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## REQUEST FOR PROPOSAL (RFP)

### Canadian Space Agency Cleanroom monitoring and maintenance

**Bid Submission Deadline:  
March 18, 2021 at 2:00 PM (EST)**

**Submit Bids by E-Post Connect Only or By FAX (819-997-9776)**

**Reference:** CSA File No. 9F064-20-0388

*Note:* Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



March 1st, 2021



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## TABLE OF CONTENTS

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

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

### **The Annexes include**

- ANNEX B      PRICING – Base of Payment
- ANNEX C      Statement of Work (SOW)
- ANNEX D      Security Requirements Check List (SRCL)
- ANNEX E      Performance Evaluation Form
- ANNEX F      Integrity form



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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

The work to be performed under this RFP do requires a reliability status. However, the employees will have to meet the requirements indicated at Annex D – Security Requirements Check List (SRCL) to have access to the building. A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

### 2. Statement of Work

There are 3 cleanrooms among the Canadian Space Agency (CSA) facilities located in Saint-Hubert (Quebec). These laboratories have a controlled environment that requires a regular maintenance and control in order to assure that the user specifications are met.

In order to accomplish the regular janitorial and other required tasks, the Space Science and Technology Directorate of the Canadian Space Agency (CSA) solicit bids from specialised firms in the cleanroom field of expertise.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as Annex C.

One contract will be issued in response to this request for proposals.

- **Period of the Contract**

From April 2021 to March 31, 2022

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an **additional four (4) years period** under the same terms and 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 Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

- **Work location**

Canadian Space Agency, 6767, Route de l'Aéroport, Saint-Hubert, Québec

### 3 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)



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#### **4 The epost Connect service**

This bid solicitation requires 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.

#### **5 Debriefings**

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

#### **6 Recourse for suppliers with respect to the Procurement Process**

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional



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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/0> issued by Public Works and Government Services Canada.

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

### 2. SACC Manual Clauses

**The document 2003 (2020-05-28)** - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>

### 3. Submission of Bids

This bid solicitation required bidders to transmit their bid electronically by using the epost **Connect service** provided by Canada Post Corporation or **by FAX (819-997-9776)**. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

#### **Bids must be submitted ONLY:**

- ❖ By the epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

**Epost connect service information: Section 08 (2019-03-04)** - Transmission by epost Connect of document 2003 (2019-03-04) – Standard Instructions - Goods or Services - Competitive Requirements

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

at the date, time and place indicated on the front page of this bid solicitation.

#### **DO NOT COPY THE CONTRACTING AUTHORITY**

### 4. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority [isabelle.doray@canada.ca](mailto:isabelle.doray@canada.ca) **no later than three (3) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with



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copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **PROVINCE OF QUEBEC**.

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.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

**Section I:** Technical Bid

**Section II:** Financial Bid

**Section III:** Certifications

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

❖ **Submitted by** epost Connect service:

<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

3 electronic separate documents

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical mandatory criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 2. Evaluation - Mandatory Criteria

**At Bid closing time**, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive.

Each requirement is requested to be addressed separately.

<b>Table #1 Mandatory Criteria</b>		
	<b>Justification document requested</b>	<b>Document supplied Yes or No</b>
<b>1. The Bidder MUST have the ability and expertise to perform the following work and MUST demonstrate by providing the required supporting documents.</b>		
<b>1.1 Ability and expertise to perform maintenance of Cleanrooms</b>	Name, phone number and email address of a customer reference for service rendered	
<b>1.2 The Bidder MUST be authorized to issue a Classification Certificate in accordance with US-FED-209 and ISO14644.</b>	A copy of the Cleanroom Classification Certificate conforming to US-FED-209 and ISO14644, issued to a customer for service rendered within the last 60 months from the date of closure of this RFP	





<b>Tableau #1 Mandatory Criteria</b>		
	<b>Justification document requested</b>	<b>Document supplied Yes or No</b>
<p><b>2. The Bidder MUST demonstrate the experience of the proposed resources by providing the supporting requested documents</b></p>		
<p><b>2.1.</b> The proposed resource <b>MUST</b> have at least one year of recent* experience in laboratory maintenance hosting electronic components</p> <p><b>*Recent:</b> Experience has been acquired in the last 60 months since the date of closure of this RFP.</p>	<p>Proposed Resource Name</p> <p>Description of mandates delivered totaling one year of experience.</p> <p>Name, phone number and email address of <b>one customer reference</b> for service rendered</p>	
<p><b>2.2.</b> The proposed resource <b>MUST</b> have at least one year of recent* experience in decontamination and cleanroom implementation.</p> <p><b>*Recent:</b> Experience has been acquired in the last 60 months since the date of closure of this RFP.</p>	<p>Proposed Resource Name</p> <p>Description of mandates delivered totaling one year of experience.</p> <p>Name, phone number and email address of <b>one customer reference</b> for service rendered</p>	
<p><b>2.3.</b> The proposed resource <b>MUST</b> be ISO 14644 certified</p>	<p>Provide copy of ISO 14644 certificate</p>	

### 3. Basis of Selection

#### Mandatory criteria and lowest evaluated price

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria in Table #1

The responsive bid with the lowest evaluated price will be recommended for award of a contract.  
(**Total** of all the rates quoted in **Annex B - PRICING – Base of Payment**)



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## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract.

The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Required with the Bid

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

#### 1.1 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 with FPS, bidders must provide the information required below before contract award.

##### 1.1.1 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.



### 1.1.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

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

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.

### 1.1.3 Work Force Adjustment Directive

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

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

## 1.2 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.



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### 1.3 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex F - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Annex F - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 1.4 ISO 14644 Certificate

In the performance of the Work described in the Contract the Contractor must conform to the requirements of:

- Hold an ISO 14644 certificate

### 1.5 Federal Contractors Program for Employment Equity

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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.

### 1.6 Status and Availability of Resources

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

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

### 1.7 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractsCanada.gc.ca/>.

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.

Procurement Business Number (PBN): \_\_\_\_\_



## 1.8 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 9F064-20200388

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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
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, attached at Annex D;
  - b) Contract Security Manual (Latest Edition).

## 1.9 Rates certification

The Contractor certifies that the rates quoted is not excess of the lowest rate charged anyone else, including its most favoured customer, for like quality and quantity of the services.

## 1.10 Certification and Verification

The Contractor certifies that it is aware, and its Affiliates are aware, that Canada may verify at any time during the contract period, the information provided by the Contractor, including the information relating to the acts or convictions and any conditional or absolute discharges specified in these Integrity Provisions. Canada may request additional information, validations from a qualified third party, consent forms and other evidentiary elements proving identity and eligibility to contract with Canada.

## CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

1.1.	Former Public Servant
1.2.	Ineligibility and Suspension Policy
1.3.	Integrity Provisions – List of Names
1.4.	ISO 14644 Certificate
1.5.	Federal Contractors Program for Employment Equity
1.6.	Status and Availability of Resources
1.7.	Procurement Business Number
1.8.	Security Requirements



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<b>1.9.</b> Rates certification
<b>1.10.</b> Certification and Verification

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name (print or type) of person authorized to sign on behalf of the Organization \_\_\_\_\_

Phone : \_\_\_\_\_

E-Mail : \_\_\_\_\_



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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. 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) Annex A, Contract clauses
- c) General conditions
  - **2010C (2020-05-28)**, Medium Complexity – Services
- d) Annex B, Pricing – Basis of payment
- e) Annex C, Statement of Work;
- f) Annex D, Security requirements check list (SRCL)
- g) Annex E, Performance Evaluation
- h) the Contractor's bid dated \_\_\_\_\_.

### 2. SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 20200388

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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort
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 attached at Annex D;
  - b) *Industrial Security Manual* (Latest Edition).

### 3. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex C** and the technical and management portions of the Contractor's bid entitled \_\_\_\_\_, dated \_\_\_\_\_.



#### 4. Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described in paragraph 4 of Annex C Statement of work of the Contract, under the same conditions and at the prices stated in Annex B Basis of payment 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.

#### 5. 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 issued by Public Works and Government Services Canada.  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

#### 6. General conditions

- **2010C (2020-05-28)**, Medium Complexity – Services  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/18>

#### 7. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See Annex E.

#### 8. Term of Contract

From April 2021 to March 31, 2021

#### 9. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an **additional four (4) years period** under the same terms and 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 Annex B Pricing - Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.





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## 10. 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.

## 11. Contracting Authority

The Contracting Authority for the Contract is:

Isabelle Doray  
**Procurement and Contract Administration**  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert, QC  
Canada J3Y 8Y9  
Telephone: (450) 926-4873  
E-Mail: [isabelle.doray@canada.ca](mailto:isabelle.doray@canada.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.

## 12. Project Authority

***To be inserted at contract award.***

Name: TBD  
Title: **Manager, Laboratory and Demonstration Infrastructures**  
Directorate: Space Science and Technology  
Division: Engineering Development  
Canadian Space Agency  
Address: 6767, Route de l'Aéroport  
St-Hubert, Québec, J3Y 8Y9

Telephone: (450) 926-XXX  
E-Mail: [XXX@canada.ca](mailto:XXX@canada.ca)

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.



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### 13. Technical Authority (TA)

***To be inserted at contract award.***

Name: TBD

Title: **Instrumentation Technologist**

Directorate: Space Science and Technology

Division: Engineering Development

Canadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

Telephone: (450) 926-XXX

E-Mail: [XXX@canada.ca](mailto:XXX@canada.ca)

The Technical Authority (TA) is the Contractor's point-of-contact for all matters concerning the technological content of the work under this Contract. The TA is responsible for recommending for approval the technical progress of the work conducted under this contract. Any proposed changes to the scope of the work or otherwise are to be discussed and agreed with the Project Authority, but any resultant changes can only be authorized by a contract amendment issued by the Contracting Authority.

### 14. Contractor's Representative

***To be inserted at contract award.***

Name:

Title:

Corporate name:

Address :

Telephone:

E-Mail:

### 15. Basis of Payment - Limitation of expenditure

For the Work described the Statement of Work in Annex C, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a limitation of expenditure of **\$XXXXXX**. (***insert the amount at contract award***) Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



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.

## 16. Methods of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

## 17. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

Invoices must be sent by e-mail as follows:

- To Canadian Space Agency financial services, indicating the contract number

**E-MAIL : [facturationASC.CSAinvoicing@asc-csa.gc.ca](mailto:facturationASC.CSAinvoicing@asc-csa.gc.ca)**

- And to the Project Authority identified under paragraph 8

## 18. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory.*)

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.

## 19. Recourse for suppliers with respect to the Procurement Process

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional



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## **ANNEX B**

### **PRICING BASIS OF PAYMENT**



During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive rates (in Cdn \$) for each of the task Categories identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR) and the Canadian Space Agency (CSA) in St-Hubert. The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- (b) any travel expenses for travel between the Contractor's place of business and the NCR and the CSA; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

<b>Initial contract period</b> From April 1st, 2021 to March 31 2022 <b>firm all inclusive rates (in Cdn \$)</b>			
<b>Room</b>	<b>Description</b>	<b>Firm price</b>	<b>Total</b>
3A-101 (Classe 10,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
3A-103 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
2E-102 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Monthly price according to paragraph 1 & 3(annex C)	_____ \$ X 12 months	\$
3A-101 (Classe 10,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
3A-103 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
2E-102 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Annual price according to paragraph 2 & 3(annex C)	_____ \$ X 1 year	\$
<b>Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms class 10,000 According to paragraph 4 (annexe C)	_____ \$ X 1 year	\$



<b>Option Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms classe 10,000 + section 10m <sup>2</sup> classe 100 according to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Limitation of expenditure</b>			
<b>taxes</b>			
<b>TOTAL</b>			

<b>Optional period #1</b> From April 1st, 2022 to March 31 2023 firm all inclusive rates (in Cdn \$)			
Room	Description	Firm price	Total
3A-101 (Classe 10,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
3A-103 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
2E-102 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Monthly price according to paragraph 1 & 3(annex C)	_____ \$ X 12 months	\$
3A-101 (Classe 10,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
3A-103 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
2E-102 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Annual price according to paragraph 2 & 3(annex C)	_____ \$ X 1 year	\$
<b>Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms class 10,000 According to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Option Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms classe 10,000 + section 10m <sup>2</sup> classe 100 according to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Limitation of expenditure</b>			



<b>Optional period #2</b> From April 1st, 2023 to March 31 2024 <b>firm all inclusive rates (in Cdn \$)</b>			
<b>Room</b>	<b>Description</b>	<b>Firm price</b>	<b>Total</b>
3A-101 (Classe 10,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
3A-103 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
2E-102 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Monthly price according to paragraph 1 & 3(annex C)	_____ \$ X 12 months	\$
3A-101 (Classe 10,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
3A-103 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
2E-102 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Annual price according to paragraph 2 & 3(annex C)	_____ \$ X 1 year	\$
<b>Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms class 10,000 According to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Option Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms classe 10,000 + section 10m <sup>2</sup> classe 100 according to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Limitation of expenditure</b>			



<b>Optional period #3</b> From April 1st, 2024 to March 31 2025 <b>firm all inclusive rates (in Cdn \$)</b>			
<b>Room</b>	<b>Description</b>	<b>Firm price</b>	<b>Total</b>
3A-101 (Classe 10,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
3A-103 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
2E-102 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Monthly price according to paragraph 1 & 3(annex C)	_____ \$ X 12 months	\$
3A-101 (Classe 10,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
3A-103 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
2E-102 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Annual price according to paragraph 2 & 3(annex C)	_____ \$ X 1 year	\$
<b>Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms class 10,000 According to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Option Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms classe 10,000 + section 10m <sup>2</sup> classe 100 according to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Limitation of expenditure</b>			





<b>Optional period #4</b> From April 1st, 2025 to March 31 2026 <b>firm all inclusive rates (in Cdn \$)</b>			
<b>Room</b>	<b>Description</b>	<b>Firm price</b>	<b>Total</b>
3A-101 (Classe 10,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
3A-103 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
2E-102 (Classe 100,000)	Monthly price according to paragraph 1 (annex C)	_____ \$ X 12 months	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Monthly price according to paragraph 1 & 3(annex C)	_____ \$ X 12 months	\$
3A-101 (Classe 10,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
3A-103 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
2E-102 (Classe 100,000)	Annual price according to paragraph 2 (annex C)	_____ \$ X 1 year	\$
<b>Option 3A-101 Classe 10,000 + section 10m<sup>2</sup> classe 100</b>	Annual price according to paragraph 2 & 3(annex C)	_____ \$ X 1 year	\$
<b>Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms class 10,000 According to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Option Class certification (US-FED-209)</b>	Annual price for 3 cleanrooms classe 10,000 + section 10m <sup>2</sup> classe 100 according to paragraph 4 (annexe C)	_____ \$ X 1 year	\$
<b>Limitation of expenditure</b>			



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## **ANNEX C**

# **STATEMENT OF WORK (SOW)**



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**Purpose:**

Canadian Space Agency cleanroom monitoring and maintenance services.

**Needs:**

There are 3 cleanrooms among the space technologies facilities.

These laboratories have a controlled environment that requires a regular maintenance and control in order to assure that the user specifications are met.

In order to accomplish the regular janitorial and other required tasks, we need to subscribe to specialised firm services in the cleanroom field of expertise.

**Laboratories description:**

Room 3A-101, integrated circuits tests: class 10,000 cleanroom

Room 3A-103, space flight hardware integration: class 100,000 cleanroom

Room 2E-102, space flight hardware integration: class 100,000 cleanroom

**Tasks description :****1. Monthly maintenance:**

- Perform the verification of the particles counting of the cleanliness classification according to ISO 14644 (cleanroom classification) known methods.
- Check the level of humidity, temperature, air pressure and the make sure the ventilation conditions are good
- Wipe down all the surfaces inside the cleanroom, ceiling, walls, outbuildings like door frames, doors, windows and floor
- Clean the top and underneath tables and working benches
- Clean and rinse the floors (no scouring, no polishing)
- Verify the floor bottom surface condition (3A-101 and 3A-103)
- Prepare and supply a verification monthly report for Continued Compliance

**2. Annual maintenance:**

- Clean the floor bottom surface once a year (3A-101 and 3A-103)
- Supply a certification for each CSA cleanroom (ISO classification).

**3. Optional maintenance:**

The CSA is actually considering adding a class 100 section into the 3A-101 class 10,000 room. This new section would be approximately 10m<sup>2</sup> with a 3 meter ceiling clearance.

Provide a financial bid for the same described work in section 1, but considering this new class 100 section.

In the event that the construction, the Contractor grants to Canada the irrevocable option to acquire the services, under the same conditions and at the prices stated in Annex B Basis of payment of the Contract.



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The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**4. Annual maintenance certification**

- Cleanroom classification certificate compliant with US-FED-209 and ISO14644, issued once a year for each cleanroom.



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## **ANNEX "D"**

# **SECURITY REQUIREMENTS CHECK LIST (SRCL)**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 9F064-20200388
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		2. Branch or Directorate / Direction générale ou Direction Technologies spatiales, dévelop. de l'ingénierie
ASC		
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
	TBD	
4. Brief Description of Work / Brève description du travail Effectuer l'entretien ménager des salles 3A-101, 3A-103 et 2E-102 et la décontamination. Élaborer des registres de vérification et de certification des salles propres.		
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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat <b>9F064-20(0388)</b>
Security Classification / Classification de sécurité

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquez le niveau de sensibilité.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive PROTECTED information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTÉGÉS de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel Document Number / Numéro du document	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B (continued) / PARTIE B (suite)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SECRET / TRÈS SECRET - SECRET <input type="checkbox"/> BFC ACCESS / ACCÈS AUX EMPLOIÉS	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COMINT TOP SECRET / COMINT TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>PART C (continued) / PARTIE C (suite)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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'héberger sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMINT information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMINT?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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 opérations de fabrication et/ou réparation et/ou modification de matériel PROTÉGÉ et/ou CLASSIFIÉ	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existe-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



Government of Canada / Gouvernement du Canada

CONTRAT NUMBER / NUMERO DU CONTRAT SF064-20200388
Security Classification / Classification de sécurité

**PART C - Questions / PARTIE C - questions**

For users completing the form manually use the summary sheet below to indicate the category(ies) and level(s) of classification required if the supplier is able to permit.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sécurité requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary sheet 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	PROTECTÉ			CLASSIFIED / CLASSIFIÉ		NATO				OTHER						
	A	B	C	Confidential / Confidentiel	Secret / Secret	Top Secret / Très Secret	Secret / Secret	Confidential / Confidentiel	Top Secret / Très Secret	Personnel / Personnel			Confidential / Confidentiel	Secret / Secret	Top Secret / Très Secret	
										A	B	C				
Information / Informations																
Programme / Programmes																
Production																
Process / Procédés																
System / Système																
Tool / Outils																
Component / Composants																

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

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

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

If Yes, classify this form by indicating the top and bottom in the area entitled "Security Classification" and indicate with attachments (i.e. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le 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).





Contract Number / Numéro du contrat 9F064-20200388
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Charge de projet de l'organisme</b>			
Name (print) - Nom (en lettres majuscules) Remy Grenier	Title - Titre Gestionnaire des laboratoires	Signature Grenier, Remy	
Telephone No. - N° de téléphone 450-925-5080	Facsimile No. - N° de télécopieur 450-925-5984	E-mail address - Adresse courriel remy.grenier@canada.ca	Date 13 novembre 2020
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres majuscules) Dany Dufour	Title - Titre Agent principal, Services de sécurité ministérielle	Signature Dufour, Dany	
Telephone No. - N° de téléphone 450-925-4789	Facsimile No. - N° de télécopieur 450-925-4885	E-mail address - Adresse courriel dany.dufour@canada.ca	Date 18 novembre 2020
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
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres majuscules) Isabelle Doray	Title - Titre Agent des Contrats Contracting Officer	Signature Isabelle Doray	Digitally signed by Doray, Isabelle Date: 2020.11.19 15:24:36 -0500
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <a href="mailto:isabelle.doray@canada.ca">isabelle.doray@canada.ca</a>	
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres majuscules) Anik Farrell - C50 613-948-5194 <a href="mailto:anik.farrell@proc-canada.ca">anik.farrell@proc-canada.ca</a>	Title - Titre	Signature Farrell, Anik	Digitally signed by Farrell, Anik Date: 2020.12.25 09:41:03 -0500
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Téléproc 360 (416)261-4121

Security Classification / Classification de sécurité
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## **ANNEX “E”**

# **Performance Evaluation Report**



<b>Contract #:</b>		
<b>Contractor's Name:</b>	<b>Award Amt:</b>	<b>Award Date:</b>
<b>Contractor's Address:</b>	<b>Final Amt:</b>	<b>End Date:</b>
	<b>Total Spent:</b>	
	<b>TA Contract:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Work:</b>	<b>Amendment History:</b>	
<b>Client Department:</b>		
<b>Project Authority</b> Name: Telephone #: e-mail:	<b>Procurement Authority</b> Name: Telephone #: e-mail:	<b>PWGSC Contracting Authority</b> Name: Telephone #: e-mail:
<p><b>1. How do you rate the Contractor's overall performance?</b>  <input type="checkbox"/> below expectations      <input type="checkbox"/> as expected      <input type="checkbox"/> above expectations</p> <p><b>2. Resources</b></p> <p>a. Did the Contractor provide the resources as identified in their Proposal?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>c. Were replacement resources required?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>3. Replacement Resources</b></p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p><b>4. Was the Contract completed within the predetermined:</b></p> <p>a. Time Estimate?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Cost Estimate?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>5. Were the required Reports and Deliverables:</b></p> <p>a. In conformity with the Scope &amp; Tasks of the SOW                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Received in the specified time frame?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>6. Contract Management</b></p> <p>a. Did the Contractor deal with performance issues in a timely basis?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p><b>7. Remarks</b></p>		



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## **ANNEX F**

### **INTEGRITY FORM**

**To be included with certifications  
(Section III : Certifications):**



<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise / Company's address</b>	
<b>NEA de l'entreprise / Company's PBN number</b>	
<b>Numéro de l'appel d'offre / Request for proposal's number</b>	
<b>Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name</b>	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
<b>Autres Membres / Other members:</b>	
<b>Commentaires / Comments</b>	