time schedule.
3. If a period of suspension exceeds sixty (60) *days* or when taken together with other periods of suspension, the total exceeds ninety (90) *days*, and:
  - (a) the *NRC Representative* and the *Consultant* agree that the performance of the *Services* shall be continued, then the *Consultant* shall resume performance of the *Services*, subject to any terms and conditions agreed upon by the *NRC Representative* and the *Consultant*, or
  - (b) the *NRC Representative* and the *Consultant* do not agree that the performance of the *Services* shall be continued, then the Agreement shall be terminated by notice given by *NRC* to the *Consultant*, in accordance with the terms of GC 10.
4. Suspension costs related to this clause are as outlined in GC9.

#### **GC 9 Suspension Costs**

1. During a period of suspension of the *Services* pursuant to GC 8 the *Consultant* shall minimize all costs and expenses relating to the *Services* that may occur during the suspension period.
2. Within fourteen (14) days of notice of such suspension, the *Consultant* shall submit to the *NRC Representative* a schedule of costs and expenses, if any, that the *Consultant* expects to incur during the period of suspension, and for which the *Consultant* will request reimbursement.
3. Payment shall be made to the *Consultant* for those costs and expenses that are substantiated as having been reasonably incurred during the suspension period.

#### **GC 10 Termination**

1. *NRC* may terminate the Agreement at any time, and the fees paid to the *Consultant* shall be in accordance with the relevant provisions in GC 11.

#### **GC 11 Termination Costs**

1. In the event of termination of the Agreement pursuant to GC 10, *NRC* shall pay, and the *Consultant* shall accept in full settlement, an amount based on these Terms of Payment, for *Services* satisfactorily performed, plus an amount to compensate the *Consultant* for reasonable costs and expenses, if any, that are related to the *Services* not performed and incurred after the date of termination.
2. Within fourteen (14) days of notice of such termination, the *Consultant* shall submit to the *NRC Representative* a schedule of costs and expenses incurred plus any additional costs that the *Consultant* expects to incur after the date of termination, and for which the *Consultant* will request reimbursement.
3. Payment shall be made to the *Consultant* for those costs and expenses that are substantiated as having been reasonably incurred after the date of termination.



## GC 12 Taking the Services Out of the Consultant's Hands

1. *NRC* may take all or any part of the *Services* out of the *Consultant's* hands and may employ reasonable means necessary to complete such *Services* in the event that:
  - (a) the *Consultant* has become insolvent or has committed an act of bankruptcy, and has neither made a proposal to the *Consultant's* creditors nor filed a notice of intention to make such a proposal, pursuant to the *Bankruptcy and Insolvency Act*, or
  - (b) the *Consultant* fails to perform any of the *Consultant's* obligations under the Agreement or, in the *NRC's* opinion, so fails to make progress as to endanger performance of the Agreement, in accordance with its terms.
2. If the *Consultant* has become insolvent or has committed an act of bankruptcy, and has either made a proposal to the *Consultant's* creditors or filed a notice of intention to make such a proposal, pursuant to the *Bankruptcy and Insolvency Act*, the *Consultant* shall immediately forward a copy of the proposal or the notice of intention to *NRC*.
3. Before the *Services* or any part thereof are taken out of the *Consultant's* hands under GC 12.1(b), the *NRC Representative* shall provide notice to the *Consultant*, and may require such failure of performance or progress to be corrected. If within fourteen (14) *days* after receipt of such notice such default shall not have been corrected or corrective action initiated to correct such fault, *NRC* may, by notice, without limiting any other right or remedy, take all or any part of the *Services* out of the *Consultant's* hands.
4. If the *Services* or any part thereof have been taken out of the *Consultant's* hands, the *Consultant* shall be liable for, and upon demand pay to *NRC*, an amount equal to all loss and damage suffered by *NRC* by reason of the non-completion of the *Services* by the *Consultant*.
5. If the *Consultant* fails to pay on demand for the loss or damage as a result of GC 12.4, *NRC* shall be entitled to deduct and withhold the same from any payments due and payable to the *Consultant*.
6. If the *Services* or any part thereof are taken out of the *Consultant's* hands as a result of GC 12.1(b) and GC 12.3, the amount referred to in GC 12.5 shall remain in the Consolidated Revenue Fund until an Agreement is reached or a decision of a court or tribunal is rendered. At that time the amount, or any part of it, which may become payable to the *Consultant* shall be paid together with interest from the due date referred to in GC 9 and in accordance with the terms of the Agreement.
7. The taking of the *Services*, or any part thereof, out of the *Consultant's* hands does not relieve or discharge the *Consultant* from any obligation under the Agreement, or imposed upon the *Consultant* by law, in respect to the *Services* or any part thereof that the *Consultant* has performed.



### **GC 13 Payments to the Consultant**

1. The *Consultant* shall be entitled to receive progress payments at monthly or other agreed intervals, subject to the limitations of the Calculation of Fees clause herein, if applicable. Such payments shall be made not later than the due date. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The properly submitted invoice shall be an invoice delivered to the *NRC Representative* in the agreed format with sufficient detail and information to permit verification. The invoice shall also identify, as separate items:
  - (a) the amount of the progress payment being claimed for *Services* satisfactorily performed,
  - (b) the amount for any tax calculated in accordance with the applicable federal legislation, and
  - (c) the total amount which shall be the sum of the amounts referred to in GC 13.2(a) and GC 13.2(b).
3. The amount of the tax shown on the invoice shall be paid by *NRC* to the *Consultant* in addition to the amount of the progress payment for *Services* satisfactorily performed.
4. The *NRC Representative* shall notify the *Consultant* within fifteen (15) *days* after the receipt of an invoice of any error or missing information therein. Payment shall be made not later than thirty (30) *days* after receipt of the corrected invoice or the required information.
5. Upon completion of each Service as described elsewhere in the Agreement, provided at least one progress payment has been made, the *Consultant* shall provide a Statutory Declaration evidencing that all the *Consultant's* financial obligations for *Services* rendered to the *Consultant* or on the *Consultant's* account, in connection with the Agreement, have been satisfied, before any further payment is made.
6. Upon written notice by a *Sub-Consultant*, with whom the *Consultant* has a direct contract, of an alleged non payment to the *Sub-Consultant*, the *NRC Representative* may provide the *Sub-Consultant* with a copy of the latest approved progress payment made to the *Consultant* for the *Services*.
7. Upon the satisfactory completion of all *Services*, the amount due, less any payments already made, shall be paid to the *Consultant* not later than thirty (30) *days* after receipt of a properly submitted invoice, together with the Final Statutory Declaration in accordance with GC 13.5.

### **GC 14 Delayed Payment**

1. Subject to GC 14.4 below, if *NRC* delays in making a payment that is due in accordance with GC 13, the *Consultant* will be entitled to receive interest on the amount that is overdue for the period of time as defined in GC 14.2 including the day previous to the date of payment. Such date of payment shall be deemed to be the date on the cheque



given for payment of the overdue amount. An amount is overdue when it is unpaid on the first day following the due date described in GC 13.1.

2. Except as provided for in GC 14.4, interest shall be paid automatically on all amounts that are not paid by the due date or fifteen (15) *days* after the *Consultant* has delivered a Statutory Declaration in accordance with GC 13.5 or GC 13.7.7, whichever is the later.
3. The rate of interest shall be the *Average Bank Rate* plus 3 percent per year on any amount which is overdue pursuant to GC 14.1.
4. With respect to amounts which are less than fifteen (15) *days* overdue, no interest shall be payable or paid if a payment is made within the said fifteen (15) *days* unless the *Consultant* so demands after such amounts have become due.

#### **GC 15 Records to be Kept by the Consultant**

1. The *Consultant* shall keep accurate time sheets and cost records and, if required for the purposes of the Agreement, shall make these documents available at reasonable times to the *NRC Representative* who may make copies and take extracts therefrom.
2. The *Consultant* shall afford facilities for audit and inspection at mutually agreeable times and at places where the relevant documents are located, and shall provide the *NRC Representative* with such information as *NRC* may from time to time require with reference to the documents referred to in GC 15.1.
3. The *Consultant* shall, unless otherwise specified, keep the time sheets and cost records available for audit and inspection for a period of at least two (2) years following completion of the *Services*.

#### **GC 16 National or Departmental Security**

1. If the *NRC Representative* is of the opinion that the Project is of a class or kind that involves national or departmental security, the *Consultant* may be required:
  - (a) to provide any information concerning persons employed for purposes of the Agreement unless prohibited by law;
  - (b) to remove any person from the Project and its site if that person cannot meet the prescribed security requirements; and
  - (c) to retain the Project *Technical Documentation* while in the *Consultant's* possession in a manner specified by *NRC*.
2. If the Project is of a class or kind that involves national or departmental security, the *Consultant* shall not issue, disclose, discard or use the Project *Technical Documentation* on another project without the written consent of *NRC*.





### **GC 17 Copyright and Reuse of Documents**

1. Except as otherwise specified in the Supplementary Conditions any copyright in any and all documents which are instruments of the *Services* for this Project, and are prepared by or under the direction of the *Consultant*, shall belong to the *Consultant*.
2. *NRC* may, after consultation with the *Consultant*, reuse for another Project the documents referred to in GC 17.1, and shall pay to the *Consultant* for such reuse an appropriate fee based on current practice.

### **GC 18 Conflict of Interest**

1. The *Consultant* declares that the *Consultant* has no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out the *Services*, and should such an interest be acquired during the life of the Agreement, the *Consultant* shall declare it immediately to *NRC Representative*.
2. The *Consultant* shall not have any tests or investigations carried out by any persons, firms, or corporations, that may have a direct or indirect financial interest in the results of those tests or investigations.
3. The *Consultant* shall not submit, either directly or indirectly, a bid for any Construction Contract related to the Project.
4. No former public office holder who is not in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from the Agreement.

### **GC 19 Status of Consultant**

1. The *Consultant* is engaged under the Agreement as an independent *Consultant* for the sole purpose of providing *Services*.
2. Neither the *Consultant* nor any of the *Consultant's* employees shall be regarded as employees or agents of *NRC*.
3. The *Consultant*, as employer, agrees to be solely responsible for any and all payments and deductions required to be made by law, including those required for *Canada* or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, and Income Tax.

### **GC 20 Declaration by Consultant**

1. The *Consultant* declares that:
  - (a) based on the information provided pertaining to the *Services* required under the Agreement, the *Consultant* has been provided sufficient information by the *NRC Representative* to enable the *Services* required under the Agreement to proceed



and is competent to perform the *Services* and has the necessary licenses and qualifications including the knowledge, skill and ability to perform the *Services*;

- (b) the quality of *Services* to be provided by the *Consultant* shall be consistent with generally accepted professional standards and principles.

## **GC 21 Insurance**

### **21.1 General**

1. The Consultant, at the Consultant's expense, shall obtain and maintain, or shall cause to be obtained and maintained, insurance contracts in respect of the *Services*, and in accordance with the requirements of this General Condition.
2. Within thirty (30) days after acceptance of the Consultant's proposal by *NRC*, the Consultant shall, unless otherwise directed in writing by the Contracting Authority, deposit with the Contracting Authority an **Insurer's Certificate of Insurance** in the form displayed in this document and, if requested by the Contracting Authority, the originals or certified true copies of all contracts of insurance maintained by or on behalf of the Consultant and the Consultant's Sub-Consultants as might be applicable pursuant to the insurance coverage requirements contained in the proposal documents. Thereafter, during and after the performance of the *Services*, the Consultant shall provide the Contracting Authority, on request, with verification satisfactory to the Contracting Authority that the required insurance coverage is in place.
3. The Consultant shall provide **annually** to the Contracting Officer an Insurer's Certificate of Insurance until the services provided by the Consultant under the contract are completed.
4. Upon **completion** of the services the Consultant shall produce certification that the insurance coverage for Professional Liability/Errors and Omissions Liability will be maintained for the period of five (5) years after the completion of services, which shall be the date of either:
  - substantial performance of the work for each construction phase; or
  - suspension or abandonment of the project
5. The provisions of these insurance coverage requirements are not intended to cover all of the Consultant's indemnification obligations. Any additional insurance coverage the Consultant may deem necessary to fulfil the Consultant's obligations shall be at the Consultant's discretion and expense.
6. The payment of monies up to the deductible amount made in satisfaction of any claim shall be at the cost of the Consultant.

### **21.2 Comprehensive General Liability**

1. Comprehensive General Liability insurance shall be effected by the Consultant at the Consultant's expense, and maintained in force throughout the performance of the *Services*. The policy shall be in an amount usual for the nature and scope of the *Services* but, unless specified elsewhere in the proposal documents, shall have a limit of liability of not less than \$1,000,000 for any one occurrence or series of occurrences



arising out of one cause, and shall have a property damage deductible of not more than \$5,000 per occurrence. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

2. The policy shall insure *NRC*, the Consultant, and the Consultant's Sub-Consultants for the performance of the Services, and shall include but not be limited to the following coverage/provisions:
  - (A) "Additional Named Insured: Canada as represented by *NRC* is named as an Additional Named Insured under any liability insurance policies for Canada's respective rights and interests under the contract for the performance of the Services."
  - (B) "Cross Liability: Any act or omission by one or another of the Insured hereunder shall not prejudice the rights or interests of any other Insured. This policy, subject to its limits of liability, shall apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each. The inclusion herein of more than one Insured shall not operate to increase the limits of the Insurers' liability."
  - (C) "Litigation Rights: It is understood and agreed that where any suit is instituted for or against *NRC* which the Insurer or Insurers would, but for this clause, have the right to pursue or defend on behalf of *NRC* as an Additional Named Insured under this insurance policy, the Insurer shall promptly contact the Attorney General of Canada to agree on the legal strategies by sending a registered letter to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice Canada,  
Kent and Wellington Streets,  
Ottawa, Ontario K1A 0H8

The notification must be followed, within a reasonable period, by an information copy to the Contracting Authority.

The Insurer also agrees that *NRC* reserves the right to co-defend any action brought against *NRC*. However, all expenses incurred by *NRC* to co-defend such actions would be at *NRC*'s expense."

- (D) "Notice of Cancellation or Amendments of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least thirty (30) days' prior written notice of any policy cancellation or any changes in the policy coverage.

### **21.3 Professional Liability**

1. The Consultant, at the Consultant's expense, shall effect and continuously maintain Professional Liability insurance from the commencement of performance of the Services until five (5) years after their completion. The policy shall be in an amount usual for the nature and scope of the Services but, unless specified elsewhere in the proposal documents, shall have a limit of liability of not less than \$1,000,000 per claim,



and a deductible amount of not more than \$5,000 per claim. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

2. The following clauses must be incorporated into the conditions of the Consultant's Professional Liability insurance coverage:
  - (A) "Litigation Rights: It is understood and agreed that where any suit is instituted for or against *NRC* which the Insurer, or Insurers would, but for this clause, have the right to pursue or defend on behalf of *NRC* under this insurance policy, the Insurer shall promptly contact the Attorney General of Canada to agree on the legal strategies by sending a registered letter to:

Senior General Counsel  
Civil Litigation Section  
Department of Justice  
Kent and Wellington Streets  
Ottawa, Ontario K1A 0H8
  - The notification must be followed, within a reasonable period, by an information copy to the Contracting Authority.
  - The Insurer also agrees that *NRC* reserves the right to co-defend any action brought against *NRC*. However, all expenses incurred by *NRC* to co-defend such actions would be at *NRC*'s expense."
  - (B) "Notice of Cancellation or Amendments of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least thirty (30) days' prior written notice of any policy cancellation or any changes in the policy coverage."
  - (C) "The Insurer shall continue to provide the required insured coverage for Professional Liability for a period of five (5) years following completion of the Services and shall, upon the completion of the Services by the Consultant, provide the Consultant with certification of that undertaking in a form satisfactory to *NRC*."
3. Forthwith upon receipt of the Insurer's certification referred to in clause 17.1 paragraph 4, the Consultant shall deposit it with the Contracting Authority.

## **GC 22 Resolution of Disagreements**

1. In the event of a disagreement regarding any aspect of the *Services* or any instructions given under the Agreement:
  - (a) the *Consultant* may give a notice of disagreement to the *NRC Representative*. Such notice shall be promptly given and contain the particulars of the disagreement, any changes in time or amounts claimed, and reference to the relevant clauses of the Agreement;



- (b) the *Consultant* shall continue to perform the *Services* in accordance with the instructions of the *NRC Representative*; and
  - (c) the *Consultant* and the *NRC Representative* shall attempt to resolve the disagreement by negotiations conducted in good faith. The negotiations shall be conducted, first, at the level of the *Consultant's* project representative and the *NRC Representative* and, secondly and if necessary, at the level of a principal of the *Consultant* firm and a senior *NRC* manager.
2. The *Consultant's* continued performance of the *Services* in accordance with the instructions of the *NRC Representative* shall not jeopardize the legal position of the *Consultant* in any disagreement.
  3. If it was subsequently agreed or determined that the instructions given were in error or contrary to the Agreement, *NRC* shall pay the *Consultant* those fees the *Consultant* shall have earned as a result of the change(s) in the *Services* provided, together with those reasonable disbursements arising from the change(s) and which have been authorised by the *NRC Representative*.
  4. The fees mentioned in GC 22.3 shall be calculated in accordance with the Terms of Payment set out in the Agreement.
  5. If the disagreement is not settled, the *Consultant* may make a request to the *NRC Representative* for a written *NRC* decision and the *NRC Representative* shall give notice of the *NRC* decision within fourteen (14) *days* of receiving the request, setting out the particulars of the response and any relevant clauses of the Agreement.
  6. Within fourteen (14) *days* of receipt of the written *NRC* decision, the *Consultant* shall notify the *NRC Representative* if the *Consultant* accepts or rejects the decision.
  7. If the *Consultant* rejects the *NRC* decision, the *Consultant*, by notice may refer the disagreement to *Mediation*.
  8. If the disagreement is referred to *Mediation*, the *Mediation* shall be conducted with the assistance of a skilled and experienced mediator chosen by the *Consultant* from a list of mediators proposed by *NRC*, and *NRC Mediation* procedures shall be used unless the parties agree otherwise.
  9. Negotiations conducted under the Agreement, including those conducted during *Mediation*, shall be without prejudice.

### **GC 23 Members of House of Commons**

1. No member of the House of Commons shall be admitted to any share or part of the Agreement, or to any benefit that may arise therefrom.



#### **GC 24 Amendments**

1. The Agreement may not be amended, or modified, nor shall any of its terms and conditions be waived, except by Agreement in writing executed by both parties.

#### **GC 25 Entire Agreement**

1. The Agreement constitutes the entire arrangement between the parties with respect to the subject matter of the Agreement, and supersedes all previous negotiations, communications and other arrangements relating to it, unless incorporated by reference herein.

#### **GC 26 Lobbyist Certification - Contingency Fees**

1. The *Consultant* certifies that it has not directly or indirectly paid or agreed to pay and covenants that it will not directly or indirectly pay a contingency fee for the solicitation, negotiation or obtaining of the Agreement to any person other than an employee acting in the normal course of the employee's duties.
2. All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiation of the Agreement shall be subject to the accounts and audit provisions of the Agreement.
3. If the *Consultant* certifies falsely under this section or is in default of the obligations contained therein, *NRC* may either take the work out of the *Consultant's* hands in accordance with the conditions of the Agreement or recover from the *Consultant* by way of reduction to the Basic Fee or otherwise the full amount of the contingency fee.
4. In this clause,

**"Contingency fee"** means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a Government Agreement or negotiating the whole or any part of its term.

**"Employee"** means a person with whom the *Consultant* has an employer/employee relationship.

**"Person"** includes an individual or group of individuals, a corporation, a partnership, an organization and an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbyist Registration Act*, R.S. 1985 c.44 (4th Supplement) as the same may be amended from time to time.

#### **GC 27 Non-discrimination in Hiring and Employment Practices**

1. For the purpose of this General Condition, "person" includes the *Consultant*, the *Consultant's Sub-Consultants* and other firms forming the *Consultant* team, and their



- respective employees, agents, licensees or invitees, and any other individual involved in the performance of the work.
2. The *Consultant* shall not refuse to employ and will not discriminate in any manner against any person because
    - (a) of that person's race, national origin, colour, religion, age, sex or marital status,
    - (b) of the race, national origin, colour, religion, age, sex, or marital status of any person having any relationship or association with that person, or
    - (c) a complaint has been made or information has been given by or in respect of that person relating to an alleged failure by the *Consultant* to comply with GC 27.2(a) and GC 27.2(b) above.
  3. Within two (2) working days immediately following receipt of a written complaint pursuant to GC 27.2 above, the *Consultant* shall
    - (a) cause to have issued a written direction to the person or persons named by the complainant to cease all actions that form the basis of the complaint; and
    - (b) forward a copy of the complaint to the *NRC Representative* by registered mail.
  4. Within twenty four (24) hours immediately following receipt of a direction from the *NRC Representative* to do so, the *Consultant* shall cause to have removed from the *Consultant* team any person or persons whom the *NRC Representative* believes to be in breach of the provisions of GC 27.2 above.
  5. No later than thirty (30) days after receipt of the direction referred to in GC 27.4 above, the *Consultant* shall cause the necessary action to be commenced to remedy the breach described in the direction.
  6. If a direction is issued pursuant to GC 27.4 above, *NRC* may withhold from monies that are due and payable to the *Consultant* an amount representing the sum of the costs and payment referred to in GC 27.8 and GC 27.9 below.
  7. If the *Consultant* fails to proceed in accordance with GC 27.6 above, the *NRC Representative* shall take the necessary action to have the breach remedied, and shall determine all supplementary costs incurred as a result by *NRC*.
  8. *NRC* may make a payment directly to the complainant from monies that are due and payable to the *Consultant* upon receipt from the complainant of:
    - (a) a written award issued pursuant to the federal *Commercial Arbitration Act*, R.S., 1985, c. C-34.6; or
    - (b) a written award issued pursuant to the *Canadian Human Rights Act*, R.S., 1985, c.H-6; or
    - (c) a written award issued pursuant to provincial or territorial human rights legislation; or



- (d) a judgement issued by a court of competent jurisdiction.
9. The *Consultant* shall be liable for and upon demand shall pay to *NRC* the supplementary costs referred to in GC 27.8. If the *Consultant* fails to make payment on demand, *NRC* may deduct the same from any amount due and payable to the *Consultant*.
10. A payment made pursuant to GC 27.8 is, to the extent of the payment, a discharge of *NRC*'s liability to the *Consultant* under the terms of the Agreement and may be deducted from any amount due and payable to the *Consultant*.
11. If the *NRC Representative* is of the opinion that the *Consultant* has breached any of the provisions of this General Condition, *NRC* may take the work out of the *Consultant*'s hands pursuant to GC 10.
12. The *Consultant* shall ensure that the provisions of this General Condition are included in all agreements and contractual arrangements entered into as a consequence of this work.

#### **GC 28 Changes in Taxes and Duties**

1. In the event of any change (including a new imposition or repeal), on or after the date of submission of the proposal, of any tax, customs or other duty, charge, or any similar imposition that is imposed under sales or excise tax legislation of the Government of Canada and which affects the cost to the *Consultant* of the Services, the amount payable to the *Consultant* shall be adjusted to reflect the increase or decrease in the cost to the *Consultant*.
2. There shall be no adjustment under paragraph 1 in respect of any change that would increase the cost to the *Consultant* of the Services if public notice of the change was given before the proposal submission date in sufficient detail to permit the *Consultant* to have calculated the effect on the *Consultant*'s cost before that date.
3. The *Consultant* shall forward to *NRC* a certified statement showing the increase or decrease in cost to the *Consultant* that is directly attributable to the change in the imposition. *NRC* or the *NRC Representative* may verify the increase or decrease in cost by audit.

#### **GC 29 Ad Valorem Sales Tax**

1. Federal government departments and agencies are not required to pay any ad valorem sales tax levied by the province in which the taxable goods or services are delivered. This exemption is provided to federal government departments and agencies under the authority of the following:
- (a) Provincial Sales Tax Exemption Licence Numbers, for the provinces of:
- |                      |              |
|----------------------|--------------|
| Prince Edward Island | OP-10000-250 |
| Ontario              | 11708174G    |
| Manitoba             | 390-516-0    |
| British Columbia     | 005521       |





- (b) An Exemption Certification, for Quebec, Saskatchewan, the Yukon Territory, and the Northwest Territories, which certifies that the property and/or services ordered/purchased hereby are for the use of, and are being purchased by the federal government with Canada funds, and are therefore not subject to provincial/territorial sales and consumption taxes.
2. Currently, in Alberta, Saskatchewan, the Yukon Territory, and the Northwest Territories, provincial sales taxes do not apply to goods or services delivered to the federal government.
3. The Consultant is not exempt from paying provincial sales tax under the above Exemption Licence Numbers or Exemption Certification. The Consultant is required to pay Provincial Sales Tax on taxable goods or services used or consumed in the performance of the Contract (as per appropriate provincial legislation), including material incorporated into real property.

### **GC 30 Tax Withholding of 15 Percent**

1. If the Consultant is a non-resident contractor as defined in the *Income Tax Act*, the Consultant acknowledges and agrees that, pursuant to the provisions of that Act, *NRC* is empowered to withhold an amount of 15 percent of the price to be paid to the Consultant for services performed in Canada. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.

### **GC 31 Changes in the Consultant Team**

1. Should an entity or person named in the Consultant's proposal as an entity or person who is to perform the Services or part of the Services be unable to perform or complete Services as described in the proposal, the Consultant shall obtain the concurrence of the *NRC Representative* prior to performing or completing the Services, or entering into an agreement with another entity or person to perform or complete the Services, such concurrence not to be unreasonably withheld.
2. In seeking to obtain the concurrence of the *NRC Representative* referred to in paragraph 1, the Consultant shall provide notice in writing to the *NRC Representative* containing:
  - (a) the reason for the inability of the entity or person to perform the Services;
  - (b) the name, qualifications and experience of the proposed replacement entity or person, and
  - (c) if applicable, proof that the entity or person has the required security clearance granted by *NRC*.
3. The Consultant shall not, in any event, allow performance of any part of the Services by unauthorized replacement entities or persons, and acceptance of a replacement entity or person by the *NRC Representative* shall not relieve the Consultant from responsibility to perform the Services.



4. *NRC* may order the removal from the Consultant Team of any unauthorised replacement entity or person and the Consultant shall immediately remove the entity or person from the performance of the Services and shall, in accordance with paragraphs 1) and 2), secure a further replacement.
  
5. The fact that *NRC* does not order the removal of a replacement entity or person from the performance of the Services shall not relieve the Consultant from the Consultant's responsibility to meet all the Consultant's obligations in the performance of the Services.



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**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	2. Branch or Directorate / Direction générale ou Direction
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

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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

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

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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  Oui  
  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

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

<input 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 EMBLEMES			

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?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  No  Yes  
 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?  Non  Oui

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  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?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  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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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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