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Request for Supply Arrangement

Proposal To: Natural Resources Canada

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

Commentaires - Comments

Bureau de distribution - Issuing Office

Finance and Procurement Management
Branch
Natural Resources Canada
1055 du P.E.P.S., PO Box 10380
Quebec, QC
G1V 4C7

Title – Sujet Professional Services for Existing Building Commissioning (EBCx)	
Solicitation No. – No de l'invitation NRCan-5000058117	Date May 20, 2021
Requisition Reference No. - N° de la demande 164519	
Solicitation Closes – L'invitation prend fin at – 02:00 PM (Eastern Daylight Time (EDT)) on – June 18, 2021	
Address Enquiries to: - Adresse toutes questions à: france.bolduc@canada.ca	
Destination – of Goods and Services: Destination – des biens et services: Natural Resources Canada CanmetENERGY 1615 Lionel-Boulet Blvd Varenes, QC J3X 1S6	
Security There is security requirements associated with this requirement	
Vendor/Firm Name and Address Telephone No.: Email address.:	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)	
_____ Signature	_____ Date



NOTICE TO BIDDERS

A Supply Arrangement (SA) is a method of supply used by Natural Resources Canada (NRCan) to procure goods and services.

An SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of an SA.

An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone. The intent of an SA is to establish a framework to permit expeditious processing of “individual bid solicitations” which result in legally binding contracts for the goods and services described in those bid solicitations.



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus annexes and appendix, 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, the Basis of Payment, the Security Requirement Check List, the Vendor Performance Report Card and the Reporting.

The Appendix includes the Evaluation Criteria and the Ceiling Rate Form.

1.2 Summary

By means of the RFSA, Natural Resources Canada (NRCan) is seeking proposals from bidders to obtain professional services for existing building commissioning (EBCx) of federal facilities, as part of the Greening Government Strategy¹ and the Federal Sustainable Development Strategy (FSDS)².

Bidders can demonstrate their preference for one (1) to six (6) regions.

Mandates may be associated with single or multiple buildings and involve one or more of the following activities:

- a. **Initial EBCx pre-screening** – analysis of a portfolio to help target and prioritize candidate buildings, as well as to select the most appropriate EBCx and GHG emission reduction approach for identified buildings.
- b. **Recommissioning (RCx) mandate** – services to optimize the performance of existing buildings, seeking to improve how building equipment and systems are operating to meet current facility requirements.

¹ <https://www.canada.ca/en/treasury-board-secretariat/services/innovation/greening-government/strategy.html>

² <https://www.fdsd-sfdd.ca/>



- c. **Ongoing Commissioning (OCx)** – services for implementing and supporting persistence strategies to maintain and further improve the performance of the building's equipment and systems, as well as to ensure the sustainability of acquired knowledge in the medium term.

There are two (2) level of 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 [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.

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, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

The Supply Arrangement will be in effect until March 31, 2025, with three (3) additional twelve (12) month option periods.

The value of each contract from the Supply Arrangement are estimated to be typically between \$ 50,000 and \$110,000.

How Does a Supply Arrangement (SA) Work?

The Two Phase Procurement Process

Phase 1 - is the action, by Natural Resources Canada, of soliciting offers from Contractors to provide Services. NRCan intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

Phase 2 - is the action, by Designated Representatives, of awarding contract or tendering for specific projects on an as-and-when-requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1.

The representative will issue a Request for Proposal (RFP) to SA Holders who must submit their proposals according to the instructions in each RFP. The proposals will be evaluated by client according to the method stated in the RFP. The successful bidder will be awarded a contract. Each contract awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.



1.3 Security Requirements

1. Before issuance of a supply arrangement, the following conditions must be met:
 - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
 - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
 - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
3. 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.

1.4 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 or by telephone.



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.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2:** **Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** delete completely
- **Under Subsection 2 of Section 19:** delete completely
- **Subsection 5.4:** Delete: 60 days and Insert: 120 days

2.2 Submission of Arrangements

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFSA document:

nrcan.quebecbid-soumissionquebec.mcan@canada.ca

- The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

IMPORTANT: It is requested that you write the following information in “Subject” of the e-mail:

[NRCan-5000058117 – Professional Services for EBCx](#)

Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

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 five (5) 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 au Quebec.

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.



PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

- Section I: Technical Arrangement (1 electronic copy)
- Section II: Financial Arrangement (1 electronic copy)
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic copy)

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

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

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.

Section II: Financial Arrangement

The Supplier is required to submit ceiling rates that will apply for the term of the Supply Arrangement.

Suppliers must submit the financial arrangement in accordance with the Appendix 2 – Ceiling Rate.

Rate must meet the following conditions:

- i) be unit ceiling rate;
- ii) be expressed in Canadian dollars;
- iii) exclude Goods and Services Tax (GST) or Harmonized Sales Tax (HST);
- iv) be for a period not exceeding one year.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their arrangement, bidders should provide:

1. the 1st page of this RFSA signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



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 and financial 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 Appendix 1 – Evaluation Criteria.

4.1.1.2 Point Rated Technical Criteria

Point rated technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Minimum Point Rating

- 1. To be declared responsive, an arrangement must:
 - a. comply with all the requirements of the Request for Supply Arrangements; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 15 points for technical evaluation criteria C1 which is subject to point rating. The rating for C1 is performed on a scale of 30 points.
 - d. obtain the required minimum of 32 points for technical evaluation criteria C2 which is subject to point rating. The rating for C2 is performed on a scale of 50 points.
 - e. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 105 points.
- 2. Arrangements not meeting 1 of these 5 elements above (a to e) will be declared non-responsive.



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.

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

Name of Supplier: _____



Name of each member of the joint venture:

Member 1: _____

Member 2: _____

Identification of the directors / owners:

NAME	FIRST NAME	TITLE

5.2.2 Status and Availability of Resources

The Supplier certifies that, should it be issued a supply arrangement as a result of the request for supply arrangements, every individual proposed in its arrangement will be available to perform the Work for the term of the supply arrangement or as required by Canada's representatives, at the time specified in or agreed to in the Request for proposal.

If for reasons beyond its control, the Supplier is unable to provide the services of an individual named in its arrangement, the Supplier may propose a substitute with similar qualifications and experience. The Supplier must advise the Supply Arrangement Authority and provide the name, qualifications and experience of the proposed replacement, who will be assessed under Section 6.7.1.

5.2.3 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. In addition, the supplier guarantees that each individual proposed by him is able to perform the work provided for in the eventual contract.

5.2.4 Former Public Servant

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 Supplier a FPS in receipt of a pension?

Yes () No ()

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

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

By providing this information, suppliers agree that the successful Supplier'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 Supplier a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Supplier 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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.

5.2.5 Aboriginal designation

Who is eligible?

- a. An Aboriginal business, which can be:
 - i. a band as defined by the Indian Act
 - ii. a sole proprietorship
 - iii. a limited company
 - iv. a co-operative
 - v. a partnership
 - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The supplier must certify in its submitted arrangement that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm
- Our Company is an Aboriginal Firm, as identified above.

5.3 Additional information

The Supplier should identify which security level they have with Contract Security Program.

Reliability	Secret

It is requested that the Supplier provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

- a) the name and date of birth or Security Screening certificate number of the individual;
- b) if available, information confirming the individual meets the security requirement as indicated in Part 7 – Resulting Contract Clauses.



Name	Date of birth	Certificate #

The Supplier should indicate which region(s) are their preference:

Atlantic (NL, PE, NS, NB)	Quebec	Ontario	National Capital Area (Ottawa, Gatineau)	Prairies (MB, SK, AB)	British Columbia



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

RELIABILITY LEVEL REQUIREMENT

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. R164519

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified 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 the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

SECRET LEVEL REQUIREMENT

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. S164519

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified 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 the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

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 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

- **In the article 01: Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.”

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 D. 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.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

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 30 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 the SA date to March 31, 2025.

6.4.1.1 Option to Extend the Supply Arrangement

The Supplier grants to Canada the irrevocable option to extend the term of the Supply Arrangement (SA) by up to three (3) additional one (1) year period under the same conditions

Canada may exercise this option at any time by sending a written notice to the Supplier before the expiry date of the SA. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through an SA amendment.

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, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Supply Arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

France Bolduc
Procurement Specialist
Natural Resources Canada
1055 du P.E.P.S., PO Box 10380
Quebec, QC G1V 4C7
418-930-0724
france.bolduc@canada.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 ** to be fill in by the supplier******

Name :
Title :
Address :
Phone :
Email :



6.6 Identified Users

The Identified User is:

CanmetENERGY-Varenes

6.7 On-going Opportunity for Qualification

A permanent notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Supply Arrangement (SA) describing this procurement vehicle, which will invite additional suppliers to submit bids to become pre-qualified Suppliers and to be issued SAs for the provision of Services.

The Supplier acknowledges that Canada may issue an unlimited number of Supply Arrangements and may continue to issue Supply Arrangements to suppliers throughout the Supply Arrangement period.

Canada reserves the right to issue Supply Arrangements to Suppliers who qualify throughout the entire period of the Supply Arrangement.

6.7.1 Existing pre-qualified Suppliers

This will permit pre-qualified Suppliers to submit bids to modify their existing SA. No existing Supplier will be removed from the qualified supplier list because of the addition of new Suppliers. Existing pre-qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

Pre-qualified Suppliers can have up to four (4) active lead EBCx agent(s). The resource(s) will need to be qualified by passing the evaluation criteria M1, C1 & C2 and respond to the basis of selection c. & d. of 4.2.1.1 of this RFSA.

Canada accept to evaluate new proposed resources at all times. For new resource(s) to be qualified during a Request for Proposal, pre-qualified suppliers have to submit a request to qualify the new resource(s) and all required documents at least five (5) working days before the solicitation closing date.

6.7.2 New Suppliers

Throughout the Supply Arrangement Period, new suppliers may submit bids to become pre-qualified Suppliers.

Canada will evaluate the bids received at least once (1) per year, in June or any other period that may be convenient for the evaluation team.

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 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Statement of work;
- (d) Annex B, Basis of payment;



- (e) Annex C, Security Requirements Check List form;
- (f) Annex D, Vendor Performance Report Card;
- (g) Annex E, Reporting;
- (h) the Supplier's arrangement dated _____ (*insert date of arrangement*).

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 _____ (*insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable*).

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:

- 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 and MC 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;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (2003) 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 (RFSA), the Suppliers has already provided a list of names, as requested under the



Ineligibility and Suspension Policy. During this procurement process, the Supplier 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) certifications;
- (h) 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.

6.2.3 The bid solicitation will be made by the SA Identified User in accordance with the SA requirements.

a) Thresholds for contracts with or without tender:

- 1. Requirements estimated at less than \$40,000.00, taxes included**
NRCan may direct the requirement to a specific SA Holder or invite a limited number of SA Holders to respond within 5 calendar days from the bid solicitation date.
- 2. Requirements estimated over \$40,000 but less than \$100,000.00, taxes included**
A minimum of 3 SA Holders are invited to respond within 10 calendar days from the bid solicitation date. NRCan is not required to invite all suppliers.
- 3. Requirements exceeding \$100,000.00, taxes included**
All SA Holders are invited to respond within 15 calendar days from the bid solicitation date.
 - Any requirements equal to or exceeding \$100,000.00 will be posted as a Notice of Proposed Procurement (NPP) on buyandsell.gc.ca for 15 calendar days.

b) Requests for bids relating to services in a CLCA region will not be processed under this Supply Arrangement

c) The bid solicitation and contracting process will be managed by an NRCan Contracting officer only.

6.2.4 Supply Arrangement – Vendor Performance Report Card

NRCan will evaluate the performance of all Supply Arrangement (SA) holders during each contract. The Performance Report will be evaluated against Annex D - Vendor Performance Report Card at the end of each contract.

The purpose of this Report Card is to enable assurance of acceptable performance of an SA Holder during the course of each awarded Contract. This Report Card is to be used at the end of each contract



to provide the SA Holder with an assessment on their performance. At the end of each contract, the final Report Card will be provided to the SA Holder for their response and the final score attributed by NRCan shall be deemed final, at NRCan's full discretion. The SA Holder shall have the opportunity to provide comments on their scored performance.

The performance evaluation of a SA Holder will be affected if there is a significant delay in the delivery of the data or if the quality of the data produced does not meet the technical specifications of the project. In the case of a performance deemed unsatisfactory during the contract, a first notice will be sent in writing (email) to the SA Holder who will have to submit a recovery plan and confirm in writing that deliveries will be made according to a schedule which will have to be specified and accepted.

Should the score be less than 10 points, the SA holder could be penalized for his performance. These penalties could result in one or more of the following situations:

- Refusal to invite the SA Holder to the next opportunities / requests for proposals following a first result below 10;
- Refusal to invite the SA Holder on the next two (2) opportunities / requests for proposals, following a second result below 10;
- Suspension or cancellation of qualification by Canada, as provided for in general condition 2020 09. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/17#suspension-or-cancellation-of-qualification-by-canada>

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) **MC** (for medium complexity requirements), general conditions [2010B](#) Professional Services - Medium Complexity will apply to the resulting contract;
- (b) **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.

Note: References to the HC and MC 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.



ANNEX A - STATEMENT OF WORK

1. Definitions

Current Facility Requirements (CFR): a written document that describes the owner’s current functional requirements regarding how a facility should be used and operated. This document may include goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information to meet the requirements of occupants, users, and Owner(s) of the facility.

Existing Building Commissioning (EBCx): a broad term that encompasses commissioning options applied to existing buildings, including recommissioning and ongoing commissioning. It is a quality-focused process for attaining the current facility requirements (CFR) of an existing building and/or its systems and assemblies. The process focuses on planning, investigating, implementing, verifying, and documenting optimal operation and maintenance of the facility and its systems in order to meet the CFR, with a program in place to maintain the enhancements for the remaining life of the facility. EBCx measures generally have return on investment periods that are inferior to 3 years, without exceeding 5 years.

Recommissioning (RCx): a subset of EBCx and an optimization process for existing buildings that seeks to improve how building equipment and systems are operating to meet current facility requirements (CFR). RCx aims to resolve problems that occurred during the building design and construction, or that are present in day-to-day operations. The RCx process has a defined duration, contrary to the Ongoing Commissioning process.

Ongoing Commissioning (OCx): means and process used to optimize and sustain building performance on an ongoing basis by investigating, analyzing and monitoring the performance of building systems. As a continuation of the Commissioning process, typically implemented following new construction commissioning or EBCx, OCx verifies that a facility continues to meet current and evolving CFR. OCx Process Activities occur throughout the life of the facility; some of these are ongoing or almost continuous in terms of implementation, while others will be either scheduled or unscheduled (as needed).

2. Objectives of the EBCx Work

The main objective of the services to be provided is to reduce greenhouse gas (GHG) emissions resulting from the energy consumption in federal buildings. This GHG emissions reduction is achieved through the use of EBCx at the electromechanical systems level. Other objectives may also be considered according to the clients’ needs, such as updating building documentation, increasing indoor environment quality and occupant comfort, addressing operational issues, etc.

Description of Work

The work statement complies with the Canadian Standards Association (CSA) standard *Z5001:20 – Existing building commissioning for energy using systems*³, the Building Commissioning Association (BCxA)’s *Existing Buildings Commissioning Best Practices*⁴ and *Ongoing Commissioning Best Practices*⁵ documents, as well as NRCan’s “Recommissioning (RCx) Guide for Building Owners and Managers”⁶.

³ <https://www.csagroup.org/store/product/CSA%20Z5001%3A20/>

⁴ <https://www.bcxa.org/resources/existing-building-commissioning-best-practices.html>

⁵ <https://www.bcxa.org/resources/ongoing-building-commissioning-best-practices.html>

⁶ <http://www.nrcan.gc.ca/energy/efficiency/buildings/research/optimization/recommissioning/3795>



Duties that the contractor may be required to accomplish include, but are not limited to:

- a. **EBCx portfolio pre-screening** – analysis of a portfolio to help target and prioritize candidate buildings, as well as to select the most suitable EBCx and GHG emissions reduction approach for identified buildings, which may include one or more of the following activities:
 - i. Assessing available portfolio documentation as well as energy consumption and GHG emissions data for each building.
 - ii. Identifying and prioritizing good candidates for EBCx based on various factors, such as energy use intensity benchmarking, GHG emissions, improvement potential and readiness level.
 - iii. Preparing a multi-year rollout plan to attain cost-effective results including, for each selected buildings, the most suitable EBCx approach (RCx and/or OCx) and activities along with preliminary cost estimates and savings potential.

- b. **RCx mandate** – services to optimize the performance of existing buildings, with the goal of improving how building equipment and systems are operating to meet CFR. The mandate may include one or more of the following activities:
 - i. Planning: defining the objectives, the scope, the current facility requirements, the schedule and the deliverables included in the project.
 - ii. Investigation: assessing and recommending RCx measures for building systems, in order to reduce energy consumption and GHG emissions. All energy-consuming systems are generally analyzed, unless specified otherwise. The investigation shall include the following investigation methods, as applicable:
 - a. Pre-functional verifications
 - b. Diagnostic monitoring
 - c. Detailed on-site assessment and reviews
 - d. Functional testing
 - iii. Implementation: supporting the implementation of selected measures. Support services may include providing implementation methodology and instructions, specifications of the selected measures, and an implementation verification.
 - iv. Hand-off & persistency: preparing the documentation to preserve the knowledge acquired throughout the RCx process and transferring the know-how to building operations staff to ensure the effectiveness of improvements made. This work usually involves providing a final RCx report, updating existing documentation and delivering training and awareness sessions to operations and management staff. An OCx plan or persistence plan should also be provided, in which operational and energy performance criteria and/or indicators will be established to measure and follow up on results.

- c. **OCx mandate** – services for implementing and supporting persistence strategies to optimize and sustain the performance of the building's equipment and systems on an ongoing basis. Services required to attain this objective may include:
 - i. Planning: defining goals and objectives, confirming performance criteria and indicators, evaluating existing technology and identifying additional metering, hardware and software requirements.
 - ii. Implementation: implementing people and technology as applicable to enable the OCx process. Also includes identification, documentation and integration of OCx activities and tools into existing operation and maintenance (O&M) standards and practices.
 - iii. Sustaining: means and methods to transition OCx activities and building performance to building owner's core responsibilities.



REQUIREMENTS

The supplier is responsible for ensuring that all staff understand and adhere to federal and provincial laws on personnel security, the *Canada Labour Code* – Part II (Workplace Health and Safety), and CSA Z5001 Existing building commissioning for energy using systems (as specified in the scope of work).

The supplier may be called on to work in a variety of conditions, including in very remote regions and/or city centers.

Supplier's Preferences:

Atlantic (NL, PE, NS, NB)	Quebec	Ontario	National Capital Area (Ottawa, Gatineau)	Prairies (MB, SK, AB)	British Columbia



ANNEX B - BASIS OF PAYMENT

1. CEILING HOURLY RATE

For future work described in section 3.2 (Tender documents with plans and specifications) of a Statement of work during a Bid Solicitation under this RFSA, the Contractor shall be reimbursed for the costs reasonably and properly incurred in the performance of the Work, established in accordance with the Basis of Payment, within the hourly ceilings rates detailed below. Customs duties are included and applicable taxes are extra.

The ceiling price is subject to a downward adjustment so as not to exceed the actual costs incurred reasonably in the performance of the work, established in accordance with the basis of payment of each bid solicitation.

The annual adjustment of hourly ceiling rates will be made using the rate of 1.5% upward.

The hourly ceiling rates shall be firm prices for the period following the SA issuance until the following March 31st. After that period, the firm prices will be subject to an annual adjustment and will be made each year on April 1st and until the SA comes to the end.

Canada will not pay the Contractor for any change in design, modification or interpretation of the Work unless such design changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to be integrated into the work.

DESCRIPTION	CEILING HOURLY RATE (taxes applicables exclues)



ANNEX C - SECURITY REQUIREMENTS CHECK LIST

RELIABILITY



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat R164519
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 Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction Technologie de l'énergie	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Services professionnels pour la remise au point de bâtiments existants, incluant le recommissioning (RCx) et le commissioning en continu (CCx)		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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 / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat R164519
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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat R164519
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 / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



SECRET



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat S164519
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 Technologie de l'énergie	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Services professionnels pour la remise au point de bâtiments existants, incluant le recommissioning (RCx) et le commissioning en continu (CCx)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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 / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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 / Non Yes / Oui

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

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

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

REPORT CARD
For Contracts awarded under the Supply Arrangement for Professional Services for Existing Building Commissioning (EBCx).

Name of Project:

Contract Number:

Name of Supplier:

Name of Person Completing Form:

Title of Person Completing the Form

Date of Completion of Form:

Subject of Form (e.g., specific deliverable; project):

The purpose of this Report Card is to enable assurance of acceptable performance of an SA Holder during the course of **each** awarded Contract. This Report Card is to be used at the end of each contract to provide the SA Holder with an assessment on their performance. The SA Holder shall have the opportunity to provide comments on their scored performance. At the end of each contract, the final Report Card will be provided to the SA Holder for their response and the final score attributed by NRCan shall be deemed final, at NRCan’s full discretion.

Should the score be less than 10 points, the SA holder could be penalized for his performance. These penalties could result in one or more of the following situations:

- Refusal to invite the SA Holder to the next opportunities / requests for proposals following a first result below 10;
- Refusal to invite the SA Holder on the next two (2) opportunities / requests for proposals, following a second result below 10;
- Suspension or cancellation of qualification by Canada, as provided for in general condition 2020 09. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2020/17#suspension-or-cancellation-of-qualification-by-canada>

Criteria	Definitions	Score
Communication	Definition: <i>Communications with Strategic Evaluation, Program Officials and Interviewees are professional (e.g., clear, courteous and businesslike).</i>	
	1 Point - Not very professional.	
	2 Points - Mostly professional.	
	3 Points - Consistently professional.	
	Comments:	



Content	Definition: <i>The content of the deliverables is technically accurate and comprehensive.</i>	
	2 Point - Contains significant technical inaccuracies compared to what was requested in the Statement of Work, even following a first recovery plan.	
	4 Points - The deliverable is acceptable in relation to the statement of work following a recovery plan.	
	5 Points – The deliverable is acceptable after minor changes made by the SA holder. Did not require a recovery plan.	
	6 Points – The deliverable is acceptable in relation to the Statement of Work. Required no correction and no recovery plan. NRCan was required to put very little effort into getting the final project to an acceptable level of quality.	
	Comments:	
Punctuality	Definition: <i>The deliverables are provided according to the timelines</i>	
	1 Point - Not provided within the timelines and no recovery plan was provided and agreed prior to the due dates OR the schedule of the recovery plan has not been respected.	
	2 Points - Not provided within the timelines but valid justification(s) and request(s) for extension(s) received and agreed to in advance, including through a recovery plan.	
	3 Points - Provided within the timelines.	
	Comments:	
Total Score Available (a minimum of 10 points is necessary to pass)		12
Total Score Obtained		



ANNEX E - REPORTING

Typically, suppliers must report on a quarterly basis on the contract activities.

Such reports may contain, but are not limited to, the following information:

1. the supply arrangement number;
2. the supplier name;
3. the reporting period;
4. the contract number for each contract, including amendments;
5. the contracting authority;
6. the date of the call-up/contract;
7. the contract period;
8. the services provided;
9. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Requirement N°	Mandatory Requirements	N° OF PAGES TO THE PROPOSAL	Pass/ Fail
M1	The bidder must provide the lead EBCx agent’s name mandated to this request, which must be a permanent staff member.		

1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.



Criterion ID	Point Rated Technical Criteria	Minimum points	Maximum points	Page #
C1	<p>Project Experience of the Lead EBCx agent</p> <p>In accordance with the requirements (a), the bidder should demonstrate the proposed lead EBCx agent in M1 has led and completed up to six (6) EBCx projects since January 1, 2011 by providing description of those projects.</p> <p>(a) Requirements for EBCx projects:</p> <p>The buildings must belong to one of the following categories: <u>Institutional</u>: Federal, provincial and municipal government buildings, hospitals, colleges, CEGEPs and universities; <u>Commercial</u>: office buildings and enclosed shopping centres.</p> <p>The gross area of the building must be: 5,000 m² or more.</p> <p>The total cost of the project (fees and work) must be: \$20,000 (taxes excluded) or more.</p> <p>The type of equipment targeted by EBCx work must include at minimum: Main HVAC systems including building automation systems and control sequences.</p> <p>The scope of work must include core aspects of EBCx including: Diagnostic monitoring analysis, on-site investigation, functional testing for an existing building which resulted in implemented measures.</p> <p>NOTE: commissioning of new building or of major retrofits, energy audits or BAS installations projects <u>are ineligible</u>.</p>			



<p>C1 (continued)</p>	<p>Project descriptions must demonstrate accordance with requirements (a) and should include the following:</p> <ul style="list-style-type: none"> • Name(s) of bidder’s employee(s) to be qualified as lead EBCx agent; • Identification of project, including its location; • Type of building; • Name of client; • Name and information of contact person to be reached; • Gross surface area of the building; • Total project cost (fees and work to be provided separately); • Brief description of the building; • Brief description of the scope of work of the project • List of equipment targeted by the EBCx work; • Year in which the project was completed • Estimated energy savings (%) from implemented measures • Estimated simple payback from implemented measures <p><u>NOTE 1:</u> NRCan reserves the right to contact the client to verify information provided and to disqualify a project based on false information.</p> <p><u>NOTE 2:</u> Curriculum vitae should be provided in the appendix to the proposal.</p> <ul style="list-style-type: none"> - Projects that do not meet the requirements listed in (a) will get 0 points. - Projects that meet the requirements listed in (a) but are missing information will score partial points based on <i>the evaluation grid below</i>. <p><i>This criterion will be evaluated according to the evaluation grid below.</i></p>	<p>15 points total</p>	<p>5 points by project</p> <p>30 points (total)</p>	
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<p>C2</p>	<p>Quality of Past EBCx Projects</p> <p>The bidder should submit a findings log for 2 completed projects from those listed in C1 for quality assessment.</p> <p>The findings log must be a sample (not a template) and should be representative of the type of deliverable that NRCan would receive, and should meet the following requirements (confidential client information can be blacked out):</p> <ol style="list-style-type: none"> 1. Provide the name of the project 2. Provide the final version of the findings log, which should include the following: <ul style="list-style-type: none"> • description of the findings and associated proposed measure • estimated energy and cost savings and other impacts • estimated implementation costs • any applicable assumptions and observations (e.g. implementation approach, evidence of proper implementation, impact on CFR, etc.). <p>Points will be awarded per project based on the following criteria:</p> <ol style="list-style-type: none"> a. Completeness, clarity and concision of the findings log (10 pts) b. Creativity and technical depth of the proposed measures (15 pts) <p><i>This criterion will be evaluated according to the evaluation grid below.</i></p>	<p>32 points total</p>	<p>25 points by project</p> <p>50 points (total)</p>	
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C3	Quality of the Proposal The quality and clarity of the proposal will be assessed according to the following criteria: <ul style="list-style-type: none">• Compatibility between the structure of the document and that outlined in the assessment criteria.• Ease with which relevant information can be obtained.• Concision• Quality of visual presentation• Quality of language <i>This criterion will be evaluated according to the evaluation grid below.</i>	n/a	10 points	
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<p>C4</p>	<p>Proven abilities in EBCx</p> <p>The lead EBCx agent proposed in criteria M1 will earn 10 points for meeting one of the following requirements:</p> <ul style="list-style-type: none"> - being on an accredited EBCx agents list of a provincial or utility incentive program for existing building commissioning, or; - having earned a existing building commissioning training certificate (maximum 1 certificate). <p>A proven ability must consist of proof of meeting one of the above-mentioned requirements. Below are the recognized lists, certificates and institutions:</p> <ul style="list-style-type: none"> - Lists of accredited EBCx agents <ul style="list-style-type: none"> • Continuous optimization program approved service providers (BC Hydro) • Liste des agents accrédités en RCx (TEQ) • Building optimization approved service providers (Efficiency Nova Scotia) - EBCx training certificates <ul style="list-style-type: none"> • Advanced course on EBCx and exam (NRCan) • Certified Building Commissioning Professional (CIET) • Certified Commissioning Professional (BCA) • Building Commissioning Professional (ASHRAE) • Existing Building Commissioning Professional (AEE) • Retrocommissioning of Existing Building Certified Professional (NEBB) • Commissioning Process Existing Buildings (UWisconsin) <p><u>NOTE:</u> The training certificate must have been obtained after an existing building commissioning exam, delivered by a recognized institution. Certificates not mentioned above will require the bidder to provide a detailed description of the training content, the name of the certifying institution as well as a copy of the certificate, valid at the solicitation closing date.</p> <p>The certificates should be provided in the appendix to the proposal</p>	<p>n/a</p>	<p>10 points</p>	
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<p>C5</p>	<p>Proven Abilities in Measurement and Verification</p> <p>The bidder should provide a proof of having an employee who possesses a valid Certified Measurement and Verification Professional certificate.</p> <p>A proven ability must comprise an achievement certificate, obtained after a measurement and verification training and exam, delivered by the Association of Energy Engineers (AEE).</p> <p>The certificate should be provided in the appendix to the proposal</p>	<p>n/a</p>	<p>5 points</p>	
		<p>Minimum points: 60</p>	<p>Maximum points : 105</p>	

<p>EVALUATION GRID</p>	
<p>Excellent (100%)</p>	<p>Rated criteria are covered in-depth and submitted information demonstrates a complete and deep understanding of all rated criteria elements.</p>
<p>Very good (80%)</p>	<p>Submitted information clearly indicates a full understanding of all rated criteria elements.</p>
<p>Good (60%)</p>	<p>Submitted information clearly indicates a full understanding of most of rated criteria, but not all.</p>
<p>Unsatisfactory (40%)</p>	<p>Submitted information indicates some understanding of criteria outlined, but does not demonstrate a full understanding of all rated criteria.</p>
<p>Poor (20%)</p>	<p>Submitted information indicates that the bidder has minimal understanding of the criteria outlined.</p>
<p>Unacceptable (0%)</p>	<p>Submitted information does not meet criteria.</p>



APPENDIX 2 – CEILING PRICE

1. CEILING HOURLY RATE

For future work described in section 3.2 (Tender documents with plans and specifications) of a Statement of work during a Bid Solicitation under this RFSA, the Contractor shall be reimbursed for the costs reasonably and properly incurred in the performance of the Work, established in accordance with the Basis of Payment, within the hourly ceilings rates detailed below. Customs duties are included and applicable taxes are extra.

The ceiling price is subject to a downward adjustment so as not to exceed the actual costs incurred reasonably in the performance of the work, established in accordance with the basis of payment of each bid solicitation.

The annual adjustment of hourly ceiling rates will be made using the rate of 1.5% upward.

The hourly ceiling rates shall be firm prices for the period following the SA issuance until the following March 31st. After that period, the firm prices will be subject to an annual adjustment and will be made each year on April 1st and until the SA comes to the end.

Canada will not pay the Contractor for any change in design, modification or interpretation of the Work unless such design changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to be integrated into the work.

Bidders shall establish a price list in the following categories, including but not limited to:

DESCRIPTION	CEILING HOURLY RATE (taxes applicables exclues)
Project Manager	\$ _____ /hour
Senior Engineer (more than 5 years of Engineering practice)	\$ _____ /hour
Intermediate Engineer (2 to 5 years of Engineering practice)	\$ _____ /hour
Junior Engineer (less than 2 years of Engineering practice)	\$ _____ /hour
Senior Technologist (more than 5 years in practice as a technologist)	\$ _____ /hour
Intermediate Technologist (2 to 5 years in practice as a technologist)	\$ _____ /hour
Junior Technologist (less than 2 years in practice as a technologist)	\$ _____ /hour
Administrative resources (average rate)	\$ _____ /hour
Other resources (average rate) Specify type of resource _____	\$ _____ /hour