

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB, E3C 2M6

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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans Canada

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

Title / Titre Environmental Monitoring and Soil Characterization During Building Demolition on Île Rouge		Date August 10, 2021
Solicitation No. / N° de l'invitation 30000817		
Client Reference No. / No. de référence du client(e) 30000817		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 ADT (Atlantic Daylight Time) / HAA (Heure Avancée de l'Atlantique) On / le : September 3, 2021		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Denise Chessie – Contracting Specialist Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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.

2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) 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.

Signature

Date

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Quebec.

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

2.6 Bid Challenge and Recourse Mechanisms

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

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- Where statutes, regulations or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground IP.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

Section I: Technical Bid (one soft copy in PDF format)
Section II: Financial Bid (one soft copy in PDF format)
Section III: Certifications (one soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment "1" to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment "1" to Part 3, Electronic Payment Instruments, is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

C3010T (2014-11-27), Exchange Rate Fluctuation – Risk Mitigation

Section III: Certifications

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

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ATTACHMENT "1" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- Acquisition Card;
- Direct Deposit (Domestic and International);

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment "1" to Part 4 for details

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment "1" to Part 4 for details

4.1.2 Financial Evaluation

Refer to Attachment "2" of Part 4 for details

4.1.2.1 – Offer

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 24 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of **35** points.

2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 25.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		85.18	73.15	77.70
Overall Rating		1st	3rd	2nd

ATTACHMENT "1" TO PART 4 OF THE BID SOLICITATION

EVALUATION CRITERIA

Mandatory requirements

Proposals will be evaluated in accordance with the mandatory evaluation criteria detailed in this document. The Bidder must clearly demonstrate that its proposal meets all mandatory requirements in order to be considered for evaluation. Proposals that do not meet the mandatory criteria will be rejected outright.

The Bidder must include the table below in its proposal and indicate that the proposal meets the mandatory criteria, specifying the page or section numbers of the proposal that contain the information to verify that each criterion is met.

The Bidder must meet all mandatory criteria listed. A proposal that does not meet any of the mandatory requirements below will be deemed non-responsive and will be rejected.

It is mandatory that the following information be provided by the bidder:

	Mandatory criteria	Does it meet the requirements? Yes/No	Reference to the proposal
O1	<p>The Proposer must describe the structure of the Firm's Team, including the responsibilities and reporting relationships of the Proposer and sub-consultants. If the Proposer proposes to provide multi-disciplinary services that might otherwise be performed by a sub-consultant, this should be indicated here.</p> <p>The following information must be included in your structure biologist, industrial hygienist, other specialists who can perform the mandates.</p>		

Point Rated Criteria

Bids that meet all mandatory technical criteria will be evaluated and scored as specified in the tables below.

The bidder **MUST** achieve a minimum score of 24 points across all rated criteria. Bids that do not achieve the minimum score required for the rated criteria will be deemed non-responsive and will be rejected.

Bids that do not meet the minimum point requirement will be deemed non-responsive.
Each rated technical criterion should be treated separately.

The firm's team		Evaluation grid	Minimum number of points required/maximum number of points	Reference to the proposal
C1	Experience and Qualification		6/10	
C1.1	<p>Project - carrying out a preliminary (Phase II) and complementary (Phase III) environmental characterization in a remote environment</p> <p>The bidder's proposed team should have recent experience (within the last five (5) years) of the RFP closing date, relevant to this project in terms of functional requirements, size, scale, scope (over \$40,000) and complexity.</p>	- 2 points for each criterion listed up to a maximum of 10 points	6/10	
C1 Total		Maximum of 10 points		

Key personnel		Evaluation grid	Minimum number of points required/maximum number of points	Reference to the proposal
C2	Experience and Qualifications		18/25	
C2.1	<p>Project Manager</p> <p>The Bidder's proposed resource should have a minimum of fifteen (15) years of experience in brownfields project management within the last twenty (20) years from the date of the RFP closing.</p> <p>The bidder shall provide a curriculum vitae (CV) that includes:</p> <ul style="list-style-type: none"> - Brief description of the role for the projects presented in the CV 	- 3 points for 15 years of experience and 1 point more for more than 15 years	3/4	

	<ul style="list-style-type: none"> - The professional designation - Education and total years of experience - Experience relevant to the proposal 			
C2.2	<p>Senior Project Manager The Bidder's proposed resource should have a minimum of ten (10) years of experience in brownfields project management within the last thirteen (13) years from the date of the RFP closing.</p> <p>The bidder shall provide a curriculum vitae (CV) that includes:</p> <ul style="list-style-type: none"> - Brief description of the role for the projects presented in the CV - The professional designation - Education and total years of experience - Experience relevant to the proposal 	<ul style="list-style-type: none"> - 5 points for 10 years of experience - 1 point for each subsequent year up to a maximum of 7 points 	5/7	
C2.3	<p>Intermediate technicians The Bidder's proposed resource should have a minimum of seven (7) years of technical experience on brownfield projects within the last ten (10) years of the RFP closing date.</p> <p>The bidder shall provide a curriculum vitae (CV) that includes:</p> <ul style="list-style-type: none"> - Brief description of the role for the projects presented in the CV - The professional designation - Education and total years of experience - Experience relevant to the proposal 	<ul style="list-style-type: none"> - 5 points for 7 years of experience - 1 point for each subsequent year up to a maximum of 7 points 	5/7	
C2.4	<p>Archaeologist The Bidder's proposed resource should have a minimum of seven (7) years of technical archaeological project experience within the last ten (10) years of the RFP closing date.</p> <p>The bidder shall provide a curriculum vitae (CV) that includes:</p> <ul style="list-style-type: none"> - Brief description of the role for the projects presented in the 	<ul style="list-style-type: none"> - 5 points for 7 years of experience - 1 point for each subsequent year up to a maximum of 7 points 	5/7	

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	CV - The professional designation - Education and total years of experience - Experience relevant to the proposal			
C2 Total		Maximum of 25 points		

TOTAL OF TABLES C1 TO C2	Maximum of 35 points	24/35	
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ATTACHMENT "2" TO PART 4 OF THE BID SOLICITATION

FINANCIAL EVALUATION

The bid price will be valued in Canadian dollars, plus applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

The hourly rates submitted shall cover all costs associated with the performance of the work, including, but not limited to; fees, disbursements, reports, contract management, meetings, field work preparation, samples and all related expenses.

For characterization work, provide:

- The completion of approximately ten (10) to fifteen (15) test pits with a target depth of approximately 1.5 metres; and
- Collection of approximately 120 soil samples, including the required equipment
- Laboratory analysis of approximately 60 soil samples, including transport

Resource	Names	Estimated number of hours (A)	Hourly rate (B)	Total Estimated Cost (excluding taxes) (AxB=C)
Project Director		20	\$ _____	\$ _____
Senior Project Manager		100	\$ _____	\$ _____
Intermediate technicians		200	\$ _____	\$ _____
Archaeologist		50	\$ _____	\$ _____
			Total estimated cost for hourly rates (excluding taxes)	\$ _____

Option Period (March 1, 2022 to May 31, 2022) - this deliverable is considered optional work, and is not part of the original contract

	Estimated number of hours (A)	Hourly rate (B)	Total Estimated Cost (excluding taxes) (A x B = C)
Soil remediation plan			
Drafting of a soil remediation plan, according to the analysis results obtained	20	\$ _____	\$ _____
Total Estimated Cost (excluding taxes)			\$ _____

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Evaluated Price	
Initial period (\$ _____) + Optional Period (\$ _____)=	\$ _____ -

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 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.2.2 Education and Experience

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

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Amd. No. - N° de la modif.
File No. - N° du dossier
450000XXXX

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

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

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

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Work to be performed is 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.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to February 28, 2022 inclusive.

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 one (1) additional 3 month period 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 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Denise Chessie
Title:	Contracting Specialist
Department:	Fisheries and Oceans Canada
Directorate:	Matériel and Procurement Services

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File No. - N° du dossier
450000XXXX

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

Address: 301 Bishop Drive, Fredericton NB, E3C 2M6
Telephone: (506) 238-1308
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

6.5.2 Project Authority *(to be inserted at Contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
in _____

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

6.5.3 Contractor's Representative *(to be inserted at Contract award)*

The Contractor's Representative for the Contract is:

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Fixed time rate – Limitation of expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of Payment at annex "B", to a limitation of expenditure of \$_____. Customs duties are excluded and Applicable Taxes are extra.

For the firm hourly rates portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded 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 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Acquisition Card;
- b. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

- 6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca
CC: AP Coder (inserted at contract award)

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 Quebec.

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 [2010B](#) (2020-05-28), General Conditions – Professional Services (Medium Complexity);
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment
- (e) Annex “C” Security Requirements Check List;
- (e) the Contractor's bid dated _____ (*insert date at contract award*)

6.12 Dispute Resolution

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

6.13 Licensing

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

6.14 Insurance – No Specific Requirement

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

ANNEX "A"

STATEMENT OF WORK

1. INTRODUCTION

The Department of Fisheries and Oceans (DFO) wishes to carry out environmental monitoring during the demolition of buildings on Île Rouge and to conduct environmental soil characterization.

The services of a specialized consultant are required to carry out this work. The Consultant will act as the prime contractor for the work and will be responsible for carrying out the work in accordance with the regulations in force and the specifications in the request for proposal.

2. SITE DESCRIPTION AND ENVIRONMENTAL HISTORY

The general location of the site is presented in Attachment "1" to Annex A.

Owned by Fisheries and Oceans Canada, Ile Rouge is located in the administrative region of Côte-Nord (09), within the territory of the regional county municipality (RCM) of La Haute-Côte-Nord, and is part of the municipality of Tadoussac, Attachment "1" to Annex A. The island, with an area of 49,574 m², is located approximately 12 km southeast of Tadoussac and is surrounded by the Saguenay-St. Lawrence Marine Park. Several abandoned installations are still present, such as the lighthouse, the keeper's and assistant's houses, concrete slabs, the boathouse and the wooden footbridges connecting the different structures. Red Island is only accessible by air (helicopter) or water (boat and hovercraft).

Ile Rouge is one of the smallest islands in the St. Lawrence River (about 500 m long by 200 m wide). It is relatively flat and covered with low vegetation. Its shoals extend up to 14 times the length of the island. Île Rouge is a nesting area, refuge or stopover for several species of aquatic birds

The geographic coordinates of the approximate center point of the project are:
48°4'8.78" N and - 69°33'17.41" W.

DFO is proceeding with demolition work on the buildings except for the lighthouse in the fall of 2021. The complete specifications for this work are presented in Appendix 1.

2.1 Previous work

Lighthouse sites can be contaminated by a variety of activities associated with their operation, such as the use of lead-based paint, the presence of old batteries left behind, the dumping of trash, and the use of diesel fuel to power generators and for heating. In fact, trash and debris were observed on Red Island in 2013 and a diesel leak occurred at the site in the 1990s (Riscan, 2014a). Red Island has undergone 4 environmental characterization campaigns (1995, 1997, 1999, and 2013) and 2 reclamations (1996 and 1999, Riscan, 2014a). The characterization work performed in 2013 by Riscan (2014b) verified the quality of the soils using the recommendations for a "Residential/Park" (r/p) use of the Canadian Council of Ministers of the Environment (CCME; 2013), as well as the Soil Protection and Contaminated Land Remediation Policy of the Ministère de l'Environnement et de la Faune (MEF; 1998). The following paragraphs summarize the results of this characterization.

Samples collected near the boathouse and the west cabin exceeded MDDELCC Criterion A for lead; the sample collected near the janitor's house had polycyclic aromatic hydrocarbons (PAHs) concentrations exceeding MEF Criterion A. Copper, lead and zinc concentrations exceeding MEF Criterion B and CCME r/p guidelines were found near the east cabin. For the lighthouse, samples had copper or lead concentrations exceeding MEF Criterion C and CCME r/p guidelines. In addition, zinc and benzo (b+j+k) fluoranthenes exceeded MEF criterion B in one sample. Near the old fuel tanks, cadmium in one sample

exceeded MEF Criterion C and CCME r/p guidelines. Lead levels also exceeded MEF criterion A and CCME r/p guidelines.

In the vicinity of the generator, one of the samples exceeded MEF criterion B and CCME r/p guidelines for copper. The 2 samples in this area had lead concentrations above MEF Criterion A. In addition, one of the samples had zinc contamination above MEF criterion A and CCME r/p guidelines. Phenanthrene and pyrene were slightly above Criterion A. All 8 samples collected near the foghorn shelter had lead contamination, with the highest concentration exceeding MEF criterion B and CCME r/p guidelines. Zinc also exceeded Criterion A in this same sample. C10-C50 petroleum hydrocarbon concentrations exceeding Criterion A were present in 3 of these samples.

The concrete base northeast of the criard shelter had copper and lead contamination that exceeded MEF Criterion A and CCME r/p recommendations. Zinc also had levels that exceeded Criterion B and CCME r/p recommendations. Finally, for the soils near the south cabin, the samples had lead and zinc concentrations exceeding MEF Criterion B and CCME r/p guidelines. One of the samples also had C10-C50 petroleum hydrocarbons exceeding MEF criterion A.

Attachment "2" to Annex A - List of Previous Studies by Site

3. MANDATE

The Consultant will be required to develop a work program that will achieve the following objectives, taking into account previous environmental work:

- Environmental monitoring during the demolition of buildings on Île Rouge.
- Archaeological monitoring during the demolition of the boardwalks and the construction of the road on the former right-of-way of the boardwalks and the environmental characterization of the soil.
- Additional environmental characterization of the soils on the site in order to specify the extent of the contamination on the site in view of the environmental rehabilitation of the soils;

3.1 Description of the work

3.1.1 Environmental Monitoring during Building Demolition at Île Rouge

Review of the project documentation

As a first step, the Consultant shall review all project documentation prior to the commencement of work to ensure proper field supervision. The documents will be provided by DFO and/or the Demolition Contractor selected to perform the work. Without limitation, the project documents are:

- Plans, specifications, addenda, bid document and all previous reports listed in Attachment "2" to Annex A of this RFP;
- Permit requirements from Environment and Climate Change Canada (ECCC) in relation to the Île Rouge ROM, DFO in relation to Fish Habitat and Species at Risk and Park Canada - Saguenay-St. Lawrence Park (PC) in relation to site access;
- Demolition Contractor's Work Plan;
- Demolition Contractor's Environmental Emergency Plan (EEP);
- Demolition Contractor's Health and Safety Prevention Program;
- Demolition Contractor's Construction Waste Management Plan and other residual materials;
- Demolition Contractor's Environmental Protection Plan;
- Demolition Contractor's Work Schedule.

Environmental and construction site monitoring during the execution of the work

Secondly, the Consultant is to provide **full time** site supervision. The Consultant will act as the Departmental Representative on site. The Consultant will be responsible for ensuring that the requirements of the contract documents, the ECCC permit, the DFO permit, the CP permit, the Demolition Contractor's work plan and all applicable regulations are met.

Without limitation, the consultant shall perform the following tasks:

- Be the Department's Representative at the site;
- Ensure compliance with contractual documents, standards, laws and regulations during the construction phase and see to their application on the site (waste management, health and safety, decontamination work, etc.);
- Please ensure compliance with the requirements of the ECCC Migratory Birds Regulations permit and the Migratory Bird Sanctuary Regulations;
- Please respect the work plan provided by the Demolition Contractor;
- Perform all required inspections and audits;
- Report any deviations from contract documents and other documents (permits, work plan, etc.);
- Daily coordination phone call with DFO, SPAC and the project manager;
- Issue reports and follow-ups as requested by the Department;

The following deliverables described in Section 7 shall be provided by the Consultant:

- Daily monitoring report;
- Weekly monitoring report;
- Final report of the work;
- Photographic file of the works.

3.1.2 Archaeological monitoring

The Consultant shall conduct archaeological monitoring during the following work:

1. Demolition work of the wooden footbridges and creation of the path on the old footbridges' right-of-way. This step is planned at the beginning of the works.
2. Soil characterization by sampling.

During the work, if there is the presence of archaeological elements associated with a possible First Nations and Euro-Canadian occupation, the consultant will have to carry out, without being limited to the following elements

- For each artifact discovered, proceed with the treatment (cleaning and numbering), analysis and packaging of the collected artifacts.
- Analyze and map all results obtained. For the location of the soundings, a portable GNSS type receiver is recommended.
- Process and analyze the collected artifacts.
- Analyze these data to identify sensitive areas and preferred alternatives, and make recommendations for subsequent studies.
- Produce an intervention report including the description of the interventions carried out, the work method used, the description and analysis of the data collected

3.1.3 Environmental characterization of soils

The Consultant will be required to perform the work in accordance with CSA-Z769-F00 (R2013), using the Ministry of the Environment and Climate Change (MELCC) Guide to Land Characterization and the most recent CCME Environmental Characterization Guides.

The work will include the following steps:

- Preparation of an environmental soil characterization plan for approval;
- Preparation of a health and safety plan and an emergency measures plan and application of the latter throughout the duration of the project;
- Close coordination of work to be performed with the Demolition Contractor using a helicopter and/or barge and site access;
- Location of underground infrastructures;
- Collection, location and analysis of samples and other field tests in accordance with the characterization plan;
- Gathering of all information that could be relevant to the rehabilitation of the site (photos, topography...);
- Conducting a detailed inspection of the site and surroundings and visual observation of the state of the vegetation and the stability of the soil (bare soil or stabilized by vegetation);
- Record observations and issues identified during the visit;
- Collection of samples from the bottom and walls of the boreholes;
- Selection of samples for analysis in collaboration with the DFO representative;
- Transmission of the selected samples to a laboratory accredited by the MDDELCC (or its equivalent in another province) and interpretation of the chemical analysis results;
- Carry out the work in accordance with the laws and regulations in force;
- Consider the mitigation measures outlined in Section 4.10 of this document;
- Forwarding the analytical results compilation tables for comment to the DFO representative prior to completing the preparation of the deliverables;
- Issuance of an environmental soil characterization report describing the work performed, presenting the results obtained and stating that the work was performed in accordance with the work plan described in the Request for Proposal document;
- Perform site classification according to the National Classification System for Contaminated Sites (NCS); and
- Preparation of other requested deliverables.

Production of a cost estimate for future rehabilitation work not included in this SOW.

The work program will be discussed with the Consultant.

3.2 Analytical program, soil characterization

For information purposes, soil samples may be subjected to one or more of the following chemical analyses:

- C10-C50 petroleum hydrocarbons (HP C10-C50);
- Fractionation of petroleum hydrocarbons F1 to F4 (HP F1-F4);
- Monocyclic aromatic hydrocarbons (MAH);
- Volatile organic compounds (VOCs);
- Phenolic compounds;
- Polycyclic aromatic hydrocarbons (PAH);
- Metals (Ag, As, Ba, Cd, Bo, Cr, Cu, Sn, Mn, Mo, Ni, Pb, Se, Zn);
- Butyltins (TBT);
- Cyanides;
- Sulphates.

The analytical program must be established by the consultant with the approval of the DFO representative based on the organoleptic indices of contamination observed during the demolition work and previous studies. The Consultant must consider the relevance of analyzing other parameters and

justify the choice of the additional parameters selected. In this case, the DFO representative must approve the analyses before they are performed.

Plan to take a control sample away from all sources of contamination at each site.

The Consultant shall estimate the number of analyses required based on the information contained in this RFP. During characterization work, normal analysis time is requested.

3.3 Available data

The reports to be submitted are presented in Attachment "2" to Annex A.

3.4 Relevant Laws and Documents

The Consultant shall perform its work in accordance with all applicable federal, provincial or municipal laws, regulations, codes, guides and standards, particularly, but not limited to

- Canadian Environmental Protection Act;
- Canadian Environmental Assessment Act;
- Fisheries Act;
- Canadian Environmental Quality Guidelines;
- Guidelines for Canadian Drinking Water Quality (Health Canada);
- Canada-wide Standards for Petroleum Hydrocarbons (PHC) in Soil (CCME);
- Canada-wide Standards for Petroleum Hydrocarbons (PHC) in Soil : Technical Supplement (CCME)
- Federal Approach to Contaminated Sites;
- Environmental Site Assessment, Phase II CAN/CSA-Z769-00 (R2008)
- Guidance on site characterization as part of risk assessment for Environment and Human Health, Volumes 1, 2, 3, and 4 (CCME, 2016);
- Environmental Quality Act;
- Land Protection and Rehabilitation Regulation;
- Contaminated Soil Landfill Regulation;
- Contaminated Soil Storage and Transfer Centre Regulations ;
- Environmental Impact Assessment and Review Regulation
- Hazardous Materials Regulation;
- By-law on the burial and incineration of residual materials;
- Soil Protection and Contaminated Land Remediation Policy (MDDELCC);
- Guide de caractérisation des terrains (MDDELCC);
- Sampling Guide for Environmental Analysis, Booklet 1
- General (Centre d'expertise en analyse environnementale du Québec, CEAEQ);
- Sampling Guide for Environmental Analysis, Book 3
- Groundwater Sampling (CEAEQ) 2011 update;
- Sampling Guide for Environmental Analysis, Book 5
- Soil sampling (CEAEQ);
- Sampling Guide for Environmental Analysis, Book 8
- Hazardous Materials Sampling (CEAEQ);
- Conservation method for soil sampling (CEAEQ);
- Preservation method for groundwater sampling (CEAEQ);
- List of suggested methods for conducting laboratory analysis (MDDELCC);
- Guidelines for the Assessment of Natural Background Levels in Soil (MDDELCC);
- List of authorized treatment centers for contaminated soils (MDDELCC);
- List of authorized landfill sites for contaminated soil (MDDELCC);

-
- The management of dismantling materials - Guide to good practice (MDDELCC);
 - Guide to the recovery of non-hazardous inorganic waste from industrial source as construction materials (MDDELCC);
 - Workplace Hazardous Materials Identification Systems (WHMIS);
 - Canada Occupational Health and Safety Regulations Part X and XIV;
 - Act respecting occupational health and safety (R.S.Q., chapter S-2.1);
 - Regulation respecting occupational health and safety, S-2.1, r.19.01;
 - Construction Safety Code, S-2.1, r.6;

In the case of omissions or contradictions between these requirements, the most stringent applies.

Unless otherwise specified herein, the Consultant shall obtain and pay for any permits required for the work from federal, provincial and municipal agencies.

4. METHODOLOGY

All decisions necessary for the proper conduct of the work as well as any decision having an impact on the budget or schedule of the project will have to be made in close collaboration with the DFO representative.

4.1 Meetings

Following the award of the contract, a kick-off meeting will be held by teleconference. This meeting will be used to present the Demolition Contractor's schedule and to clarify the terms of reference. The Demolition Contractor will take minutes of the meeting and submit them to the DFO representative for comment and approval.

For the environmental monitoring work, plan to hold meetings according to the demolition work specifications. For the environmental characterization work, provide for 3 teleconference meetings. For each meeting, the consultant will be responsible for taking minutes.

4.2 Site Visit and Access

The Consultant shall provide its own transportation, without DFO support, and assume all travel. The start date for the work is October 1st, 2021.

During the work, it will be the responsibility of the Consultant to control access to the sites and to ensure that no unauthorized persons or persons not equipped with the required personal protective equipment gain access to the site.

Given the level of isolation of the site, the Consultant will have to seek a continuous progress of the work, except in case of force majeure.

4.3 Location of infrastructure

The Consultant will be responsible for locating underground infrastructures (Info-Excavation, municipality, private underground infrastructures, etc.). The Consultant must clearly identify these locations in order to avoid any interruption of service during the execution of the work. The Consultant will be responsible for obtaining information regarding the underground infrastructures from the occupants of the premises.

4.4 Soil sampling

Samples shall be collected in accordance with the sampling and sample preservation methodology described in the guides referenced in Section 4.0.

Without being limited to this, soil sampling should be done according to the stratigraphy encountered, organoleptic evidence of contamination and the thickness of the stratigraphic unit.

4.5 Materials and equipment

The Consultant will provide all materials and equipment necessary to complete the work and will ensure the proper operation of such equipment.

4.6 Transport and storage of samples

Sample storage methodology should follow the guidelines outlined in Section 4.0. The Consultant shall ensure that the integrity and quality of the samples are maintained during transport to the laboratory. The Consultant shall take all necessary steps to ensure that sample retention times are met.

4.7 Grading, Backfilling and Site Reclamation

The Consultant will be responsible for cleaning the site as the characterization work progresses. No waste material shall be left on site during any phase of the work. Following the field work, the site shall be restored to its original condition or to the specifications indicated in the environmental characterization plan.

4.8 Location of samples

The holes shall be surveyed and graded. An accuracy of 1 meter horizontally is required. The coordinates of each of the points shall be transmitted in MTM-NAD 83. Measurements should be taken against the field markers to verify the GPS data.

4.9 Quality assurance and quality control

During all stages of the work, the Consultant must implement a quality assurance/quality control (QA/QC) program to ensure the quality and reliability of the data obtained.

This program must be applied to the characterization mandate, both at the field and laboratory levels. It must include duplicate control of samples collected, with a minimum of 10% of samples submitted for chemical analysis as duplicates for each of the targeted parameters. Sample acceptability criteria for the quality control/quality assurance program (e.g., duplicate) should follow the Guidance on Site Characterization for Environmental and Human Health Risk Assessment, Volumes 1, 2, 3, and 4 (CCME, 2016).

4.10 Environmental Protection

The Consultant will monitor the implementation of these mitigation measures, which will be similar to those presented below:

- During environmental monitoring, follow the demolition specifications to environmental protection and mitigation measures issued;
- No waste, equipment or building materials or equipment shall be left on site at the end of the work;
- Store contaminated soils and hazardous waste materials in waterproof containers and cover them with an impermeable membrane;
- The Demolition Contractor shall restore the site to its original condition (e.g., repair of the slope (e.g., flow paths, slope shoulders, etc.);
- The Demolition Contractor shall maintain its equipment and refill it with fuel at a minimum of 30 m from a sensitive natural environment, including water bodies;

-
- The Demolition Contractor shall carry a spill kit to recover any leak or loss of hydrocarbons from its equipment;
 - The movements of the personnel will have to be minimized, moreover, to avoid the trampling of vegetation.

Additional mitigation measures may apply, such as time constraints on access to the site. In this case, the consultant will be notified within 24 hours. Compliance with mitigation measures shall be documented (photo, environmental monitoring form) and reported.

5. HEALTH AND SAFETY

The Consultant shall take into account data already known. The Consultant is responsible for its personnel and subcontractors involved in the project. Appendix 2 contains the documentation for COVID-19.

The Consultant shall perform its work in accordance with all applicable federal, provincial or municipal laws, regulations, codes, guides and standards.

Safety measures will be required to protect the public, such as signs, tape or fencing, to delineate the area being worked on.

In addition, by accepting this contract, the Consultant agrees to assume all responsibilities normally assigned to the prime contractor under the Occupational Health and Safety Act and to act as site supervisor.

Prior to commencing work, the Demolition Contractor shall in particular:

- Consider special conditions for work involving risks of drowning, risks of falling and the possible presence of poison ivy... ;
- Regardless of the number of workers assigned to the site, transmit to the representative safe work planning (health and safety plan specific to DFO) work to be done and indicate the particularities inherent to each site) and a certificate mechanical inspection of the machinery used on the site;
- Ensure that workers are trained and informed to perform the work in a safe manner and that all tools and equipment used in the required protection are available, comply with standards, laws and regulations and used ;
- Comply at all times with the provisions of the Occupational Health and Safety Act and Safety Code for Construction ;
- Advise your workers that they have the right to refuse any work that involves a hazard for their health or safety;
- Delineate and barricade your work area and control access.

In the event of an accidental spill or an environmental emergency, the response and clean-up operations at the site of a hazardous material spill or tank leak must be carried out by the firm according to the procedure established in its emergency plan. For example, the following elements should be included at least:

- .1 When a witness observes an incident he/she shall :
 - .1 Ensure the safety of people (injured persons, toxic fumes, risk of explosion, etc.).
 - .2 Call 911 or municipal emergency services as required.
 - .3 Stop the spill if it is safe to do so (return the gas can to its proper position, close the valve, etc.).
- .2 If the firm finds that it will be unable to immediately contain or recover the spill or if the

product has reached or could reach the environment (soil, gravel, water, storm or floor drain, etc.), it shall:

- .1 Notify 911 or municipal emergency services.
 - .2 Notify the Alert and Warning Network (AWN) 1-800-363-4735 and provide as much information as possible.
 - .3 Notify the site manager.
- .3 If the situation is safe and the firm can contain the spill and recover it immediately with the equipment on site, after consulting the WHMIS MSDS :
- .1 Locate response equipment.
 - .2 Establish a security perimeter.
 - .3 Dress in required personal protective equipment.
 - .4 Contain the leak, contain the spill and absorb the liquids.
 - .5 Dispense contaminated material into properly identified bags.
- .4 After the recovery procedure :
- .1 Communicate with the departmental representative and follow instructions that will be provided (e.g. soil characterization, if required).
 - .2 Manage residues and contaminated soils in accordance with regulations.
 - .3 Complete a spill report regardless of the quantity spilled and forward to the Departmental Representative.
 - .4 Complete a spill report and submit to ECCC if the quantity spilled is >100 L.
 - .5 Replace used equipment as soon as possible.
 - .6 Review the event and implement preventive measures, if necessary.

The firm and its subcontractors who perform work requiring the use of motorized equipment, the transfer of fuel or the use of hazardous materials shall adhere to the following procedures and accept the resulting responsibilities:

- .1 The firm shall declare and ensure that its employees (and those of subcontractors) have sufficient training and knowledge to respond to an environmental incident;
- .2 In the event of a spill caused by the firm, the firm shall immediately notify the Department's representative, who will notify the Department's project manager identified for each mandate. Response and clean-up operations at the site of a spill shall be insured and paid for by the firm;
- .3 If the firm is unable to respond adequately or to the satisfaction of the Department, all costs of further response requiring Department personnel, equipment or machinery shall be borne by the firm;
- .4 The firm shall promptly complete the Event Reporting Form and submit it to the Department's representative who will forward it to the Department's Project Manager.
- .5 The firm shall provide the Department's representative with the certificate or proof of disposal of the contaminated material;
- .6 Each firm work crew shall carry an emergency response kit identified as "EMERGENCY-Environmental" in the vicinity of hazardous locations to respond to events requiring environmental response. These emergency response kits shall contain appropriate equipment in sufficient quantity to provide an effective response and minimize the spread of contamination

6. DELIVERABLES

In general, an initial PDF deliverable may be submitted for comment before the other deliverables are prepared with input from the DFO representative.

6.1 Environmental monitoring during the demolition of buildings on Île Rouge

Daily Monitoring Report:

Daily monitoring reports shall minimally include, but not be limited to, the following:

- General and specific description of the project as well as project-specific information (project numbers, contacts, stakeholders, etc.);
- The work in progress and the percentage of completion of the work;
- Working hours, number of employees, flight time, weather, temperature, etc.;
- Site Observations:
 - o Procedures in place to meet permit requirements;
 - o Procedures for deconstruction and decontamination work;
 - o Health and safety procedures;
 - o Etc.
- A photographic report confirming the observations made;
- Notices of non-compliance with supporting photos;
- Recommendations, advice and communication with the Demolition Contractor on site, discussions and exchanges with the Demolition Contractor;
- Any other relevant information.

Weekly Monitoring Report:

Weekly monitoring reports should minimally include, but not be limited to:

Without limitation, these reports shall contain the following:

- General and specific description of the project as well as project-specific information (project numbers, contacts, stakeholders, etc.);
- Summary description of the interventions;
- Compilation of the following elements:
 - o Weighing slip and transport manifests;
 - o Compilation of the helicopter's flight hours;
 - o Compilation of Demolition Contractor and Consultant hours.
- List of mitigation measures completed;
- Volume and type of waste disposed;
- Changes to the work plan, if any;
- Incident reports from the Demolition Contractor and consultant, if applicable;
- Additional corrective actions taken, if any.

Final Report of Proceedings:

The certification report of the compliant performance of the work shall at a minimum include, but not be limited to, the following:

- Summary of the project;
- Initial scopes of work and requirements;
- Describe the changes to the scope of work that have been made and the rationale for them;
- If air sampling (daily and/or final): interpretation with respect to the level of exposure risk according to the tasks and the control and protection measures in place. **(Include in appendix the record of air analyses performed);**
- Leakage and efficiency certificates for HEPA filters on vacuum cleaners and negative pressure units (DOP certificate);
- Certificates of analysis from laboratories;
- Compilation of the following elements:
 - o Weighing slip and transport manifests;
 - o Compilation of the helicopter's flight hours;
 - o Compilation of Demolition Contractor and Consultant hours.
- Compilation of daily monitoring reports;
- **Transport slips and manifests, logs (weighing slips) for the transport and disposal of waste materials;**

- Transmittal slip, weighing slip and transport manifest for the disposal of hazardous materials and problematic materials (asbestos);
- Demolition contractor certification documents (training certification; fit test certification, etc.) *****No identification or personal information is to be submitted in the report*****;

Work Photo Record Requirements:

The consultant must carry out a regular photographic follow-up of the demolition work. The consultant shall also conduct a pre- and post-construction photographic survey of the site. All photographs shall be submitted on a flash drive and given to DFO at the end of the work, meeting the following requirements:

- The photos must have been taken with a digital camera with a good resolution;
- The time and date must appear on each photograph;
- Logical nomenclature should be used in the naming of files (e.g. date_location_description.jpg).

6.2 Archaeological Monitoring

Intervention report

If archaeological remains are discovered during the work, a final response report, **preliminary version**, which shall include:

- a description of the mandate;
- stratigraphic surveys;
- photographic and cartographic surveys of the interventions;
- the interpretation related to the function and chronology of occupation of each of the remains discovered.
- original field notes (lot-soil summaries and descriptions of remains and structures);
- survey books (elevations);
- manual field drawings;
- digital photographs with a description of the shots (photo book);
- the original stratigraphic records;
- digital georeferenced surveys by total station or high precision GPS survey;
- the plans of the sub-operations and of the whole of the discovered vestiges and structures;
- processing (cleaning and numbering) and repackaging of the collected artifacts;
- the artifact inventory (electronic version on Excel);
- the contents inventory (list of materials by lot number) in electronic and hard copy, of each box of repackaged artifacts

Following the requests for corrections, a **final version of the** report must be submitted.

6.3 Environmental characterization of soils

Characterization plan

Following the awarding of the contract, DFO will forward to the selected consultant the reports of previous studies relevant to the characterization work. The consultant shall then forward to the DFO representative a characterization plan, including a figure indicating the proposed location and depth of the surveys. The characterization plan shall include an analytical program. Work may commence following approval of the building characterization plan and depending on the progress of the building demolition.

Documents to be presented during the work

A daily report outlining the daily activities of the Consultant and its subcontractors shall be forwarded to the DFO representative on a daily basis or no later than the following morning. This report shall include, but not be limited to, the following items:

- Names of consultant and subcontractor employees in the field;
- The activities carried out;
- Vegetation status form
- The list of samples taken ;
- Start and end times of the workday (technicians and day workers);
- Other activities carried out;
- The difficulties encountered, if any; and,
- Photographs as needed

Risk assessment diagram form

Following the environmental characterization of the soils and the reception of the analysis results, the contractor will have to complete the risk assessment diagram form in order to evaluate if additional work must be done.

The consultant will be required to submit this form along with tables of results, certificates of analysis and cost estimates to the DFO representative.

Environmental characterization report

The characterization report shall contain relevant information with respect to the following items if applicable (but not limited to):

Executive Summary (English and French)

Introduction

- Description of the work
 - Description of environmental issues.
- Methodology
 - Location of underground services and infrastructures;
 - Surveys;
 - Sampling methodologies and sample nomenclature;
 - Characterization program;
 - Analytical program;
 - Quality Assurance/Quality Control (QA/QC) Program;
 - Grading and surveying; and
 - Health and safety.
- Physical characteristics of the study area
 - Stratigraphy;
 - Hydrogeology;
 - Indications of contamination;
- Analytical results
 - Federal and provincial evaluation criteria;
 - Environmental quality of soil and groundwater;
 - QA/QC Program Results.
- Interpretation of results
 - Extent of soil and/or waste contamination according to the different ranges of contamination (according to provincial and federal criteria).
- Conclusions and recommendations
- References

Figures - at a minimum a general location plan, a map showing the location of the test pits, a plan

showing schematically the analytical results obtained from the samples collected and analyzed under this mandate and if required a plan showing the extent of soil/residual material contamination according to federal and provincial requirements

Tables - Table compiling soil test results in comparison to CCME Canadian Environmental Quality Guidelines, Canada Wide Standard (CWS) for Petroleum Hydrocarbons (PHC) in Soil (January 2008) (Tier 1 and Tier 2), MELCC Response Guide Criteria and Schedule I of the Contaminated Soil Landfill Regulation; Exceedances of Guidelines, Criteria, Standards and Norms must be clearly indicated.

Important note: *In order to optimize his work, the Consultant will have to submit a preliminary version of the report tables for approval before their finalization, in order to allow the DFO representative to carry out an initial review and to validate, for example, that the criteria/recommendations retained for the evaluation of the quality of the various media are in conformity with DFO's expectations.*

Appendices - At a minimum, borehole reports, field sheets, site photographs, certificates of analysis, and quality controls.

CNS sheet

The Canadian Council of Ministers of the Environment (CCME) 2008 NCS Scorecard (v1.3) must be completed for the sites listed, with a rationale for each score. It may be appended to the report.

Environmental liability - Future rehabilitation cost

Following the environmental characterization work, if contamination is present on the site, an environmental liability will need to be estimated for the removal of this residual contamination. A remediation cost estimate shall be prepared and presented in a letter report format. The consultant shall confirm with DFO the remediation target to be used in the preparation of the remediation cost estimate.

7. TERMS OF THE MANDATE

7.1 Work schedule

From date of Contract, preparatory meetings and deliverables are scheduled. For environmental monitoring, field work must begin on October 1, 2021 and be completed by December 3, 2021. Environmental characterization can be completed as the buildings are demolished. The consultant will present their schedule of work in the environmental characterization plan. The characterization plan will need to be delivered and accepted prior to undertaking the characterization work. The DFO representative will submit comments within one (1) week of receiving the preliminary characterization plan.

The complete preliminary environmental characterization and monitoring report is due 21 working days following the end of the field work. The final report will be due two (2) weeks after receipt of DFO's comments.

7.2 Language of communication

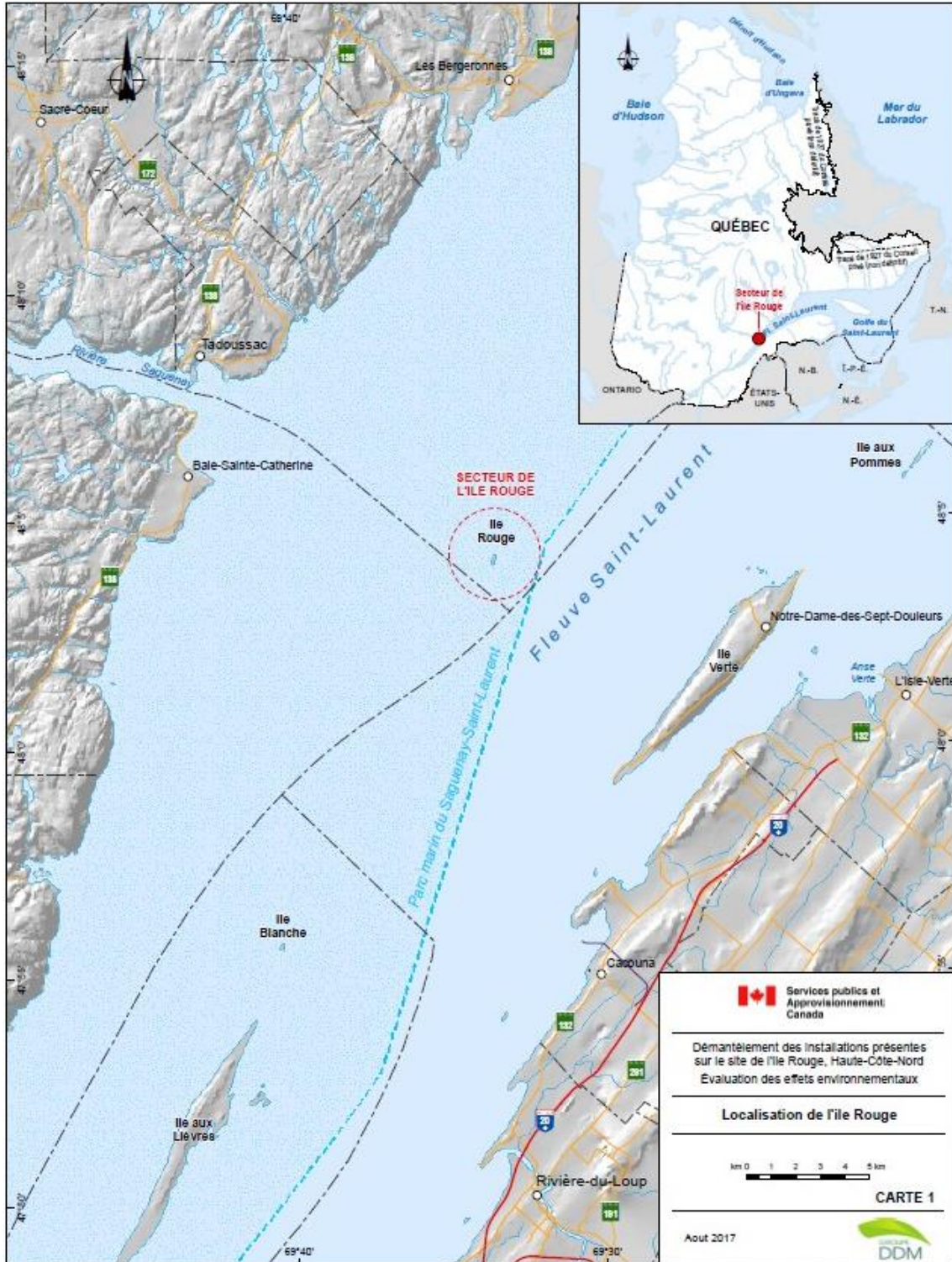
All verbal and written communications with the Department's representative will be in French, at an Advanced level. Similarly, all documents provided by the firm, such as reports and test results, shall be provided in the French language in a structured, understandable and correctly spelled manner.

Language Skills Grid			
	Verbal communication	Understanding	Written communication

Basic	<p>A person who expresses himself or herself verbally at this level may:</p> <ul style="list-style-type: none"> • Ask and answer simple questions; • give simple instructions; • give uncomplicated instructions related to routine work situations 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • understand very simple texts and grasp the main theme of texts on familiar topics; • read and understand simple pieces of information, such as dates, numbers or names from relatively more complex texts to perform routine job-related tasks 	<p>A person writing at this level may:</p> <ul style="list-style-type: none"> • write single words, phrases, questions, or simple statements on very familiar topics using words that relate to time, place, or people.
Intermediate	<p>A person who expresses himself or herself verbally at this level may:</p> <ul style="list-style-type: none"> • sustain a conversation on concrete topics; describe actions taken; • give specific instructions to employees; • provide factual descriptions and explanations 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • grasp the general meaning of most texts concerning work; • Identify specific pieces of information from texts; • distinguish between main and secondary ideas. 	<p>A person writing at this level may:</p> <ul style="list-style-type: none"> • have sufficient command of grammar and vocabulary to convey explicit information on work-related topics
Advanced	<p>A person who expresses himself or herself verbally at this level may:</p> <ul style="list-style-type: none"> • support points of view; express and understand hypothetical and conditional ideas 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • understand most of the complex details, implicit ideas and undertones; - • understand texts that deal with specialized or less familiar issues. 	<p>A person writing at this level may:</p> <ul style="list-style-type: none"> • write coherent, elaborate and structured texts.

ATTACHMENT "1" TO ANNEX "A"

SITE LOCATION



ATTACHMENT "2" TO ANNEX "A"

LIST OF PREVIOUS STUDIES PER SITE

Title	Reference No.	Author	Year
Archaeological potential study, Île Rouge	54400-2021-034	Jean-Yves Pinal	2021
Documentation of remediation and risk management liability estimates	54400-2021-031	DFO	2021
Checklist for long-term monitoring of contaminated soil	54400-2017-069	DFO	2017
Characterization of materials likely to contain asbestos, paint likely to contain lead and other hazardous materials - Île Rouge light station located in the Saguenay-St. Lawrence Marine Park	54400-2017-057	Includes	2017
Decommissioning of Facilities on Île Rouge, Upper North Shore - Environmental Impact Assessment	54400-2017-054	Del Degan, Massé	2017
Risk Management Plan (RMP) Development Support Documents	54400-2016-037	Franz environnement Inc.	2016
Closure tools, including monitoring plan, FCSAP funded projects, Open Sites, Volume 1	54400-2016-009	DFO	2016
Documentation of estimates of remediation liabilities and contaminated soil volumes	54400-2016-001	DFO	2016
Evaluation of the methodological approach for the assessment and monitoring of vegetation status	54400-2014-014	CJB Environment Inc.	2014
Toxicological and Ecotoxicological Risk Assessment - Île Rouge Light Station	54400-2014-013	CJB Environment Inc.	2014
Characterization and decontamination of lighthouse stations in the Charlevoix region, Anticosti Island and the Magdalen Islands - Fall 2004	54400-2005-036	Roche Consulting Group	2005
Paint sampling at Cap-de-la-Madeleine, Île Verte, Île Bicquette, Île Rouge, Cap-aux-Saumon and Cap-de-la-Tête-au-Chien lighthouses.	54400-2003-057	Robert Hamelin & Associates Inc.	2003
Site remediation program. Screening of contaminated sites. Compilation of historical data.	54400-2001-017	Roche Consulting Group	2001
Site remediation program. Screening of contaminated sites. Compilation of historical data. Environmental Fact Sheets Volume VI from Robin Island to Koksoak River	54400-2001-012	Roche Consulting Group	2001
Updating of environmental data sheets for 38 navigation sites	54400-2000-003	Biogenics	2000
Final decontamination (Phase III) Île Rouge	54400-1999-018	Biogenics	1999

Solicitation No. - N° de l'invitation
30000817
Client Ref. No. - N° de réf. du client
30000817

Amd. No. - N° de la modif.
File No. - N° du dossier
450000XXXX

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

Navigation Aid Site Remediation Program. Contaminated Site Testing Program - 1998 - Laurentian Region.	54400-1999-012	Entraco Inc.	1999
Database - Environmental Site Remediation Program Environmental Data Sheets - Laurentian Region, Volume 1	54400-1999-005	Entraco Inc.	1999
1998 Contaminated Sites Testing Program - Laurentian Region, Volume 1	54400-1999-003	Entraco Inc.	1999
Navigation Aid Site Remediation Program (follow-up to 1997 biotreatment)	54400-1997-002	Biogenics	1997
Clean up of navigational assistance sites,	54400-1997-001	Biogenics	1997
Remediation of Navigation Aid Sites - Cap-Gribane, Pointe-des-Monts and Île-Rouge	54400-1996-015	Biogenics	1996
Remediation of navigational aids sites.	54400-1996-012	Biogenics	1996
Lighthouse stations - Laurentian region.	54400-1996-006	Canadian Coast Guard	1996
Remediation of navigational aids (Cap-Gribane, Pointe-des-Monts and Red Islands)	54400-1996-001	Biogenics	1996
Canadian Coast Guard Light Stations Soil Characterization Phase 2: Volume Estimation	54400-1995-001	Tetra Tech	1995
Soil characterization of Canadian Coast Guard light stations and heliports	54400-1993-004	Shooner	1993
Soil Characterization of Canadian Coast Guard Light Station and Heliport	54400-1993-002	Shooner	1993
Soil characterization of Canadian Coast Guard light stations and Heliport,	54400-1993-001	Shooner	1993
Site Cleanup - Lighthouse Stations	54400-1992-001	Canadian Coast Guard	1992
Photos of headlights	54400-1991-003	Canadian Coast Guard	1991
Inventory of potentially contaminated federal lands in Quebec,	54400-1991-001	Roche Groupe conseil and D'Aragon, Desbiens, Haldes associés ltée.	1991

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450000XXXX

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

ANNEX "B"

BASIS OF PAYMENT

The Contractor will be paid firm hourly rates as follows, for work performed under the contract. Customs duties are excluded and applicable taxes are extra.

Resource	Names	Hourly rate (excluding taxes)
Project Director		\$ _____
Senior Project Manager		\$ _____
Intermediate technicians		\$ _____
Archaeologist		\$ _____


Option Period (March 1, 2022 to May 31, 2022) - this deliverable is considered optional work, and is not part of the original contract

	Hourly rate (excluding taxes)
Soil remediation plan	
Drafting of a soil remediation plan, according to the analysis results obtained	_____ \$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Clear Data - Effacer les données

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat
	Security Classification / Classification de sécurité UNCLASSIFIED
English Instructions	Instructions français

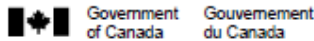
**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Pêches et Océans Canada	2. Branch or Directorate / Direction générale ou Direction BIESS	
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 Surveillance environnementale et caractérisation environnementale des sols à l'île Rouge		
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 (e.g. cleaners, maintenance personnel) require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input 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 commerciales sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

UNCLASSIFIED





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

No / Non Yes / Oui

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 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	<input type="text"/>		

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

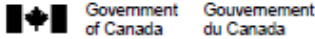
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ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

Security Classification / Classification de sécurité UNCLASSIFIED



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC							
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret		
											A	B	C					
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.
12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité UNCLASSIFIED
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