

**RETURN BIDS TO:**  
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## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

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**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**

**Gatineau  
Québec**

**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,  
East Tower 4th Floor  
L'Esplanade Laurier,  
Tour est 4e étage  
140 O'Connor, Street  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> SA Real Property Appraisal Services	
<b>Solicitation No. - N° de l'invitation</b> EP021-192296/E	<b>Date</b> 2021-04-09
<b>Client Reference No. - N° de référence du client</b> 20192296	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$FK-322-79941
<b>File No. - N° de dossier</b> fk322.EP021-192296	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-05-11</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sader, Michel	<b>Buyer Id - Id de l'acheteur</b> fk322
<b>Telephone No. - N° de téléphone</b> (343)553-2271 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Client Ref. No. - N° de réf. du client  
20192296

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP021-192296/E

Buyer ID - Id de l'acheteur  
FK322  
CCC No./N° CCC - FMS No./N° VME

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### **Request for Supply Arrangements (RFSA): Appraisal Services**

**This solicitation will serve as a refresh of the RFSA in place for the provision of Appraisal Services. It allows new suppliers to become SA Suppliers.**

**Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.**

**Suppliers interested in submitting an arrangement may access the solicitation documents and Attachments from this notice.**

### **IMPORTANT NOTICE TO SUPPLIERS**

#### **Security**

This notice is to advise ALL interested suppliers that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the supplier not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the supplier. Please submit your written request with the following information to Michel Sader by e-mail to [michel.sader@tpsgc-pwgsc.gc.ca](mailto:michel.sader@tpsgc-pwgsc.gc.ca)

Legal Company Name  
Mailing address  
Surname and given name of contact person  
Telephone number of contact person  
Title of contact person  
Facsimile number  
E-mail address of contact person  
Procurement Business Number  
Preferred Language of correspondence  
Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
- 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
- 6B, includes the instructions for the bid solicitation process within the scope of the SA;
- 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Security Requirements Check List; Supply Arrangement Reporting; and Mandatory Technical Criteria including Appendix A.

### 1.2 Summary

- 1.2.1 The purpose of this requirement is to establish a list of pre-qualified accredited or designated real estate appraisers and related professionals, to provide real estate appraisal and valuation related services for the Government of Canada across Canada. There are two (2) specific types of Real Estate Appraisal and Valuation Services required under this method of supply. The services are General Appraisal Services or Specialized Appraisal Services.
- Public Services and Procurement Canada (PSPC), through the Appraisal and Valuation Services (AVS) and the Office of the Chief Appraiser within Real Property Services Branch (RPS), is the Identified User on behalf of all government departments and agencies;
  - The Appraisal and Valuation Services with its Office of the Chief Appraiser (AVS) within RPS is mandated by the Treasury Board Secretariat (TBS) Policies to be the common service provider and recognized centre of expertise.
  - The period of the SA will be in effect for five (5) years.
  - There is no maximum to the number of Supply Arrangements that may be awarded as a result of this RFSA
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers should refer to the

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Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- 1.2.3 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian services or may be limited to Canadian services.
- 1.2.4 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).
- 1.2.5 This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

### 1.3 Security Requirements

1.3.1 There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 6.2 – Security Requirements.” For additional information on security requirements, Suppliers should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3.2 All Request for Proposal (RFP) issued against the SA will be subject to security requirement identified in the attached SRCL. Therefore, suppliers are encouraged to obtain their organizational security clearance as well as their employees' security clearance in a timely manner.

1.3.3 Should the successful suppliers wish to obtain a level of security, PWGSC will sponsor the successful offerors so CISC can initiate procedures for security clearance. Suppliers desiring such sponsorship should consult page 1 of the RFSA.

### 1.4 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian services as defined in clause A3050T.

SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

### 1.5 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

### 1.6 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's press release provides additional information.

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## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

Note: For suppliers choosing to submit using epost Connect for arrangements closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Arrangements 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 2008, or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## 2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## 2.5 Enquiries - Request for Supply Arrangements

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

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

## 2.7 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.

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## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement 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: Certifications  
Section III: Additional Information

- If the Supplier chooses to submit its arrangement in hard copies, Canada requests that the Supplier submits its arrangement in separately bound sections as follows:

Section I: Technical Arrangement (one (1) soft copy on USB key)  
Section II: Certifications (one (1) hard copy OR one (1) soft copy on USB key)  
Section III: Additional Information (one (1) hard copy OR one (1) soft copy on USB key)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Supplier is simultaneously providing copies of its arrangement using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Canada requests that suppliers follow the format instructions described below in the preparation of hard copy of their arrangement:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, suppliers should:

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

#### **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.



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**Section II: Certifications**

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

**Section III: Additional Information**

Suppliers should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's phone number; facsimile; and email address) authorized by the Supplier to enter into communications with Canada with regards to their arrangement, and any Supply Arrangement that may result from their arrangement;
4. Supplier's Official Language: Canada will issue bid solicitations and resulting contracts during the period of the SA that may result from their arrangement in the following Official Language(s).  
☐ French  
☐ English

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory technical evaluation criteria are included in Annex D and its Appendix A.

### **4.2 Basis of Selection - Mandatory Technical Evaluation**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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.

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

##### 5.2.2.1 Status and Availability of Resources

If the Supplier has proposed any individual who is not an employee of the Supplier, the Supplier 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 Supplier must, upon request from the Supply Arrangement Authority, provide a written confirmation, signed by the individual, of the permission given to the Supplier and of his/her availability.

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#### **5.2.2.2 Education and Experience**

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

#### **5.2.3 Additional Information Precedent to Issuance of a Supply Arrangement**

The supplier must provide a proof of a valid Professional Liability Insurance for each proposed Appraiser.

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## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

#### 6.2 Security Requirements

6.2.1 The requirements to be procured under this SA will be subject to security requirements as per the Security Requirement Check Lists (SRCL) attached in Annex B.

6.2.2 Suppliers are informed that RFPs issued against the Supply Arrangement will require that firms and their personnel possess a valid Designated Organization Screening (DOS) and reliability status clearance issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

6.2.3 A supplier issued a supply arrangement as a result of this RFSA, not possessing the required security clearance at time of contract award will not be awarded a contract.

6.2.4 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of contracts issued against this Supply Arrangement.

#### **Security Requirement for Canadian Supplier: Public Services and Procurement Canada File #Common-Professional Services Security Requirement Check List #6**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **reliability status**, granted or approved by CISD/PSPC
3. The Contractor/Offeror must not remove any protected information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex B.
  2. Industrial Security Manual (Latest Edition)

#### 6.3 Standard Clauses and Conditions

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

##### 6.3.1 General Conditions

[2020 \(2017-09-21\) General Conditions - Supply Arrangement - Goods or Services](#), apply to and form part of the Supply Arrangement.

### 6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a *quarterly basis* to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 6.4 Term of Supply Arrangement

#### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from - to -.

#### 6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

### 6.5 Authorities

#### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Michel Sader  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting Directorate  
Telephone: 343-553-2271  
E-mail address: [michel.sader@tpsgc-pwgsc.gc.ca](mailto:michel.sader@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

## 6.5.2 Supplier's Representative

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.5.2.1 Supplier's Official Language

Canada will issue bid solicitations and resulting contracts during the period of the SA in the following Official Language(s):

- ☐ French  
☐ English

## 6.6 Identified Users

The Identified User is: Public Services and Procurement Canada (PSPC), through the Appraisal and Valuation Services (AVS) and the Office of the Chief Appraiser within Real Property Services Branch (RPS), on behalf of all government departments and agencies.

## 6.7 On-going Opportunity for Qualification

A Notice will be posted "twice a year" on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of work;
- (e) Annex B Security Requirements Checklists (SCRL);
- (f) Annex C Supply Arrangement Reporting;
- (g) Appendix A of Annex D;
- (h) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will

constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

#### 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

#### 6.11 Transition to an e-Procurement Solution (EPS)

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

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

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

### B. BID SOLICITATION

#### 6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; OR 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:



- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (*if applicable*);
- (h) certifications;
  - **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
  - **Integrity Provisions - Declaration of Convicted Offences;**
- (i) conditions of the resulting contract.

## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) website.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract

### 6.2.3 The following is the bid solicitation process:

**For requirements estimated below \$25,000.00 (applicable taxes included):**

The requirement is subject to the Government Contracts Regulations (GCRs).

The Identified User, in accordance with their delegated authorities, will issue a Request for Proposal (RFP) to one or more SA holders offering services in the geographical sector where the services are being performed. Bidder(s) must be provided with a minimum of two (2) business days in which to respond to the Request for Proposal.

The Identified User, in accordance with their delegated authority, will award the contract.

**6.2.3.2 Requirements estimated at \$25,000.00 to below the Canada-Korea Free Trade Agreement threshold (applicable taxes included)**

The Identified User, in accordance with their delegated authority, or the PWGSC Contracting Authority will issue a Request for Proposal (RFP) to a minimum of three (3) SA Holders who can perform the services in the geographical sector. If there are less than three (3) SA Holders, then Identified Users or the PWGSC Contracting Authority will proceed with inviting all the SA Holder(s) offering the services within that geographical sector. Bidders must be provided with a minimum of ten (10) calendar days to respond to the Request for Proposal.

The requirement covered by the bid solicitation of any resulting supply arrangement and administered by PWGSC, will be subject to a preference for Canadian services or will be limited to Canadian services as defined in clause [A3050T](#).

The Identified User, in accordance with their delegated authority, or the PWGSC Contracting Authority will award the contract.

**6.2.3.3 Requirements estimated above the Canada-Korea Free Trade Agreement threshold (applicable taxes included)**

PWGSC Contracting Authority will issue a Request for Proposal (RFP) to all SA Holders offering the services for the relevant category (ies). Bidders must be provided with a minimum of forty (40) calendar days to respond to the Request for Proposal. The PWGSC Contracting Authority must publish a Notice of Proposed Procurement (NPP) on the [Government Electronic Tendering System \(GETS\)](#) for the full extent of the tendering period.

The PWGSC Contracting Authority will award the contract.

**6.2.3.4 Comprehensive Land Claim Agreements (CLCAs)**

One or more Comprehensive Land Claim Agreements (CLCAs) may apply to any bid solicitations among supply arrangement holders, dependant on the delivery location(s).

**C. RESULTING CONTRACT CLAUSES**

**6.1 General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#), Goods or Services (Low Dollar Value), will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions [2010C](#), Services (medium complexity), will apply to the resulting contract;

Solicitation No. - N° de l'invitation  
EP021-192296/E  
Client Ref. No. - N° de réf. du client  
20192296

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP021-192296/E

Buyer ID - Id de l'acheteur  
FK322  
CCC No./N° CCC - FMS No./N° VME

- 
- (c) **HC** (for high complexity requirements), general conditions 2035, Higher Complexity – Services, will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

Solicitation No. - N° de l'invitation  
EP021-192296/E  
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EP021-192296/E

Buyer ID - Id de l'acheteur  
FK322  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

Solicitation No. - N° de l'invitation  
EP021-192296/E  
Client Ref. No. - N° de réf. du client  
20192296

Amd. No. - N° de la modif.  
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**ANNEX "B"**

**SECURITY REQUIREMENTS CHECK LIST**

Solicitation No. - N° de l'invitation  
EP021-192296/E  
Client Ref. No. - N° de réf. du client  
20192296

Amd. No. - N° de la modif.  
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**ANNEX "C"**

**SUPPLY ARRANGEMENT REPORT**

Solicitation No. - N° de l'invitation  
EP021-192296/E  
Client Ref. No. - N° de réf. du client  
20192296

Amd. No. - N° de la modif.  
File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
FK322  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**

**MANDATORY TECHNICAL CRITERIA**

Solicitation No. - N° de l'invitation  
**EP021-192296/E**  
Client Ref. No. - N° de réf. du client  
**20192296**

Amd. No. - N° de la modif.  
File No. - N° du dossier  
**EP021-192296/E**

Buyer ID - Id de l'acheteur  
**FK322**  
CCC No./N° CCC - FMS No./N° VME

---

**APPENDIX A OF ANNEX D**

CAN BE DOWNLOADED IN EXCEL FORMAT. SEE ATTACHMENTS.



## **ANNEX A**

### **STATEMENT OF WORK**

#### **1.0 TITLE – National Supply Arrangement for the Provision of Real Estate Appraisal and Valuation Services**

#### **2.0 OBJECTIVE**

The purpose of this requirement is to establish a list of pre-qualified real estate appraisers (accredited or designated) and related professionals, to provide real estate appraisal and valuation related services across Canada through Contracts (under a Supply Arrangement).

This method of supply will establish a list pre-qualified suppliers to enter into Contract(s) for the provision of various real estate appraisal and valuation professional services described herein for the Government of Canada. This method of supply covers areas of real estate appraisal services commonly and nationally used; including but not limited to commercial, residential, industrial, institutional, and other specialized types of real property. Real estate appraisal services can include, but not be limited to, such services as concise appraisal reports, market lease rate reports, replacement cost reports, feasibility studies, and highest and best use analysis and other financial real property reporting specific to the Government of Canada.

Public Services and Procurement Canada (PSPC), through its Real Property Services Branch (RPS), manages one of the largest real estate portfolios in the country. RPS provides federal departments, agencies and organizations with a full range of Real Property Services including strategic and expert advice that supports the Government of Canada in the delivery of programs to Canadians. The Appraisal and Valuation Services (AVS) with its Office of the Chief Appraiser within RPS is mandated by the Treasury Board Secretariat (TBS) Policies to be the common service provider and recognized centre of expertise. AVS is responsible for obtaining independent and impartial appraisal and related services for Government of Canada Departments and Agencies in accordance with the TBS policies and other Canadian federal acts, regulations and directives where determination of value on any type of real property interests is required.

These services are in support of acquisitions, disposals, expropriations, leases of land and buildings, and portfolio management strategies. The intent is to contract with appraisal professionals in order to benefit from local and/or specialized appraisal experts.

#### **3.0 BACKGROUND**

As previously mentioned, the main purpose of the AVS is to provide valuation estimates, supported by market evidence, to assist federal government departments in making informed real estate decisions in support of and in accordance with Treasury Board Policies and other Canadian federal acts, regulations and directives. Generally this is based on market value; however, other

types of valuation may be required such as, but not limited to: continuing public use; book value; replacement cost new; loss of use; or other types of value for real property interests, to support the operations of Government.

In order to deliver on our mandate the AVS of PSPC is establishing a method of supply for appraisal services.

The AVS, RPS, PSPC has put in place Memorandums of Understanding with the Appraisal Institute of Canada (AIC) and the Ordre des Évaluateurs Agréés du Québec (OEAQ), that recognizes the professional experience and qualifications of their members. Provincial, national, and international real estate appraisal organizations have set high professional standards for their members. As a result, PSPC developed its real property valuation standards to meet the minimum content adopted by the major Canadian professional appraisal organizations.

#### **4.0 SCOPE OF WORK**

There are two (2) specific types of Real Estate Appraisal and Valuation Services required under this method of supply. The services are General Appraisal Services and Specialized Appraisal Services that are identified in the following sections.

All General Appraisal Services and Specialized Appraisal Services will be delivered in accordance with:

- the Appraisal Institute of Canada's Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP), or
- the Normes de Pratiques Professionnelles of the Ordre des Évaluateurs Agréés du Québec (OEAQ), or
- other professional associations with equivalent professional standards recognized by the PSPC Chief Appraiser of Canada (USPAP, Red Book RICS);
- the PSPC AVS Valuation Guidelines for Appraisal Reporting: <http://www.tpsgc-pwgsc.gc.ca/biens-property/vlt/index-eng.html>.

#### **4.1 General Appraisal Services**

General Appraisal Services will be delivered (as well can also be overseen, reviewed, and/or co-signed if required) by Appraisers who:

- 1.) are in good standing with, and are fully accredited members (AACI) by, the Appraisal Institute of Canada and have held that designation for the last three (3) years, or
- 2.) are in good standing with, and are fully chartered members (EA) by, l'Ordre des Évaluateurs Agréés du Québec and have held that designation for the last three (3) years, or
- 3.) are in good standing with, and are accredited for residential assignments (CRA) by, the Appraisal Institute of Canada and have held that designation for the last three (3) years, or

- 4.) are from other recognized professional organizations (such as the following : Appraisal Institute (AI); Royal Institution of Chartered Surveyors (RICS)), are in good standing with their respective associations and have held their accreditation for the last three (3) years;
- 5.) have a valid Professional Liability Insurance;
- 6.) have at least five (5) years of active appraisal experience; and
- 7.) work with full autonomy i.e. do not require review, oversight nor a co-signor on any appraisal report that the appraiser produces.

General Appraisal Services include, but are not limited to, appraisals and analyses of, or for:

- (a) Appraisal - Institutional;
- (b) Appraisal - Commercial;
- (c) Appraisal - Industrial;
- (d) Appraisal - Office;
- (e) Appraisal - Residential (vacant or improved up to 4 units);
- (f) Appraisal – Residential (vacant or improved with more than 4 units);
- (g) Appraisal - Land (all use categories including but not limited to water lots, development / subdivision);
- (h) Preparation of proformas and Discounted Cash Flow (“DCF”) analyses;
- (i) Real estate advice and consultation;
- (j) Real estate and community market studies (such as Market Study Report - MSR, Space Availability Report - SAR, etc.)
- (k) Depressed Market Assessments;
- (l) Feasibility analysis;
- (m) Highest and Best Use analysis;
- (n) Site search and analysis;
- (o) Appraisal and analysis of partial interests in land other than fee simple (including licences, leases, agreements and encumbrances);
- (p) Expropriation;
- (q) Property assessment, taxation review and recommendations;
- (r) Representation as Property Tax agent regarding PILT Dispute Advisory Panels, Property Assessment Review Panels, Property Assessment Appeal Boards and other property assessment appeal processes;
- (s) Land residual analysis (development approach);
- (t) Arbitration;
- (u) Market rental value estimates (for (but not limited to)) licences, leases (Market Analysis Report - MAR), agreements, permits, parking and encumbrances);
- (v) Market Rental Value estimates based on percentage gross revenue or other application of a Market Percentage to Operating Income and other similar techniques;
- (w) Replacement Cost New Studies for insurance or other purposes;
- (x) Reproduction Cost New Studies or equivalent for insurance or other purposes;
- (y) Public Sector Accounting Purposes – Book Values;
- (z) Valuation for litigation purposes (comprehensive court-ready appraisals) for general appraisal services

## **4.2 Specialized Appraisal Services**

Specialized Appraisal Services will be delivered by (as well can also be overseen, reviewed, and/or co-signed if required) Appraisers who:

- 1.) are in good standing with, and are fully accredited members (AACI) by, the Appraisal Institute of Canada and have held that designation for the last five (5) years, or
- 2.) are in good standing with, and are fully chartered members (EA) by, l'Ordre des Évaluateurs Agréés du Québec and have held that designation for the five (5) years, or
- 3.) are from other recognized professional associations (such as the following: Appraisal Institute (AI); Royal Institution of Chartered Surveyors (RICS)), are in good standing with their respective associations and have held their accreditation for the last five (5) years;
- 4.) have a valid Professional Liability Insurance;
- 5.) have at least ten (10) years of active appraisal experience; and
- 6.) work with full autonomy i.e. do not require review, oversight nor a co-signor on any appraisal report that the appraiser produces.

Specialized Appraisal Services include appraisals and analysis of, or for:

- (a) First Nation Reserve land;
- (b) First Nation Treaty land;
- (c) Leasing and rent review on First Nation Reserve land;
- (d) Facilities condition assessment and facility condition index expertise
- (e) Historic land use study;
- (f) Retrospective and/or Prospective Market Values;
- (g) Absorption analysis;
- (h) Submerged land, water lot and foreshore;
- (i) Easement, Right-of-Ways and Linear corridor (transportation, utilities, conservation and other);
- (j) Forest land (with and without merchantable timber resource);
- (k) Natural resource land;
- (l) Agricultural land;
- (m) Heritage buildings;
- (n) Utility plants;
- (o) Laboratories;
- (p) Museums;
- (q) Military bases;
- (r) Law enforcement headquarters and operational facilities;
- (s) Penitentiaries;
- (t) National Historic Sites and ancillary facilities;
- (u) National Parks and ancillary facilities;
- (v) Airport lands and ancillary facilities;

- (w) Conservation land;
- (x) Port lands and ancillary facilities (marina, port);
- (y) Valuation for litigation purposes (comprehensive court-ready appraisals) for specialized appraisal services;
- (z) Expert appraisal / valuation witness in legal proceedings.

### **4.3 Service Sectors and Regions**

General Appraisal Services and Specialized Appraisal Services are to be identified and will be supplied through a list of Service sectors. Separate Lists of Qualified Suppliers will be established in each service sector for the following six (6) federal regions of Canada:

- 1) Pacific Region (Province of British Columbia and Yukon Territory)
- 2) Western Region (Provinces of Alberta, Saskatchewan and Manitoba and Northwest and Nunavut Territories)
- 3) Ontario Region (Province of Ontario excluding Metro Ottawa sector of the National Capital Area)
- 4) National Capital Region (Metro Ottawa and Gatineau)
- 5) Quebec Region (Province of Quebec excluding Gatineau sector of National Capital Area)
- 6) Atlantic Region (Provinces of Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador)

Suppliers may apply for one or many Service Sectors based on the services they have identified.

A Supplier who applies for both the General Appraisal Services and the Specialized Appraisal Services Service Areas may be qualified in one, many, or neither of the Service Sectors based on PSPC's evaluations.

### **5.0 TASKS**

The Contractor must provide support to the Government of Canada as outlined in the individual Request for Proposal.

Tasks will include, but not be limited to the following:

- Real estate advice and consultation;
- Preparation of reports, studies, market assessments, estimates and analysis;
- Working with project teams and other stakeholders, manage real property appraisal requirements providing regular updates and progress reports;
- Support the Government of Canada representative in appraisal and analysis of partial interests in land other than fee simple (including, licenses, leases, agreements and encumbrances);
- Prepare and execution of proformas and Discounted Cash Flow analyses;
- Provide various types of General and Specialized Real Estate Appraisal Services;

- Provide representation as a Property Tax Agent regarding Payment in Lieu of Taxes (PILT) Dispute Advisory Panels, Property Assessment Review Panels, Property Appeal Board and other Property Assessment appeal processes;
- Provide various type of real estate appraisal analyses, including, but not limited to, feasibility analysis, highest and best use analysis, land residual analysis (development approach) and site search and analysis.
- Provide Expropriation consultation and advice;
- Provide property assessment, taxation review and recommendations;
- Provide Arbitration Services; and
- Other Real Estate Appraisal Services

## **6.0 DELIVERABLES**

The Contractor must be able to provide the following Deliverables, which include, but are not limited to:

- Written and verbal advice;
- Feasibility studies, real estate and community market studies, market rental estimates, and other studies and estimates as required;
- Various General and Specialized Real Estate Appraisal Reports, studies, analyses; assessments and updates;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. Monthly Progress Reports);
- Management Action Plans;
- Work Plans for specific initiatives;
- Business Planning, including risk planning and risk analysis, Risk Management Plans, Investment Analysis Reports;
- Tracking against plans – including level of effort and resource estimate as part of the business planning;
- Trend Analysis;
- Fit/Gap Analysis;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Meeting materials (reference materials);
- Synthesis report of facilitated meetings;
- Activity Reports; and
- Conversation notes, design documentation and any other Work requested.

Appraisal services and deliverables described in the SoW usually require a visit/inspection of the real property by accredited contractor. Where the work under the contract involves access to

classified or protected government information and/or assets, the contractor must have a security clearance appropriate to be qualified for the contract.

Deliverables are to be submitted in hard and soft copies in the appropriate software formats, e.g. Adobe Acrobat solutions - PDF format, MS Office Suite applications (MS Word, MS Excel, etc.) as identified by the Project Authority. All electronic deliverables must comply with the departmental software standards, currently Adobe Acrobat PDF solutions and MS Office Suite 2013 or the latest version of MS Office.

There may be a requirement for the Contractor's resource to access information exclusively at Canada's facilities. All documents developed and/or updated by the Contractor must be provided to the Project Authority for review, approval and signature (where required). PSPC will retain appropriate records of all documents submitted by the Contractor. The Project Authority or other authorized Departmental Representatives must have access at all times to the Work processed by the Contractor.

## **7.0 CLIENT SUPPORT**

The Project Authority will provide all documents and information necessary for the Work.

## **8.0 OFFICIAL LANGUAGES**

Canada performs work in both official languages – French or English. All resources for any contract awarded under the Supply Arrangement will be required to be fluent in either French or English. Fluent means the individual must be able to communicate orally and in writing without assistance and with minimal errors.

## **9.0 WORK LOCATION**

The Work will be performed across Canada on an as and when required basis. Each requirement will set out its individual location within the Areas and Regions as described in 4.3 of this document

## **10.0 TRAVEL**

No travel related expenses or living expenses will be provided for travel to or from PSPC offices or sites within the region where the Work is located and prices, unless otherwise specified in the request for proposal are to include all labour and costs as a fixed price, excluding taxes. Travel and living expenses for work, requested by the Project Authority, that cannot be determined at the outset of the contract will be subject to approval prior to expenditure and must be clearly identified and will be reimbursed at cost, as per approved National Joint Council Travel Directive rates located at: <http://www.njc-cnm.gc.ca/en>.

## 11.0 REFERENCE DOCUMENTS

- Federal Real Property and Federal Immovables Act: <http://laws-lois.justice.gc.ca/eng/acts/F-8.4/page-1.html>
- Treasury Board Secretariat Common Services Policy: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12025>
- Treasury Board Secretariat Policy on Management of Real Property: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12042>
- Treasury Board Secretariat Appraisals and Estimates Standard for Real Property: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12045>
- PSPC Valuation Guidelines for Appraisal Reporting: <http://www.tpsgc-pwgsc.gc.ca/biens-property/vltn/index-eng.html>
- Appraisal Institute of Canada's Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP): <https://www.aicanada.ca/about-our-profession/cuspap/>
- Normes de pratique professionnelle de l'Ordre des évaluateurs agréés du Québec (NPP) : <http://oeaq.gc.ca/publications-communications/normes-pratique-guides-lignes-directrices/>

## 13.0 DEFINITIONS

- a) "AACI" means Accredited Appraiser Canadian Institute; a professionally designated active member of the Appraisal Institute of Canada;
- b) "AIC" means Appraisal Institute of Canada;
- c) "Appraiser" means a person nominated by a Respondent to be qualified in one or more Service Areas;
- d) "CRA" means Canadian Residential Appraiser, a professionally designated active residential member of the Appraisal Institute of Canada (AIC);
- e) "EA" means Évaluateur Agréé, a professionally chartered members of l'Ordre des évaluateurs agréés du Québec (OEAQ);
- f) "MRICS" means a professionally designated active member of the Royal Institution of Chartered Surveyors (RICS);
- g) "Qualified Supplier" means a Respondent who is either a person (an individual Appraiser) or an entity (or, in the case of a joint venture, the persons or entities) having one or more Appraisers, possessing the qualifications described in this RFSA that has satisfied any conditions set by PSPC for being added to, and staying on, the List of Qualified Suppliers;
- h) "Related Professional" means a person nominated by a Respondent to be qualified in one or more Related Service Areas;
- i) "Related Service" means a service related to requirements that are ancillary to the usual appraisal and valuation requirements of PSPC;



- j) “Response” means a statement of qualifications for an Appraiser or Related Professional submitted in reply to this Request for Supply Arrangement;
- k) “Should” or “Desirable” means a requirement having a significant degree of importance to the objectives of this RFSA.

## ANNEXE B

COMMON-PS-SRCL#6

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

## 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	
PSPC		RPS / PAM	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
20192296			
4. Brief Description of Work / Brève description du travail			
SEE STATEMENT OF WORK.			
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC 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"/>	



Government of Canada  
Gouvernement du Canada

COMMON-PS-SRCL#6

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
UNCLASSIFIED**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**ANNEX "C"**  
**SUPPLY ARRANGEMENT REPORTING**  
**GENERAL INSTRUCTIONS**

Introduction

Canada requires the Contractor to provide the following Periodic Usage Report to the Supply Arrangement (SA) Authority on a quarterly basis.

Response Due Date

Completion of the report is MANDATORY and you are required to return it by the due date indicated below.

<b>Quarter</b>	<b>Period to be Covered</b>	<b>Due on or before</b>
1st	April 1 to June 30	July 15
2nd	July 1 to September 30	October 15
3rd	October 1 to December 31	January 15
4th	January 1 to March 31	April 15

Returning the Completed Report

Please e-mail the completed report to [michel.sader@tpsgc-pwgsc.gc.ca](mailto:michel.sader@tpsgc-pwgsc.gc.ca)

Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail.

Completing the report

Suppliers must complete all applicable portions of the report.

Currency

All monetary values must be stated in Canadian dollars (CDN) and must include all applicable taxes.

Changing the Format

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to [michel.sader@tpsgc-pwgsc.gc.ca](mailto:michel.sader@tpsgc-pwgsc.gc.ca)

Confidentiality

GC will keep your response confidential.

### Questions

Should you need further clarification, please forward your question by e-mail to [michel.sader@tpsgc-pwgsc.gc.ca](mailto:michel.sader@tpsgc-pwgsc.gc.ca)

### Summary of Table

<b>Field</b>	<b>Description</b>
<b>Contract number</b>	Unique number for the contract, as identified on page 1 of the contract.
<b>Contract Amendment number</b>	The number of the contract amendment, such as: amendment 1, amendment 2, etc.
<b>Issuance date of the Contract/Amendment</b>	Date the contract or amendment to contract was issued must be entered in the form of MM/DD/YYYY.
<b>Contract/Amendment start date</b>	Date the work covered under the contract is scheduled to start. For amendments to a contract, the date is the revised starting date for the work. All dates must be entered in the form of MM/DD/YYYY.
<b>Contract/Amendment end date</b>	Date the work covered under the contract is scheduled to end. For amendments to a contract, the date is the revised end date for the work. All dates must be entered in the form of MM/DD/YYYY.
<b>Project Description</b>	Brief description of the work contracted.
<b>Client Department/Contact Information</b>	Information should include the contact name, e-mail and telephone number
<b>Contract/Amendment Value</b>	The value of the contract (Applicable Taxes included), as identified on page 1 of the contract. Or the increase or decrease value for the amendment.

SA No: EP021-192296		Period to be covered:					
PWGSC SA Authority: Michel Sader							
SA Title: Appraisal Services Supply Arrangement							
	Contract #	Amendment #	Contract/ Amendment issuance date MM/DD/YYYY	Description / Delivery Location/ Client Department/Contact Information	Contract/ Amendment start date MM/DD/YYYY	Contract/ Amendment end date MM/DD/YYYY	Contract/Amendment value (taxes included)
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
8							\$
9							\$
10							\$
11							\$
12							\$
13							\$
14							\$
15							\$
16							\$
17							\$
18							\$
19							\$
20							\$
21							\$
22							\$
23							\$
24							\$
25							\$
26							\$
Prepared by: [Insert company name and individual's name preparing this report]					Total Utilization Value for the Period: (i)		\$
					Cumulative Utilization Value for previous periods (ii)		\$
					Total Utilization Value to date = (i) + (ii)		\$



## **ANNEX D**

### **Mandatory Technical Criteria**

Failure to meet any of the following mandatory requirements will render your arrangement non-compliant and it will be given no further consideration. Each mandatory technical criterion must be addressed separately.

#### **A) MT1: General information**

Suppliers must provide the following by completing the APPENDIX A. The APPENDIX A is to be submitted in Excel format. The file name must include APPENDIX A, the company name and the current year – Example: APPENDIX A – PSPC 2019

The supplier must provide general information as required in APPENDIX A.

The supplier must provide Appraiser's information as required in APPENDIX A. The supplier can propose more than one (1) appraiser.

The supplier must choose one or both of the following categories:

#### **CATEGORY 1: GENERAL APPRAISAL SERVICES**

Suppliers must select one (1) or more of the listed general appraisal services by checking off the respective general appraisal services.

#### **CATEGORY 2: SPECIALIZED APPRAISAL SERVICES**

Suppliers must select one (1) or more of the listed specialized appraisal services by checking off the specialized appraisal services.

**The supplier must indicate the service sector(s) for either general appraisal services or specialized appraisal services. Please refer to service sectors (red tabs) specified in APPENDIX A.**

#### **B) MT2: Appraisal services**

Suppliers proposing Category 1 **GENERAL APPRAISAL SERVICES** will be evaluated using the Category 1 mandatory criteria.

Suppliers proposing Category 2 **SPECIALIZED APPRAISAL SERVICES** will be evaluated using the Category 2 mandatory criteria.

Suppliers proposing **both categories** will be evaluated using both category 1 and 2 mandatory criteria.

#### **CATEGORY 1: GENERAL APPRAISAL SERVICES**

All supplier's resources must meet the mandatory technical criteria specified below for the General Appraisal Services. Arrangements which fail to meet the mandatory technical criteria will be declared non-responsive and not be given further consideration.





Number	Mandatory Technical Criteria – General Appraisal Services	Pass/Fail
MT 2.1.1	<p>The supplier's proposed Appraiser is in good standing with and fully accredited by the Appraisal Institute of Canada (AACI / CRA), or chartered by L'Ordre des Évaluateurs Agréés du Québec (EA), or from other recognized professional organizations (such as the following: Appraisal Institute (AI); Royal Institution of Chartered Surveyors (RICS)), and has held that designation for the last three (3) years prior to the solicitation closing date. Suppliers must provide a proof of accreditation – copy of accreditation or membership card. Submission of a proof of accreditation must be included with the arrangement at time of solicitation closing. However, if the following is not submitted with the arrangement by the solicitation closing date, the Supply Arrangement Authority will so inform the supplier and provide the supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirement within that time period will render the arrangement non-responsive.</p>	
MT 2.1.2	<p>The Supplier's proposed Appraiser must have at least five (5) years of active appraisal experience prior to the solicitation closing date.</p>	

## CATEGORY 2: SPECIALIZED APPRAISAL SERVICES

All supplier's resources must meet the mandatory technical criteria specified below for the Specialized Appraisal Services. Arrangements which fail to meet the mandatory technical criteria will be declared non-responsive and not be given further consideration.

Number	Mandatory Technical Criteria – Specialized Appraisal Services	Pass/Fail
MT 2.2.1	<p>The supplier's proposed Appraiser is in good standing with and fully accredited by the Appraisal Institute of Canada (AACI) or chartered by L'Ordre des Évaluateurs Agréés du Québec (EA) or from other recognized professional organizations (such as the following: Appraisal Institute (AI); Royal Institution of Chartered Surveyors (RICS)), and has held that accreditation for the last five (5) years prior to the solicitation closing date. Suppliers must provide a proof of accreditation – copy of accreditation or membership card. Submission of a proof of accreditation must be included with the arrangement at time of solicitation closing. However, if the following is not submitted with the arrangement by the solicitation closing date, the Supply Arrangement Authority will so inform the supplier and provide the supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirement within that time period will render the arrangement non-responsive.</p>	
MT 2.2.2	<p>The supplier's proposed Appraiser must have at least ten (10) years of active appraisal experience prior to the solicitation closing date.</p>	