



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Ontario

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Title - Sujet Pianist for Chaplain Services	
Solicitation No. - N° de l'invitation W0125-21WR13/A	Date 2021-01-11
Client Reference No. - N° de référence du client W0125-21-WR13	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-950-8273	
File No. - N° de dossier KIN-0-54105 (950)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-02-05 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fraser, Alexa	Buyer Id - Id de l'acheteur kin950
Telephone No. - N° de téléphone (873) 355-4392 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CFB Trenton - 8 Wing Chapel 91 Namao Drive Astra, ON K0K 3W0	

Instructions: See Herein

Instructions: Voir aux présentes

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

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KIN950
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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

1.2 Summary

1.2.1 The Federal Government pledged to address systemic racism, and committed to do so in a way informed by the lived experiences of racialized communities and Indigenous Peoples.

The Federal Government invested in economic empowerment through the Black Entrepreneurship Program, and is redoubling its efforts by going further on economic empowerment through increasing supplier diversity in procurement.

Public Works & Government Services Canada (PWGSC) is exploring opportunities to undertake social procurement which creates greater inclusiveness and opportunities for participation by underrepresented groups in federal government procurement. The group currently included in this requirement is small businesses owned or led by Black Canadians.

PWGSC will assess these pilot procurements to inform the expanded use of targeted approaches to increasing diversity in future procurements in order to support greater inclusion and representation, and support opportunity and economic growth for Black Canadians.

1.2.2 The requirement is subject to a preference for services provided by small businesses owned or led by Black Canadians as described in this solicitation.

1.2.3 Further to bullet 13 of Article 504 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement

1.2 Debriefings

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

1.3 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Ontario Region Bid Receiving Unit

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

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Supplier must submit its arrangement electronically in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

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

Arrangements transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are at least one independent bid with a valid Canadian Black-owned or led small business certification. "Independent", in this context, means that each bid that includes a valid certification has been submitted by Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be evaluated and considered for award of a contract; otherwise, all bids will be considered. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer at least one responsive bids with a valid certification, then all responsive bids will be eligible for consideration. Canada may conduct the validation of Canadian Black-owned or led small business certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

#	Mandatory Criteria	Bidder's Response Identify Supporting Documentation (Specify Page #)
M1	The bidder must provide the name of (1) Pianist as specified in Annex A, Statement of Work	
M2	<p>The bidder must demonstrate their proposed pianist possess a minimum of 6 cumulative months experience playing piano within a church environment within the last 10 years. Church environment is considered as that of the Roman Catholic and/or Protestant denominations.</p> <p>Proof of experience must include the following: Description of the services provided, including the names of the 'churches', and the period of time the Bidder provided the services including the month & year.</p>	
M3	<p>The proposed pianist must possess any one (1) of the following at the time of bid closing:</p> <ol style="list-style-type: none">1. Comprehensive Certificate from a Conservatory of Music (Level 8)2. Post-Secondary Certificate in Music. <p>Conservatory Canada website.</p>	

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	http://www.conservatorycanada.ca/ To demonstrate, a copy of the certificate must be provided. If not provided with bid proposal, it must be submitted to the Contracting Authority within 2 days of request.	
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4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria- Bidders must provide firm rates for all line items in Canadian funds, in accordance with Annex B Basis of Payment.

4.1.2.2 The Bidder's Unit Price will be multiplied by the Estimated Usage to calculate the Extended Price. The sum of the Extended Price for all items, for all periods, will be the Bidder's Total Evaluated Price.

4.1.2.2 Financial Evaluation Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Voluntary Small Business and Black-Owned or Led Business Self-Attestation Forms

This procurement is conditionally limited to Canadian Black-owned or led small businesses.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that Canada may consider only bids with a certification that the good(s) and/or service(s) offered are being delivered by a Canadian Black-owned or led small business.

Failure to provide the certifications set out in Annex "E" with the bid at bid closing will result in the good(s) and/or service(s) offered being treated as good(s) and/or service(s) that are offered by a non-Canadian Black-owned or led small business

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.2.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form"
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within one (1) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.2.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Contracting Authority:

The semi-annual periods are defined as follows:

1st semi-annual: April 1 to September 30;

2nd semi-annual: October 1 to March 31

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the start and completion date for each authorized task; and
- v. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.2.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by The Department of National Defence CFB-Trenton This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to performed during the period of 1 April, 2021 to 31 March, 2022

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alexa Fraser
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region

Telephone: 873-355-4392
E-mail address: Alexa.Fraser@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **[Note to Bidders: Canada will insert information at time of Contract Award]**

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

6.5.3 Contractor's Representative [Note to Bidders: Please fill in required information]

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment- Individual task authorization

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. **(enter at contract award)**
Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or

c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

6.7.3 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

6.7.4 T1204 – Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *(to be updated at contract award)*

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

6.7.6 Time and Contract Price Verification

SACC Manual Clause C0710C (2007-11-30) Time and Contract Price Verification

6.8 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2020-05-28), Services-Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 Insurance

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

6.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

SACC Manual clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment

6.15 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

1.0 Background:

Traditionally, Military Chapels have used the services of individuals with musical abilities to augment the worship of the congregation by providing instrumental accompaniment during congregational worship. A requirement exists for a pianist to provide accompaniment music for the 8 Wing Chapel Services namely: Protestant Worship Services, Roman Catholic (RC) English or Bilingual Masses, RC French Masses and for other chapel services as outlined below. This type of service is an essential part of any vibrant worshipping community.

2.0 Objective:

The contractor must provide as and when requested pianist services for regular worship services in the 8 Wing Chapel for the Protestant Community of St Clement Astra Chapel and the Roman Catholic Community of Our Lady of Peace.

3.0 Pianist Services:

The Chapel Pianist shall provide music services (piano accompaniment). 8 Wing Trenton Chapel will be responsible to provide the piano, accompaniment books, music selection, paper supplies and technical support.

3.1 Sunday Worship Service / one hour per service as follows:

Roman Catholic Mass (English or Bilingual) at 9:00 AM,
Roman Catholic Mass (French) at 10:00 AM,
Protestant Service at 11:00 AM.

Contractor will be required to arrive at least 20 minutes prior to the first scheduled chapel service.

Regular Sunday Services outside of the timing indicated above must be made by the applicable Faith Community Coordinator (FCC) for the Roman Catholic and/or Protestant communities and with pre-approval by the Wing Chaplain.

Sunday Worship Services may vary during Covid-19. Covid-19 Restrictions - Guidelines must be followed as per Ontario Public Health.

3.2 Rehearsals

Contractor will be required to arrive at least 10 minutes prior to scheduled rehearsal.

Rehearse chapel music with Protestant, Roman Catholic English, and Roman Catholic French Chapel choirs in consultation with the applicable FCC for the Roman Catholic and/or Protestant communities and with pre-approval by the Wing Chaplain. Rehearsals may be held twice a month. FCC, contractor & choir to agree upon and establish rehearsal schedule. Rehearsals will be 1 hours in length.

3.3 Special / Seasonal Services

8 Wing Trenton Chapel will be responsible to provide the piano, accompaniment books, music selection, paper supplies and technical support.

Includes the following piano accompaniment services but not limited to:

- a. Advent Services; will not exceed four services for each community per year, Christmas Seasonal Services, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day
- b. Easter Services shall not exceed four services for each community per Fiscal year per year; Ash Wednesday (1st day of lent), Holy Thursday, Good Friday, Ester Vigil.
- c. Epiphany services (regular service) will not exceed ten services per community per year;
- d. Lenten services (regular service) shall not exceed three services per year;
- e. Holy Week shall not exceed four services per year.

All services are 1 hour with the exception of the Easter Vigil which is 3 hours in duration.

These Services shall be arranged in consultation with the applicable Faith Community Coordinator for the Roman Catholic and/or Protestant communities, approved by the Wing Chaplain. Some services may be required outside of Sunday mornings.

3.4 Funeral Service or Memorial Service for serving military members

Military and Church Order of Services are approximately 1 hour in duration.

3.5 Additional Pianist Services

There may be a requirement for the contractor to provide additional Pianist Services that would entail the following; additional rehearsals, public events, baptism, marriage, etc. These services would be coordinated with the Faith Community Coordinator.

4.0 Tasks:

Coordinate chapel music selection with either Protestant, Roman Catholic chapel community choir, where one exists and with the appropriate Faith Community Coordinator.

Monitoring of the functional condition of the existing equipment used to provide music to the chapel. As the pianist is the primary user of the equipment, that person should have the best knowledge of how any given piece of equipment should be performing. Some of the equipment, such as the piano requires specific knowledge in how the item should sound, and whether or not the instrument is in or out of tune. Therefore, when a portion of the equipment requires repair or maintenance, the pianist shall be responsible to notify the Wing Chaplain for remedial action.

6.0 Pre-Commencement Meeting

Upon contract award and prior to commencing any work, the Contractor must make themselves available to meet with the Technical Authority. This site visit will allow the Contractor to acquaint themselves with all stakeholders, facilities, equipment and Base Trenton's rules and regulations.

7.0 Delivery Point(s)

Our Lady of Peace Chapel - Roman Catholic
8 Wing Trenton
91 Namao Drive East, Building 365
P.O. Box 1000 Stn Forces
Astra, Ontario
K0K 3W0

Chapel of St Clement Astra – Protestant
8 Wing Trenton

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KIN-0-54076

Buyer ID - Id de l'acheteur
KIN950
CCC No./N° CCC - FMS No./N° VME

P.O. Box 1000 Stn Forces
91 Namao Drive East, Building 365
Astra, Ontario
K0K 3W0

ANNEX "B"

BASIS OF PAYMENT

All prices in Pricing Basis A are all-inclusive prices in Canadian currency for unscheduled Pianist services in accordance with the Statement of Work in Annex A. All prices must include the applicable overhead. Written Task Authorizations (TASK AUTHORIZATION FORM DND 626) are required prior to the provision of services in Pricing Basis A.

Note to Bidders: Please provide Unit Pricing per Unit of Issue for each item. The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for each Pricing Period and are an estimate of the requirement made in good faith.

Pricing Basis A – Task Authorization Unscheduled Pianist Service

1. April 1, 2021 to March 31, 2022

Item	Description	Estimated Usage	Unit of Issue	Unit Price	Extended Price
1	Sunday Worship Service (Protestant)	52	Service	\$_____/ea	\$_____
2	Sunday Roman Catholic English or Bilingual Mass	52	Service	\$_____/ea	\$_____
3	Sunday Roman Catholic French Mass	52	Service	\$_____/ea	\$_____
4	Rehearsals	36	Service	\$_____/ea	\$_____
5	Special seasonal worship services identified in Annex A Section 3.3	14	Service	\$_____/ea	\$_____
6	Official Funerals/ Memorial Services	6	Service	\$_____/ea	\$_____
7	Additional pianist services not included elsewhere	5	Hr	\$_____/hr	\$_____

2. Option Year 1: April 1, 2022 to March 31, 2023

Item	Description	Estimated Usage	Unit of Issue	Unit Price	Extended Price
1	Sunday Worship Service (Protestant)	52	Service	\$_____/ea	\$_____
2	Sunday Roman Catholic English or Bilingual Mass	52	Service	\$_____/ea	\$_____
3	Sunday Roman Catholic French Mass	52	Service	\$_____/ea	\$_____
4	Rehearsals	36	Service	\$_____/ea	\$_____
5	Special seasonal worship services identified in Annex A Section 3.3	14	Service	\$_____/ea	\$_____
6	Official Funerals/ Memorial Services	6	Service	\$_____/ea	\$_____
7	Additional pianist services not included elsewhere	5	Hr	\$_____/hr	\$_____

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3. Option Year 2: April 1, 2023 to March 31, 2024

Item	Description	<i>Estimated Usage</i>	Unit of Issue	Unit Price	<i>Extended Price</i>
1	Sunday Worship Service (Protestant)	52	Service	\$_____/ea	\$_____
2	Sunday Roman Catholic English or Bilingual Mass	52	Service	\$_____/ea	\$_____
3	Sunday Roman Catholic French Mass	52	Service	\$_____/ea	\$_____
4	Rehearsals	36	Service	\$_____/ea	\$_____
5	Special seasonal worship services identified in Annex A Section 3.3	14	Service	\$_____/ea	\$_____
6	Official Funerals/ Memorial Services	6	Service	\$_____/ea	\$_____
7	Additional pianist services not included elsewhere	5	Hr	\$_____/hr	\$_____

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

ANNEX "E"

CANADIAN SMALL BUSINESS CERTIFICATION

To participate in this bid solicitation, each Bidder (and each member of any Joint Venture Bidder) must submit the following form:

VOLUNTARY SMALL BUSINESS SELF-CERTIFICATION FORM

Data Collection

This is a voluntary form self-attest to status as a small business (fewer than 500 paid employees).

Privacy Notice

The collection, retention, use and storage of personal information provided in this form is protected, used, and disclosed in accordance with the Privacy Act. All data obtained are to be used solely for determining eligibility for the solicitation and for statistical purposes.

Instructions

Please complete sections A-B. When complete, submit this form to the procurement contracting authority at bid submission.

A. I, _____, (name of individual authorized to represent the business) hereby attest that

_____ (legal name of business) is a small business, employing _____ (number of full-time paid employees) employees

B. I agree to the following:

- The information provided in this form is true as of the date indicated below;
- The certifications provided to Canada are subject to verification at all times, and Canada may declare a bid non-responsive, declare a contractor in default, disqualify the supplier from participating in current and future government contracts, and/or terminate any contract awarded pursuant to the underrepresented status if a certification is found to be untrue, whether during the bid evaluation period or during the contract period.
- Canada has the right to ask for additional information to verify the information provided by the Supplier. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.
- In the event that a bid is declared non-responsive or a Contract in default because of an untrue statement or non-compliance with the requirements, Canada may seek another supplier to complete the contract, and any additional costs incurred by Canada to do so will, upon the request of Canada, be borne by the non-compliant supplier and/or all the members of the joint venture; and,
- I have read and understood the above terms. Upon the request of Canada, I agree to provide evidence supporting any of the compliance requirements described above.

Signature of Authorized
Representative

Date

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ANNEX "F"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at **Supplier Registration Information**. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.