



RETURN OFFERS TO :
Bid Receiving:

Correctional Service Canada
**Contracting and Materiel Services – Quebec
Region**

250, montée St-François
Laval (Quebec) H7C 1S5

Telephone : 450-661-9550, ext. 3223

EMAIL :
GEN-QUE307Soumissions@CSC-SCC.GC.CA

REQUEST FOR A STANDING OFFER

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users herein.

Comments:

“THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT”

Vendor/Firm Name and Address :

Telephone # :

Fax #:

Email: _____

GST # or SIN or P.B.N :

Title: Cleaning Seives	
Solicitation No. 21301-21-3636759	Date: December 4 th , 2020
Client Reference No. 21301-21-3636759	
GETS Reference No. PW-20-00936368	
Solicitation Closes at : 2 p.m. On : January 13 th , 2021	Time Zone EST
Delivery Required: See herein	
F.O.B. Plant: Destination: X Other:	
Address Enquiries to Véronique Fortin Contracting and Procurement Regional Officer veronique.fortin@csc-scc.gc.ca	
Telephone No.: 450-661-9550, ext. 3302	Fax No.: 450-664-6626
Destination of Goods, Services and Construction: Multiple as per call-up	
Security This request for a Standing Offer includes provisions for security.	

Instructions: See Herein

Name and title of person authorized to sign on behalf of Vendor/Firm	
Name _____	Title _____
Signature _____	Date _____
(Sign and return cover page with offer)	



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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

2. Summary

The Correctional Service of Canada (CSC) is looking for a contractor to provide skilled labour to provide cleaning services at the Ogilvy, Sherbrooke, Hochelaga and Martineau Community Correctional Centres (CCCs).

3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

4. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.



5. Debriefings

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

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [the Office of the Procurement Ombudsman e-mail address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information about OPO, including the available services, please visit the OPO website.



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

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

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

The following information must appear on the envelope of the offer when it is hand-delivered:

- Bid number
- Name of the contracting officer
- Bid closing date

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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



4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than three **(3) business days** before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by facsimile or email to CSC will not be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **one (1) hard copy** (*not applicable*)

Section II: Financial Offer: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Offerors are requested to submit their Financial Offer in an envelope separate from their technical offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer (*not applicable*)

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation *(not applicable)*

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex D – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

1.2.1

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Please note that, for the purpose of the evaluation, the total bid price will be calculated by adding the all-inclusive fixed hourly rates for the term of the Standing Offer.

In the event of a tie regarding the lowest total bid price for an institution or a region, the offeror with the most experience in cleaning services (according to the Registre des entreprises du Québec) will be awarded the Standing Offer.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.



1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program \(CSP\)](#) of Public Works and Government Services Canada website.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 21301-21-3636759

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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



4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is **from the award of the Standing Offer to December 31st, 2021.**

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period, from **January 1st, 2022 to December 31st, 2022** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **thirty (30) days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Véronique Fortin**
 Title: Contracting and Procurement Regional Officer
 Correctional Service of Canada
 Contracting and Materiel Services
 Address: 250, montee Saint-François
 Laval (Quebec), H7C 1S5
 Telephone: 450-661-9550, ext. 3302
 Facsimile: 450-664-6626
 E-mail address: veronique.fortin@csc-scc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is: *(to be completed at the issuance of the Standing Offer)*

The Project Authority for the Standing Offer is:

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

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



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

5.3 Offeror's Representative *(to be completed)*

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

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

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Quebec Region.
Montreal-Metropolitan District (MMD)

8. Call-up Procedures

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ *(to be completed at the issuance of the Standing Offer)* (Applicable Taxes included).



11. **Financial Limitation** *(to be completed at the issuance of the Standing Offer)*

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

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

12. **Priority of Documents**

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general 2010C (2020-05-28);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ *(to be completed at the issuance of the Standing Offer)*

13. **Certifications and Additional Information**

13.1 **Compliance**

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

14. **Applicable Laws**

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



B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Price

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

5.3 Multiple Payments

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

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

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit



5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

Note to bidders: This clause will be deleted from the resulting contract clauses if the Contractor does not accept payment by MasterCard Acquisition Card.

5.7 Direct Deposit Request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307Fournisseurs@CSC-SCC.GC.CA.

6. Invoicing Instructions

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

Each invoice must be supported by:

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

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the Project Authority identified in the section 5.2 Project Authority of the Standing Offer.

7. Insurance – Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.

11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.



11.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

12.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

14. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [the Office of the Procurement Ombudsman email address](#), or by web at [the Office of the Procurement Ombudsman website](#).

15. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#).

16. Privacy

16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

16.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



ANNEX A – STATEMENT OF WORK

1. Scope of Work

The Correctional Service of Canada (CSC) is looking for a contractor to provide skilled labour to provide cleaning services at the Ogilvy, Sherbrooke, Hochelaga and Martineau Community Correctional Centres (CCCs).

These are located at the following addresses:

- Ogilvy Community Correctional Centre
435 Ogilvy Street, Montréal, Quebec, H3N 1M3
- Sherbrooke Community Correctional Centre
2190 Sherbrooke Street East, Montréal, Quebec, H2K 1C7
- Hochelaga Community Correctional Centre
6905 Hochelaga Street, Montréal, Quebec, H1N 1Y9
- Martineau Community Correctional Centre
10345 Saint-Laurent Boulevard, Montréal, Quebec, H3L 2P1

At the request of the person designated by the CCC Area Director, the Contractor must provide qualified personnel to perform cleaning services as required.

The Contractor must sign and date a form every time it arrives or leaves the CCC to confirm the hours worked. This form must be signed by the person designated by the CCC Area Director to certify its validity. For billing validation purposes, a copy of the document must be made and provided to the person designated by the CCC Area Director prior to the contractor's departure from the service delivery location.

1.1 Definitions

Call-up against the Standing Offer: A contract issued under the Standing Offer to determine the terms and conditions of service (i.e. Required frequency, times when services must be performed, number of resources necessary, etc.).

The person designated by the CCC Area Director is responsible for the management of a call-up.

2. Work Description

The Contractor must provide cleaning services as and when required, Monday to Sunday, between 8:00 and 16:00. The Contractor must ensure that it has the resources available to provide the services during this period.

CSC will provide household cleaning products, and cleaning equipment and will make these available to the Contractor as will be toilet paper, brown paper, garbage bags, hand soap for dispensers, and carpets.

Details regarding the scope of the services required will be provided in the call-up against the Standing Offer, which will be sent to the Contractor.



2.1 Awarding call-ups

When cleaning services are required at a CCC, the person designated by the CCC Area Director will send a brief description of the required work to the Contractor. This description will include at least the following:

- Period of time for which the services are requested;
- Times when the services must be performed;
- Weekly service frequency;
- Number of employees needed;

This description may be sent to the Contractor by telephone or email.

The Contractor must return a call or email from the person designated by the CCC Area Director within twenty-four (24) hours.

It may be necessary for the Contractor to travel to the service delivery location to assess the site's condition. This visit will be at the Contractor's expense.

2.2 Work performance deadlines

The Contractor must start cleaning services no later than five (5) days following the awarding of a call-up against a Standing Offer or by the date specified by the person designated by the CCC Area Director.

2.3 Areas to clean/maintain

CCCs are federal minimum-security institutions that consist of bedrooms, kitchens, washrooms, bathrooms, desks and various storage rooms.

CCCs have four (4) sanitary blocks, each comprising approximately three (3) washrooms and four (4) showers. The common areas are located in the basement and on the ground floor as well as on the facility's second and third floors.

Sanitary areas

- Clean the interior and exterior of toilets (basins, seats, pipes)
- Clean the hardware associated with the toilet / in the washroom
- Clean the doors and partitions of the toilet
- Clean urinals
- Clean partitions between urinals
- Replenish soap and urinal cakes
- Empty and clean garbage cans, and change the bag
- Replenish paper (toilet paper, hand paper, tissue paper)
- Replenish the hand soap
- Clean sinks, taps, shelves, radiators, mirrors, hand dryers
- Clean the showers
- Clean the floor
- Clean doors and handles



Common areas

- Vacuum the carpet in all common areas
- Mop or sweep and wash floors without carpeting (i.e. staircases, corridors, etc.)
- Clean the stairway ramps
- Clean the door handles
- Clean the two (2) public phones on each floor
- Clean the kitchen area (including hard surfaces and appliances)
- Empty the garbage bins
- Clean the drinking fountains
- Clean switch plates
- Clean the conference room (if applicable)

The Contractor must consider the premises as containing major health hazards; it is therefore recommended that the Contractor provide its employees with appropriate protective equipment (gloves and masks). The Contractor must use only CSC-provided, hospital-grade cleaning products suitable for COVID-19 pandemic conditions.

The Contractor must provide skilled labour for cleaning services, as required, across all CCC departments.

The Contractor must work with on-site employees to maintain cleanliness and perform maintenance as often as specified in the call-up against the Standing Offer. The Contractor must perform, but not limit itself to, the tasks identified in section 4.2 Definition of Standards in Annex A – Statement of Requirements.

2.4 Management of Contractor's employees

The Contractor is wholly responsible for managing contractor employees.

The Contractor is responsible for giving contractor employees training in the Work procedures. In the event that CSC is of the opinion that the employee assigned to perform cleaning services does not have the necessary knowledge to perform the services as specified in the Statement of Work, the Contractor must:

- i. assign another employee to perform cleaning services; or
- ii. travel to the CCC in question and provide on-site training to the employee at no additional cost to CSC.

The Contractor takes full responsibility for the contractor employees' actions during the performance of a call-up against the Standing Offer.

The Contractor must meet its obligations concerning contractor employees' occupational health and safety.

The Contractor must ensure that the Contractor and/or its employees wear face coverings at all times when performing cleaning services.



2.5 Integrity of staff

Following the Standing Offer award, the Contractor/Offeror must, at all times during the performance of the Contract/ Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

The Contractor agrees to always have a list of a minimum of two (2) employees capable of performing the work, who have already obtained a valid reliability status, issued or approved by PWGSC's CSP. Any employee who does not meet security standards will be denied access to the facility at the Contractor's expense.

The Contractor must ensure that none of its employees are authorized to take from the building anything that does not belong to them, including found objects.

Only those tasks specified herein may be carried out at the worksite by the Contractor or the contractor employees.

The Contractor shall ensure that its employees comply with the regulations relating to the confidentiality of building information or any other written or verbal information.

3. Workforce

3.1 Competency

The Contractor must provide the skilled labour necessary for the proper performance of the work and must comply with the regulations in place for the duration of the Standing Offer.

3.2 Instructions

All questions related to the technical aspects of the work must be discussed and addressed with the person designated by the CCC Area Director.

3.3 Contact with users

The Contractor's staff shall under no circumstances inconvenience the occupants of the building or CSC employees. If there are problems in this respect, the person designated by the CCC Area Director must be notified; the same applies if the Contractor's employees are inconvenienced.

4. Work Methods

4.1 General

All work that requires the use of alkaline products must be done with care, ensuring that, at the end of the work, cleaned surfaces are neutralized.

The Contractor must use only suitable cleaning products provided by CSC on the appropriate surfaces and use them in accordance with the manufacturer's recommendations.



4.2 Restrictions

The Contractor's employees shall not move any paper, document or object left on desks or other furniture. Under no circumstances are the Contractor's employees permitted to open the drawers of desks, filing cabinets or other furniture.

The Contractor must never place chairs, wastebaskets or other things on desks or tables unless they are covered with a suitable protective cloth. Under no circumstances is the Contractor's employees to use office equipment such as tables, filing cabinets, chairs, etc. as scaffolding to perform work or for any other purpose. In addition, employees are never allowed to use phones or other items left on desks for personal purposes. Electrical, computer and telephone devices must not be unplugged at any time.

4.3 Prohibition from unlocking doors

The contractor's employees must not unlock the door for anyone. If necessary, they must direct these persons to the person designated by the CCC Area Director.

4.4 Found objects

The Contractor's employees must hand over any objects found to the person designated by the CCC Area Director.

5. Damage and Defects

5.1 Damage

The Contractor must notify the person designated by the CCC Area Director as soon as possible of the damages caused, accidentally or not, by its employees.

The Contractor remains responsible for any damage caused to surface finishes or breakage of CSC materials or equipment during the work.

5.2 Defects

While cleaning, the Contractor's employees must note defects in the equipment or building and notify the person designated by the CCC Area Director.

During the winter, the Contractor must immediately notify the person designated by the CCC Area Director of any premises in which a window has been left open in a way that makes the area abnormally cold.

5.3 Operating procedures

The Contractor must be careful not to disrupt the building's activities. The Contractor must therefore perform its work according to a predetermined schedule so as not to interfere with the activities of the building's occupants. The Contractor must comply with the techniques and requirements of the person designated by the CCC Area Director to perform its cleaning services.

5.4 Inspection

At all times, the person designated by the CCC Area Director will be entitled to inspect the Contractor's premises and equipment. The person designated by the CCC Area Director has the right to make the recommendations deemed appropriate to the Offeror's Representative; the Contractor must respect and follow these immediately, despite the disinfection activities described in the Statement of Work.



6. Standard Requirements for Cleaning Quality

6.1 Quality management

On-site verification by a CSC Representative will be a regular process, integrated into the monitoring of compliance with key cleaning activities. Performance indicators and other measures of effectiveness may be used.

6.1.1 Preamble

Following the award of the Standing Offer, the Contractor is required to provide quality services in accordance with the standard requirements described below. The purpose of the quality management process proposed below is to monitor the quality of cleaning services.

6.1.2 Quality control for the services

The person designated by the CCC Area Director will, unilaterally or jointly with the Contractor (as decided by the person designated by the CCC Area Director), inspect the site. The inspection frequency is solely under the responsibility of the person designated by CCC Area Director. The person designated by the CCC Area Director agrees to provide a summary of the inspection indicating “satisfactory” or “unsatisfactory” to the Contractor following the inspection.

6.1.3 Non-compliant results

In the event that the inspection reveals that cleaning services have not been performed up to compliance, the Contractor will be considered to be in default. The person designated by the CCC Area Director will then forward a written notice to the Contractor requiring the adjustments required to meet the maintenance standards prescribed in the Statement of Work. Remedial Work must be completed within forty-eight (48) hours at the Contractor’s expense.

6.2 Definition of standards

The person designated by the CCC Area Director and the Contractor agree to use the standard requirements listed below to ensure the quality of the work to be performed under this Standing Offer.

6.2.1 Floor maintenance

- Sweep or dust with a mop and remove spots/stains.
- No dirt or debris is to be left in the corners, behind or underneath the radiators, under the furniture or behind the doors.
- There must be no layer of dust left on the floor.
- The areas swept must be free of dust, residues and stains (calcium, coffee, soft drinks, scuff marks, etc.).
- Clean grooved areas (foot grills, doorsills, etc.).

6.2.2 Wet and damp mopping

- All areas mopped must be clean, stain-free and without mop streaks or loose mop strands.
- The mop water must be changed regularly.
- Walls, baseboards and other surfaces must be free of water or splash marks
- There must be no water or other cleaning liquid remaining under the feet of furniture or metal filing cabinets.
- Boot mats must be washed at the same time.
- The mop buckets and carts must be empty, clean and odour-free.



6.2.3 Floor stain removal

- Remove all stains, dirt or residues (calcium, coffee, soft drinks, scuff marks, etc.) from surfaces.
- All stains that resist normal cleaning procedures must be removed with an appropriate stain remover. The manufacturer's recommended techniques must be followed. The products used must not affect surface finishes.

6.2.4 Spray buffing

- There must be no dust or dirt on the floors.
- There must be no marks or streaks from excessive spraying.
- The floor must look clean.
- There must be no splash marks caused by spraying on the baseboards, equipment or furniture.
- Boot trays must be cleaned at the same time.

6.2.5 Finishing (application of floor finishes)

- There must be no loose strands on the floor.
- The floor must be clean and shiny, including in the corners and under the furniture.
- There must be no splash marks on the walls, baseboards, furniture or other surfaces.
- Furniture must be put back in its original position after the work is finished.

6.2.6 Miscellaneous

- Chairs, wastepaper baskets and other containers must not be placed on the desks or tables during cleaning.
- All furniture, equipment and items moved during cleaning must be put back in their original position.

6.2.7 Walls

- There must be no dirt, grime or other marks left on the walls.
- Wall and ceiling junctions must be free of spider webs.
- Walls must have no marks up to head height.

6.2.8 Glass doors and glass panels

- There must be no streaks or smears on the glass and all the frames must be clean.
- There must be no water left on the sills or edges.

6.2.9 Polishing metal surfaces

- Push bars, protective plates, railings, doors and other metal surfaces must be clean and polished.

6.2.10 Trash collection

- Trash cans and wastepaper baskets must be emptied and the insides cleaned.
- Garbage bags must be replaced. Trash containers' outside surfaces must be clean.



6.2.11 Dusting

- The desks and the rest of the office furniture shall be dusted and cleaned.
- Dust and dirt on chairs and armchairs shall be removed with a vacuum cleaner.
- Dust and wash table and chair legs.
- Dust off all engravings, plaques, horizontal and other surfaces.
- Dust off and clean the radiators, window sills, doorsills, framed pictures, blinds, baseboards and partition edges.
- Dust off the ventilation grills.

6.2.12 Removing spots/stains

- Walls, doors, framed pictures and glass partitions must be immaculate.

6.2.13 Damp wiping

- Mirrors and glass items must be wiped clean with a damp cleaning cloth.

6.2.14 Trash removal

- Trash and wastepaper baskets must be emptied, garbage bags replaced as necessary and the containers' inside and outside surfaces properly wiped.

6.2.15 Sanitary equipment

- Washbasins and exposed plumbing must be dust-, dirt-free and spotless.
- Urinals and toilet handles, seats, and tanks must be thoroughly cleaned.
- The plumbing fixtures and the counters must be spotless, dust-free and free of any traces of soap or mildew.

6.2.16 Dispensers, walls, stall partitions, doors, shelves, mirrors and ledges

- All dispensers, shelves, ledges and shelf brackets must be free of marks, dust and stains.
- All dispensers must be refilled.
- All mirrors must be clean.
- Walls, stall partitions and doors should be free of dust, marks, graffiti, and mop streaks, and fittings should be mildew-free.

6.2.17 Cleaning and polishing

- Glass, wood and metal surfaces must be clean and free of any marks and dirt.
- Walls must have no marks up to head height.
- The frames, windows and adjacent surfaces must be free of dust.

6.2.18 Ventilator fans and air diffusers

- Ventilator fans and air diffusers must be dusted.
- The ventilator frame must be properly cleaned.
- The wall surface of the ventilator must be dust-free.

6.2.19 Cleaning windows, partitions and glass panels

- The frames, sills and edges must be clean and without marks.
- Items displaced during cleaning must be put back in place.



6.2.20 Storage areas

- All the floors must be clean.
- All equipment and walls must be dust-free and spotless.
- The mop buckets and carts must be empty, clean and odour-free.
- No papers, trash or trash cans are to be left in the product and equipment storage room.

6.3 Cleaning areas in which diseases can spread

High standards of hygiene must be maintained in areas including, but not limited to, washrooms, changing rooms and showers by cleaning with an appropriate cleaning product provided by CSC.

Floors, walls, floor drains and non-slip mats must be free of soap residue, garbage and any other dirt. A disinfecting solution shall be poured into all floor drains to control odours and bacteria that develop there.

7. Special Conditions

7.1 Qualifiers

The Statement of Work is only a basic amount of information used to establish the terms and conditions of cleaning services. The tasks requested as part of this Standing Offer may vary.

As part of the Standing Offer, no minimum quantity of hours is guaranteed; services must be provided as needed. However, for each service call, a minimum of two hours will be guaranteed to the contractor.

7.2 Time sheet

The person designated by the CCC Area Director will provide the Contractor with the time sheet to be completed and signed on each workday. The date must be indicated along with the arrival and departure times to and from the CCC. To ensure the validity of the document, the time sheet must be signed by the person designated by the CCC Area Director at the end of each workday. A copy of this time sheet must be made and provided to the person designated by the CCC Area Director.

7.3 Work follow-up

The Contractor must conduct, in conjunction with the person designated by the CCC Area Director, any inspection requested by the person designated by the CCC Area Director.

7.4 Checking the doors, windows and faucets

At all times, the Contractor must take the necessary measures to ensure that no door, window or faucet is unlocked or open in the employee's absence.

7.5 Waste

7.5.1 Non-recyclable waste

The Contractor must collect and take all non-recyclable waste to the waste management centre decided on by the person designated by the CCC Area Director. As far as the collection and disposal of waste are concerned, it is the Contractor's responsibility to check with the services concerned and comply with their schedules.



7.5.2 Recyclable waste

The Contractor must empty all the recycling containers every day where cleaning services are required and take the recyclable waste to the locations specified by the person designated by the CCC Area Director.

8. Cleaning Products, Sanitary Supplies and Garbage Bags

8.1 Cleaning products

Cleaning products and equipment (vacuum cleaner, broom, etc.) are provided by CSC. The Contractor shall use all the equipment and all the products necessary to properly clean.

8.2 Prohibited uses

No acid product may be used unless authorized by the person designated by the CCC Area Director.

No abrasive powder shall be used.

8.3 Cleaning products-related regulations and legislation

The Contractor must comply with internal and governmental legislation and regulations governing occupational health and safety. Each product used or stored on the premises must be clearly identified and have its own material safety data sheet. The Contractor must ensure that all contractor employees have received occupational health and safety training in order to satisfy the WHMIS-related requirements.



ANNEX B – PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Standing Offer Period:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive hourly rates set out in this Annex, Applicable Taxes extra

Standing Offer period (from the date of contract award until December 31st, 2021)

Description	Unit of measure	Unit price	Estimated Quantity	Total
Maintenance work, Monday to Friday , as described in Appendix A – Statement of Work.	Hours	\$ _____	2,080	\$ _____
Maintenance work, Saturday to Sunday , as described in Appendix A – Statement of Work.	Hours	\$ _____	832	\$ _____
Estimated Total				\$ _____

Costs and expenses:

ONLY the services invoiced at the above rates shall be paid. The submitted rates include EVERYTHING that is necessary to perform the work, in accordance with the services expected and described in Annex A, Statement of Work. This includes but is not limited to administrative fees and expenses, profit, travel time and living expenses of labour and/or any other costs necessary to provide the services.

Hourly rates:

Payment shall be made for rendered services ONLY. Hourly rates apply to productive worktime on site. Hourly rates do not apply to travel time, mealtimes, or breaks. No additional amounts shall be paid for travel time to the site. In other words, the time paid shall be calculated from the authorized time of arrival at the site to the actual time of completion of the work.



2.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article **4.2 Extension of initial Standing Offer** of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Hourly Rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

OPTION 1 (January 1st, 2022 until December 31st, 2022)

Description	Unit of measure	Unit price	Estimated Quantity	Total
Maintenance work, Monday to Friday , as described in Appendix A – Statement of Work.	Hours	\$ _____	2,080	\$ _____
Maintenance work, Saturday to Sunday , as described in Appendix A – Statement of Work.	Hours	\$ _____	832	\$ _____
Estimated Total				\$ _____

Costs and expenses:

ONLY the services invoiced at the above rates shall be paid. The submitted rates include EVERYTHING that is necessary to perform the work in accordance with the services expected and described in Annex A, Statement of Work. This includes but is not limited to administrative fees and expenses, profit, travel time and living expenses of labour and/or any other costs necessary to provide the services.

Hourly rates:

Payment shall be made for rendered services ONLY. Hourly rates apply to productive worktime on site. Hourly rates do not apply to travel time, mealtimes, or breaks. No additional amounts shall be paid for travel time to the site. In other words, the time paid will be calculated from the authorized time of arrival at the site to the actual time of completion of the work.

3.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ (To be completed at the issuing of the Standing Offer) are excluded in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.



4.0 Electronic Payment of Invoices – Offer *(To be completed)*

Canada requests that Offerors complete option 1 or 2 below:

1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);

2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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



ANNEX C – SECURITY REQUIREMENTS CHECK LIST

DSD-QUE4176



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 21301-21-3636759
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Service Correctionnel Canada	2. Branch or Directorate / Direction générale ou Direction District Montréal Métropolitain	
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 Le SCC a besoin de mettre en place une offre à commandes temporaire dans le but de d'assurer les services de nettoyage des centres correctionnels communautaires (CCC) Ogilvy, Sherbrooke, Hochelaga et Martineau situés à Montréal. Le contrat vise des services d'entretien ménager.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :	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?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

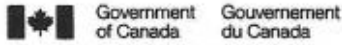
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) JONATHAN CARON-RIVARD		Title - Titre Directeur de secteur des CCC int.	Signature
Telephone No. - N° de téléphone 514-805-3547	Facsimile No. - N° de télécopieur 514-283-3975	E-mail address - Adresse courriel jonathan.caron-rivard@csc-scc.gc.ca	Date 2020-10-09
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Rita Dubois		Title - Titre Contract Security Analyst Analyste de la sécurité des contrats	Signature Dubois, Rita
Telephone No. - N° de téléphone 613-992-8995	Facsimile No. - N° de télécopieur Rita.Dubois@CSC-SCC.GC.CA	E-mail address - Adresse courriel Rita.Dubois@CSC-SCC.GC.CA	Date 2020-10-14
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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) VÉRONIQUE FORTIN		Title - Titre AGENTE REG. APPROV ET CONTRATS	Signature Véronique Fortin
Telephone No. - N° de téléphone 450-661-9550 #3300	Facsimile No. - N° de télécopieur 450 664-6626	E-mail address - Adresse courriel veronique.fortin@csc-cc.gc.ca	Date 2020-10-14
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgscc.gc.ca		Title - Titre	Signature Farrell, Anik
Digitally signed by Farrell, Anik Date: 2020.10.29 11:05:34 -04'00'		No. - N° de télécopieur	E-mail address - Adresse courriel

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ANNEX D – INSURANCE REQUIREMENTS

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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



ANNEX E – EVALUATION CRITERIA *(not applicable)*

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria
- Rated Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does



not include the required month and year for the start date and end date of the experience claimed.

- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.