

RETURN BIDS TO :

aadnc.soumissionbid.aandc@canada.ca

REQUEST FOR PROPOSAL

Proposal To: Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)

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

Instructions : See Herein

This document contains a Security Requirement

Vendor/Firm Name and address

.....
Upon request, a French version of this solicitation will be provided.
.....

Title Mail Delivery Services in Iqaluit, Nunavut.		
Solicitation No. 1000221591/A	Date April 12, 2021	
Client Reference No. N/A		
GETS Reference No.		
File No. N/A	CCC No. / N° CCC N/A	
Solicitation Closes at 02 :00 PM on Thursday May 6, 2021		Time Zone Eastern Standard Time EST
Address Inquiries to : vanessa.demers-lamothe@canada.ca		Buyer Id DV1
Destination – of Goods, Services, and Construction: Iqaluit, Nunavut		
Vendor/firm Name and address		
Facsimile No. – N° de télécopieur		
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-		
Signature		Date

PART 1 - GENERAL INFORMATION

1.1 Introduction

The intent of this Request for Proposal (RFP) is to award one (1) contract for Mail Delivery Services in Iqaluit, Nunavut. The services will be required on a daily weekday basis. The initial contract period is three (3) years from contract award, with up to two (2) additional one (1) year option periods.

1.2 Security Requirements

Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.4 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a. Copies of Bid: Canada requests that bidders provide their bid in separately bound sections as follows :
 - i. Section I: Technical Bid (1 soft copy).
 - ii. Section II: Financial Bid (1 soft copy).Canada request that Prices appear in the financial bid only. No prices should be indicated in any other section of the bid.
 - iii. Section III: Certifications (1 soft copy)

- b. Format for Bid: Canada requests that bidders follow the format instructions described below in the preparation of their bid :
 - i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - ii. use a numbering system that corresponds to the bid solicitation;
 - iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative;
 - iv. include a table of contents;
 - v. follow the presentation of the evaluation grid when proposing the resource(s);
 - vi. soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)
 - Microsoft Excel 97/2000 (.xls)

- c. Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Section I: Technical Bid

- a) The technical bid must include résumés for the resource(s). The Technical bid must demonstrate that each proposed resource(s) meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements).
- b) For requirements relating to professional designation or membership, the proposed resource(s) must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or

membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).

- c) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex B - Basis of Payment provided in this bid solicitation.

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option period(s).

Bidders must include a firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables of the Annex B - Basis of Payment.

Bidders are requested to indicate the total amount of Applicable Taxes, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5 that have not been included in the Technical Bid.

3.1.1 Electronic Payment of Invoices – Bid

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Instructions to Bidders:

1. The Bidder must meet ALL of the mandatory criteria to be compliant.
2. The Bidder must provide sufficient information to demonstrate how the Bidder meet the criteria.
 - To be considered for evaluation, each experience must have supporting data to describe where and how such experience was obtained.
 - Simply repeating the criteria does not demonstrate the work experience and will result in the experience being rejected.
3. For each experience, the Bidder is requested to provide the month and the year in order to calculate the duration. From (month-year) to (month-year).
 - Where CV only provide the year(s) that any relevant experience was acquired, the evaluation team will assume that length of relevant experience to be one month only for the starting and ending years.
 - For example, if experience is stated as between 2005 and 2007, the evaluation team will consider the relevant experience to one month for 2005 i.e. December, 12 months for 2006 and one month, i.e. January for 2007 for a total of 14 months.
4. For each criteria, the Bidder is requested to indicate the relevant page number(s) from the proposal that addresses the criteria.

Mandatory Criteria	Met	Not Met
<p>M1 The Bidder must propose two (2) resources for the following positions:</p> <ul style="list-style-type: none"> a) Main driver; and b) Replacement driver. <p>For each proposed resource, the Bidder must provide their name and a Curriculum Vitae (CV) that include their work experience.</p>		

<p>M2 The Bidder must demonstrate that the proposed resources have a valid driver license in Iqaluit, Nunavut.</p> <p>For each proposed resource, the Bidder must provide a proof of the license: a photocopy of the license will be accepted.</p>		
<p>M3 The Bidder must demonstrate that each proposed resource has a minimum of six (6) consecutive months of recent experience as a driver in transportation services.</p> <p>Recent experience is an experience acquired within the last 24 months.</p> <p>The curriculum vitae(s) must include their work experience and the Bidder must clearly demonstrate that each proposed resource has a minimum of six (6) consecutive months of recent experience as a driver in transportation services such as delivery or moving services.</p> <p>For each experience, the Bidder must provide at minimum the following information:</p> <ol style="list-style-type: none"> a) The title of the resource; b) The work address (precise the street and town, if available); c) The duration of the work experience. Start date (month/ year) and completion date (month/year); and d) a brief work description including the tasks performed by the proposed resource. 		
<p>M4 The Bidder must demonstrate having a minimum of six (6) months recent experience providing local mail courier services in Iqaluit, Nunavut that includes pick-up and delivery from multiple locations on a regular daily schedule.</p> <p>For the purpose of this requirement:</p> <ul style="list-style-type: none"> - Recent experience is an experience acquired within the last twenty-four (24) months; - Multiple locations is a minimum of two (2) locations; - Regular daily schedule is Monday to Friday excluding holidays. <p>For each experience, The Bidder must provide at minimum the following information :</p> <ol style="list-style-type: none"> a) The duration of the work experience by indicating the start date (month/year) and end date (month/year); b) the locations in which the work was performed (precise the address if available or town); c) the work schedule of the services to provide; 		

d) a brief description of the tasks; and e) the client's or the contact person's name with the address, telephone number, and email address (if possible);		
M5 The Bidder and all proposed resources must be located in Iqaluit, Nunavut. The Bidder must provide a proof of location for the Company and the proposed resources. A business license issued by the City of Iqaluit will be accepted for the proof of location for the company. A valid proof of evidence to identify the address such as medical insurance card, driver's license, etc. will be accepted for the proof of location for each proposed resource.		

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) 2014-06-26 Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria [A0031T](#)

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY CLAUSES:

1. Pursuant to the Policy on Government Security, the nature of the services to be provided under this contract requires a valid Government of Canada (GoC) personnel Security Screening at the level **Reliability Status** for the Contractor, authorized resources and any sub-contractors to be assigned to conduct the work.
2. Prior to the commencement of the work, the Contractor and each authorized resources involved in the performance of the work under this contract must each hold a valid Security Screening at the level **Reliability Status** during the lifetime of the contract.
3. The Contractor and its personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid Security Screening at the level of **Reliability Status**.
4. The Contractor MUST NOT possess or safeguard **PROTECTED** information/assets at their organization's premises
5. The Contractor MUST NOT remove any **Sensitive** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restrictions.
6. Subcontracts are not to be awarded without the prior written permission from the security in contracting team of ISC.
7. Any substitute or alternate resource proposed for this contract:
 - a) must be approved by the Security and Emergency Services Divisions of Indigenous Services Canada; and,
 - b) must hold a valid GoC Security Screening at the level of **Reliability Status**, before gaining access to designated information or assets.
8. Under this contract, if a Contractor submits a resource who is subsequently found to not meet the Security requirements, the Department may immediately terminate the contract with no obligation to replace the resource with a resource from the same Contractor or to pay any invoice for work undertaken by this resource.
9. This contract only has force or effect for as long as the Security Screening at the level of **Reliability Status** is valid. During the lifetime of this contract, if the Security Screening issued prior to the commencement of the work, be suspended or revoked the contract shall be terminated immediately and the Contractor shall have no claim against Her Majesty or the Minister as a result of the termination. The Contractor shall be paid for satisfactory work performed up to the time of termination pursuant to the terms of the Contract.
10. The Contractor must comply with the provisions of the:

- a) Policy on Government Security <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578> and
- b) Security agreement, attached as Annex D.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010B](#) 2020-05-28 General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
- b) Section 10, Subsection 1 is amended as follows:
 - Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
 - Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
- c) Section 10, Subsection 2, paragraph a. is amended as follows:
 - Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"
 - Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

6.4 Term of Contract (*TBD at time of award*)

6.4.1 Period of the Contract

The period of the Contract is from date of contract award to _____.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the

extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Vanessa Demers-Lamothe
Title: Senior Procurement Officer
Indigenous Services Canada
Materiel and Assets Management Directorate
Address: 10 rue Wellington, Gatineau, QC, K1A 0H4
E-mail address: vanessa.demers-lamothe@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.

6.6.2 Project Authority

The Project Authority for the Contract is:
(complete at time of contract award)

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

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

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

6.6.3 Contractor's Representative

(complete at time of contract award)

Name: _____
Title: _____
Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.7 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Expenditure (TBD at time of contract award)

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

2. 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% committed, or

b) four 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.

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

6.7.3 Method of Payment – Monthly 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.

6.7.4 Electronic Payment of Invoices – Contract

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form (https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20-545_1362495227097_eng.pdf), and submit the form to the address provided.

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010 B (2020-05-28)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Security Agreement
- (g) Annex E, Insurance Requirements
- (h) the Contractor's bid dated: *to complete at time of contract award.*

6.12 SACC Manual Clauses

6.12.1 Insurance – Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

ANNEX "A"
STATEMENT OF WORK

1. Title

Mail Delivery Services in Iqaluit, Nunavut.

2. Objective

The Department of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) is seeking services of a Contractor who can perform external and internal mail pick-up and delivery services to different locations in Iqaluit, Nunavut.

3. Scope of Work - Requirement

3.1 The Contractor must provide mail services, pick-up and delivery services to our Government of Canada office buildings #969 and #918 and to the Canada Post Corporation, which are located at various locations in Iqaluit. The distance between the government offices and the post office is about a 4 minute walk. The government offices are located across the street from each other. The Post Office is located approximately ¼ of a km from our offices. There are times the mail contains packages however the majority of the mail is envelopes only.

3.2 The contractor must provide the services on a daily basis from Monday to Friday, with the exception of holidays.

3.3 The Contractor must deliver the external and internal mail twice a day and must be able to perform the work between 9:00 am and 3:00 pm daily.

4. Tasks and Deliverables

The Contractor must perform the following tasks, but not limited to :

4.1 External Mail:

4.1.1 On a daily basis, from Monday to Friday, with the exception of holidays:

- a) pick-up incoming mail bags from the Departmental mail boxes (PO Box 100 and 2200), located at the Iqaluit Canada Post facility;
- b) deliver incoming mail from Box 100 and 2200 to the Records Office Mail Drop Box located in the main entrance on the first (1st) floor of the Government of Canada Building 969.

4.1.2 On a twice daily basis (at 09:00 and at 14:00 approximately), from Monday to Friday with the exception of holidays:

- a) pick-up outgoing Canada Post mail bags, registered mail and heavy packages/boxes from the Records Office Mail Drop Box located in the main entrance on the first (1st) floor of the

Government of Canada Building 969 and main reception area at Building 918 and deliver them to the Canada Post office.

4.2 Internal Mail:

4.2.1 On a twice daily basis (at 09:30 and at 14:00), from Monday to Friday with the exception of holidays:

- a) pick up internal mail bags and boxes from the Records Office Mail Drop Box located in the main entrance on the first (1st) floor of the Government of Canada Building 969, and deliver them to the main reception area Office Building 918, Iqaluit;

4.2.2 On a twice daily basis (at 10:30 and at 15:00), from Monday to Friday with the exception of holidays:

- a) pick up internal mail bags and boxes from the main reception area at Office Building 918 and deliver them to the Records Office Mail Drop Box located in the main entrance on the first (1st) floor of the Government of Canada Building 969.

5. Location of the work

The work will take place in different locations in Iqaluit, Nunavut.

6. Support provided by Canada

The Project Authority will:

- a) Provide the Contractor and the designated drivers with all the necessary authorities and approval to access the Canada Post postage boxes belonging to the Department; and
- b) Grant the Contractor and the designated drivers access to Building 969 and 918.

ANNEX "B"

BASIS OF PAYMENT

(TO COMPLETE AND SUBMIT WITH YOUR BID)

FINANCIAL BID - Instructions to Bidders:

Bidders must propose an all-inclusive fixed monthly rate for the Initial Contract Period (FIN 1) and the Optional Contract Periods 1 & 2 (FIN 2, FIN 3). Bidders are requested to indicate the applicable taxes.

Proceed by completing the tables below.

1. The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determine in the Annex A – Statement of Work, to a limitation of expenditure of \$_____ (applicable taxes are extra). *(To be determined at time of contract award)*

2. Monthly rate definition:
 - 2.1 Payment will be for days of the work schedule actually worked with no provision for meal breaks, annual leave, statutory holidays and sick leave.
 - 2.2 In the event that Canada request work on a partial basis and not on a regular basis due to special conditions (such as closure of operations, etc.), the monthly rate will be adjusted to reflect the actual time worked during the month by adjusting the monthly rate in accordance with the following formula :

Time worked = # of working days requested by Canada / # of days in the month schedule.

Monthly rate will be prorated to reflect actual time work as follows:

Adjusted Monthly rate = Time worked x monthly rate

Ex:

monthly rate : \$1000.00

of days in the month schedule: 20 days

of working days requested by Canada: 5 days

Time worked : $5 / 20 = 0.25$

Adjusted Monthly rate = $0.25 \times 1000.00 = 250.00$

FIN1:			
Initial Contract Period (Year 1 to Year 3)			
Contract Year	(A)	(B)	(C)
	Estimated Number of months	All-inclusive fixed monthly rate (\$)	Total Cost (\$) (A) x (B)
Year 1	12	\$ _____	\$ _____
Year 2	12	\$ _____	\$ _____
Year 3	12	\$ _____	\$ _____
FIN1 : Total Price Initial Contract Period			\$ _____

FIN2:			
Optional Contract Period 1 (Year 4)			
Contract Year	(A)	(B)	(C)
	Estimated Number of months	All-inclusive fixed monthly rate (\$)	Total Cost (\$) (A) x (B)
Year 4	12	\$ _____	\$ _____
FIN2 : Total Price Optional Contract Period 1			\$ _____

FIN3:			
Optional Contract Period 1 (Year 5)			
Contract Year	(A)	(B)	(C)
	Estimated Number of months	All-inclusive fixed monthly rate (\$)	Total Cost (\$) (A) x (B)
Year 5	12	\$ _____	\$ _____
FIN3 : Total Price Optional Contract Period 2			\$ _____

Evaluated Price = FIN 1 + FIN 2 + FIN 3	\$ _____
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Applicable taxes (%) = _____%	\$ _____
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ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat 100221591 Security Classification / Classification de sécurité Unclassified
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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE	
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région Nunavut/Corporate Services	2. Contract type / Type de contrat Non-Competitive / Non-compétitif Type : Competitive / Compétitif <input checked="" type="checkbox"/> Type: RFP
3. Brief Description of Work / Brève description du travail Mail Delivery Services in Iqaluit, Nunavut.	
4. Contract Amount / Montant du contrat ██████████	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :
5. Contract Start and End date / Date de début et de fin du contrat ██████████	Date of contract award until December 31, 2025
7. Will the supplier require / Le fournisseur aura-t-il :	
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	No <input checked="" type="checkbox"/> Yes Non Oui
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)	
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)	
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS	
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir /entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui

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

- 9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information?
Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles? No / Non Yes / Oui
- 9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties?
Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties? No / Non Yes / Oui
- If yes, specify: / Si oui, spécifiez :
- a) Email transmission / Transmission par courrier électronique : No / Non Yes / Oui
- b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) : No / Non Yes / Oui
- c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDNC (VPN, Citrix) : No / Non Yes / Oui
- 9.3 Will the supplier be required to safeguard COMSEC* information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ? No / Non Yes / Oui
- * Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone)/ Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)

10. SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	Please refer to question / Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements/Biens	7.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - e-mail / Transmission TI - courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C - PERSONNEL / PARTIE C - PERSONNEL

- 11.1 Personnel Security Screening Level Required: / Niveau d'enquête de la sécurité du personnel requis : N/A / Non requis Reliability / Fiabilité Confidential / Confidentiel Secret Top Secret / Très secret
- 11.2 May unscreened personnel be used for portions of work? / Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui N/A / Non requis
12. Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui



Contract Number / Numéro du contrat

1000221591
Security Classification / Classification de sécurité
Unclassified

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) – Nom (en lettres moulées) Teri Slaney		Title - Titre Manager, Regional Administration	Signature
Telephone No. – N° de téléphone (867) 975-4521	Facsimile No. - N° de télécopieur (867) 975-4560	E-mail address – Adresse courriel Teri.Slaney@canada.ca	Date April 27, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) – Nom (en lettres moulées) Jonathan Coulombe-Leduc		Title - Titre Contract Security Officer	Signature CoulombeLeduc, Jonathan <small>Digitally signed by CoulombeLeduc, Jonathan Date: 2020.10.20 11:26:32 -0400</small>
Telephone No. – N° de téléphone 819-665-7134	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel jonathan.coulombe-leduc2@canada.ca	Date 2020-10-20
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées) Vanessa Demers- Lamothe		Title - Titre Procurement Officer	Signature DemersLamothe, Vanessa <small>Digitally signed by DemersLamothe, Vanessa DN: cn=CN, ou=CG, ou=CG, ou=CG, cn=DemersLamothe, Vanessa Email = van.lamothe@ca.government.ca Date: 2020.10.07 13:28:38 File: Procureur/OP version: 3.4.1</small>
Telephone No. – N° de téléphone N/A	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel vanessa.demers-lamothe@canada.ca	Date October 7, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) – Nom (en lettres moulées) Alexandre Paré-Mondérie		Title - Titre Acting Manager, Security Operations	Signature paremonderie, alexandre <small>Digitally signed by paremonderie, alexandre Date: 2020.10.21 08:58:21 -04'00'</small>
Telephone No. – N° de téléphone 819-997-3767	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel alexandre.pare-monderie2@canada.ca	Date 2020-10-21

ANNEX D

SECURITY AGREEMENT

I, _____ (Contractor) and authorized resources will fulfill the duties as contractor working under the contract _____, as set out below, to the best of our abilities.

1. Will abide by all of Indigenous Services Canada (ISC) security clauses included in this contract. Acknowledge receipt and understand these existing clauses and requirements, and promise to familiarize with any amendments to them, forthwith after receipt of such amendments.
2. Understand and agree that information received in the process of performing our duties in relation to this contract is subject to the Policy on Government Security and may be also subject to the Privacy Act, and will remain the property of CIRNAC/ISC. Without the prior written authorization of CIRNAC/ISC or of the person to whom the information relates, this information can only be viewed by myself and authorized resources and may only be used for the purposes of this contract on behalf of CIRNAC/ISC.
3. Agree to notify ISC authorities of any unauthorized access, disclosure or misuse of the sensitive information of which we become aware and will provide full details of the incident immediately noting the corrective action taken to prevent a recurrence of the incident.
4. Understand and agree that any additional resources authorized to perform work under this contract will also abide by all of ISC security clauses and requirements included in this contract.

I, the undersigned, UNDERSTAND, AGREE AND CONSENT TO COMPLY WITH THE ABOVE:

DATE: _____

SIGNED: _____

PRINT NAME: _____

CIRNA/ISC Project Authority:

DATE: _____

SIGNED: _____

PRINT NAME: _____

ANNEX E

INSURANCE REQUIREMENTS

Automobile Liability Insurance - G2020C

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G2020C/3>

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

2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

 - b. Accident Benefits - all jurisdictional statutes

 - c. Uninsured Motorist Protection

 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.