



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

Bid Receiving/Réception des soumissions
Attn: Diane Perkins
Email address: Diane.Perkins@rcmp-grc.gc.ca

**SOLICITATION
AMENDMENT**

**MODIFICATION DE
L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

| | | |
|---|-------------------|--|
| Title – Sujet A&E Internal Road Study | | Date December 7, 2021 |
| Solicitation No. – N° de l'invitation 202202406 | | Amendment No. – N° de la modification 3 |
| Client Reference No. - No. De Référence du Client | | |
| Solicitation Closes – L'invitation prend fin | | |
| At /à : | 2 :00 PM | EST (Eastern Standard Time) HNE (heure normale de l'Est)) |
| On / le : | December 10, 2021 | |
| F.O.B. – F.A.B | GST – TPS | Duty – Droits |
| Destination of Goods and Services – Destinations des biens et services See herein | | |
| Instructions See herein | | |
| Address Inquiries to – Adresser toute demande de renseignements à Diane Perkins Diane.perkins@rcmp-grc.gc.ca | | |
| Telephone No. – No. de téléphone 613-327-7437 | | Facsimile No. – No. de télécopieur |

| | |
|---|--|
| Delivery Required – Livraison exigée | Delivery Offered – Livraison proposée |
| Vendor/Firm Name, Address and Representative – Raison sociale, 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/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |



Solicitation Amendment: 003

This solicitation amendment 003 has been raised to:

- (A) Respond to a question regarding the RFP.
- (B) Identify changes to the RFP.

(A) QUESTIONS AND ANSWERS

Question 1:

Is the Campus Master Plan referenced on page 15 of this RFP available for review?

No. The document contains information which can not be released to the public. It will be made available to the successful bidder once security clearances have been confirmed.

Question 2:

This solicitation (No. 202202406) is related to a parallel solicitation for the Site Drainage Study (No. 202202407). These two solicitations have significant overlap in team requirements, scope of work, and proposal submission requirements. Further, a single work plan would result in increased efficiency and better integration between studies. Would RCMP consider allowing Proponents to submit a single proposal in response to both solicitations?

No. These are two separate solicitations therefore one proposal per solicitation must be submitted.

Question 3:

This solicitation (No. 202202406) is related to a parallel solicitation for the Site Drainage Study (No. 202202407). These two solicitations have significant overlap in team requirements, scope of work, and proposal submission requirements. Further, delivery of both projects would provide cost savings across all components, including project management, data collection, schematic design, and approvals. Would RCMP accept a price reported in the Financial proposal which accounts for these cost savings, assuming the proponent were awarded both studies?

Refer to Appendix C - Price Proposal Form for the information that must be submitted for this solicitation. Refer to answer #2 in this solicitation amendment.

Question 4:

For scheduling, would the RCMP confirm the anticipated date of contract award and commencement of the project?

The RCMP cannot anticipate the date of contract award or when the project will commence.

Question 5:

Pg. 51 of the RFP (Rated Requirement R1.1) indicates the Proponent may list a maximum of three reference projects, however, only the first two projects will be considered. Would the RCMP confirm rationale for allowing a third project to be included, given it will not be considered? Will proponents be penalized for submitting only two projects?

The intent is to allow the proponents to demonstrate the breadth of their experience, while as stated only the first two projects would be used in the evaluation and only one project per JV partner would be evaluated.

There would be no penalty for only submitting the required two projects or only one project per JV partner.

Question 6:



Pg. 51 of the RFP (Rated Requirement R1.2) indicates the Proponent may list a maximum of three reference projects for sub-consultant firms, however, only the first two projects will be considered. Would the RCMP confirm rationale for allowing a third project to be included, given it will not be considered? Will proponents be penalized for submitting only two projects?

The intent is to allow the proponents to demonstrate the breadth of their experience, while as stated only the first two projects would be used in the evaluation and only one project per JV partner would be evaluated.

There would be no penalty for only submitting the required two projects or only one project per JV partner.

Question 7:

Pg. 19 of the RFP (Deliverable 11) indicates the Proponent should prepare documentation required for FLUDA submission. Would RCMP confirm if the scope includes submission of FLUDA application and obtaining FLUDA approval?

The scope does not include a FLUDA submission and approval. The consultant as per deliverable 9 will be required to meet with NCC staff to review a recommended design, receive comments and modify as appropriate the schematic proposal.

The consultant as per deliverable 11 will be required to prepare presentation materials in support of a FLUDA submission but will not be required to submit the application or seek approval as part of this study.

Question 8:

Would the RCMP confirm if there is flexibility in the end date of June 30, 2022, if needed, to accommodate project deliverables, investigations, etc.?

June 30, 2022 is a target date for completion. If circumstances warrant a schedule extension, it will be determined at the time as appropriate.

Question 9:

Would the RCMP confirm if CVs are included within the 60 page limit?

Refer to the solicitation, Appendix F section SRE 1. Submission Requirements, 1.1.1 f and 1.1.1.f.i thru to vii. for what is included and excluded from the proposal page count.

Question 10:

The RFP indicates that a comprehensive topographic survey for the entire site is required and use of publicly available data is anticipated. Would RCMP confirm that a physical land survey of the site is not required, and that it will be the consultant's responsibility to obtain publicly available topographic mapping as deemed appropriate to meet project objectives and deliverables? If a land survey is required, please provide details on vertical accuracy and horizontal resolution.

A physical on-site land survey is not required.

The consultant will be responsible to obtain publicly available topographic mapping sufficiently detailed to prepare a comprehensive site topographic survey, as appropriate, to meet project objectives and deliverables.

Question 11:

Can the RCMP provide a copy of, or applicable excerpts from the Campus Master Plan completed in 2015? Any information pertaining to the existing/proposed site plan will be very useful in preparing a comprehensive response to the RFP.

No. The document contains information which can not be released to the public. It will be made available to the successful bidder once security clearances have been confirmed.



Question 12:

In Appendix B- Team Identification Form, Environmental Engineer/Biologist are listed as a single role. However, in the parallel solicitation for the Site Drainage Study (No. 202202407), Environmental Engineer and Biologist are listed as two separate roles. Would the RCMP confirm that both an Environmental Engineer and Biologist are required on the project team, similar to the Site Drainage Study (No. 202202407)?

For this study, the Consultant Team requirements indicate an expectation of the minimum planning and engineering disciplines required to provide the deliverables for this study. It is anticipated that an environmental engineer and or biologist will be essential on the team to respond to deliverable 6 to provide a project specific overview of the short and long term environmental impact of each schematic proposal. It is up to the proponent to determine the professional resources appropriate to ensure both short and long term environmental impacts are identified and analyzed.

Question 13:

In Appendix B- Team Identification Form, Estimator is not listed as a role. However, in the parallel solicitation for the Site Drainage Study (No. 202202407) Estimator is listed as a role. Would the RCMP confirm if an Estimator is required on the project team, similar to the Site Drainage Study (No. 202202407)?

An Estimator is not required as a part of the Consultant Team.

Question 14:

The RFP does not indicate how many meetings with separate consultant team conducting the parallel Site Drainage Study should be assumed. However, in the RFP for the parallel Site Drainage Study (No. 202202407), it is indicated that a minimum of three meetings with the Internal Road Network consultant team should be assumed. These meetings are the interface between the two projects, requiring attendance from both consultant teams, and it would therefore be expected that this assumption would be common for both projects. Would the RCMP clarify if, for the Internal Road Network Study solicitation (No. 202202406), the proponent should assume a minimum of three meetings with the separate consultant team conducting the Site Drainage Study?

The proponent should allow for 3 coordination meetings with the team conducting the separate Site Drainage study.

Question 15:

Would the RCMP consider providing a "Deadline for Addenda" date, beyond which no further addenda or responses to comments will be provided by RCMP? This date would help proponents finalize and submit proposals efficiently. Ideally this date would be at least a week before the submission deadline.

Refer to Section SI3 Questions and Requests for Clarification.

Question 16:

Given the potential for new information to be provided via Addenda that may trigger revisions to proposal content, would the RCMP consider extending the submission deadline by 1 week?

Refer to Amendment #1.

Question 17:

Tender # 202202406 and Tender # 202202407 require similar work to be performed such as survey, environmental assessment, landscape, etc. If both projects are done concurrently by the same consultant savings are expected to be realized for similar or duplicate services. How should proponents present cost savings under these conditions while assuring adequate financial protection should only one tender be awarded?

Refer to Appendix C - Price Proposal Form for the information that must be submitted for this solicitation. These are two separate solicitations therefore one proposal per solicitation must be submitted.

Question 18:



Can the actual area to be included in the scope of work be clarified via a map? It is unclear if the scope includes the entire property or only the built-up area on the North side near St Joseph Blvd.

The scope includes the entire property extending from St Joseph Blvd at the north to Innes Road at the south.

Question 19:

Given the significance the responses to questions will have and given responses are expected to be issued close to the closing date, can the closing date be extended by 4 weeks to allow proponents to appropriately include new information in proposals?

Refer to Amendment #1.

Question 20:

Does the RCMP have traffic count data on the pedestrians and cyclists accessing their facility in peak hours that can be utilized within the development of infrastructure requirements?

No. The Consultant will have to generate predictive traffic volume data based on development and growth projections contained in the Campus Master Plan.

Question 21:

Does the RCMP have traffic count data for the processing of staff vehicles/pedestrians/contractors through the security perimeter that can be used in the traffic analyses?

No. The Consultant will have to generate predictive traffic volume data based on development and growth projections contained in the Campus Master Plan.

Question 22:

Will the RCMP indicate the number of Project Management Meetings required throughout the duration of study?

At minimum bi-weekly project meetings should be anticipated. The Proponent should allow for a minimum of 12 project meetings of minimum 2 hour duration. Agenda for project meetings will include work status and schedule updates, information exchange, RCMP subject matter experts inputs and deliverable presentations as appropriate.

Question 23:

Will the RCMP indicate the timeframe needed for them, as well as the NCC, to review the various stages of the design approach and provide the necessary sign-offs at each stage.

Refer to Answer #22 above. In addition, allow for a minimum of 2 meetings with NCC. The proponent should allow a minimum of 10 and a maximum of 15 working days for the review each deliverable.

Question 24:

The Drainage Study RFP refers to meetings with the Transportation Team, but these meetings are not listed in the Transportation RFP. Can you please clarify. Are there any additional meetings required internally with RCMP staff excluding the Project Management Meetings?

Refer to Answer #14 and #22.

Question 25:

The Campus Master Plan prepared in 2015 established planning and design principles at a high level. In the current mandate the consultant will have to prepare schematic design options. So, in order to precisely respond to



this request, would you be more specific on the scope and level of design details expected for preparing schematic design?

Refer to “Study objectives” on pages 16 to 18 and “Deliverables”.
Schematic designs must be developed at an adequate level of detail to illustrate achievement of the study objectives and deliverables.

Question 26:

In the deliverables, you mention that the consultant will “meet with designated NCC staff to review selected design and modify as appropriate based on inputs from NCC as accepted by RCMP”. Will the chosen consultant be required to meet or present to the Advisory Committee on Planning, Design and Realty or to the Advisory Committee on Planning, Design and Realty or to the Advisory Committee on Universal Accessibility?

No. Meetings with NCC will be conducted at the staff level only.

Question 27:

Does the RCMP want the topographical survey completed in the winter months?

A physical on-site land survey is not required.

The consultant will be responsible to obtain publicly available topographic mapping sufficiently detailed to prepare a comprehensive site topographic survey, as appropriate, to meet project objectives and deliverables.

Timing for the gathering the data will be dependent on the timing for the award of contract and the consultants work plan.

Question 28:

Should there be a separate line item for geotechnical work plan development on pp 24 – PART A – REQUIRED SERVICES?

Refer to Change #7 below.

Question 29:

Will a legal survey be provided by the client?

A full comprehensive legal survey is not available. A full legal description of the property will be provided.

Question 30:

If two different firms are selected for Roadway and Drainage projects, who is responsible for the FLUDA process?

If different firms are the successful proponents, each firm will have responsibility for consultations independently.

Question 31:

Due to the questions requiring clarification, will the RCMP consider extending the proposal deadline by 2 weeks?

Refer to Amendment #1.



Question 32:

Is the Project Manager considered part of the key personnel?

The RFP does not specifically request a Project Manager as a separate individual. It is anticipated that one of the required professionals representing the proponent will manage the team and will therefore be one of the key personnel.

Question 33:

It is our understanding that the reference projects submitted in Rated Requirement 1 (R1) and Rated Requirement 2 (R2) are per firm and not per specialty.

Please confirm the following:

1. In R1 we are supposed to provide 3 reference projects for the prime consultant firm which will apply to the specialty roles completed in-house by the prime consultant
2. In R2 we are supposed to provide 3 reference projects for sub-consultant firms that form part of our team
 1. The referenced projects completed with reference to R.1 are for the Proponent (Prime Consultant-Architect or Engineer.
 2. The referenced projects completed with reference to R.2 are for the Key-Sub Consultant firm/Specialists on Projects which may include in house specialty roles.

Question 34:

Given the need for the number of named roles and confirmation of security clearance for all project team members, may we request an extension of the proposal submission by two weeks to December 14, 2021?

Refer to Amendment #1.

Question 35:

Page 15 of 55 – “FoTenn consultants developed a Campus Master Plan (CMP) for the RCMP Technical Protective Operations Facility (TPOF) campus located at 1426 St. Joseph Blvd., in Orleans, Ontario, in late 2015.”

Can a copy of this plan be provided as background information for the preparation of this project scope?

Refer to Answer #1.

Question 36:

Page 51 of 55 – “Select a maximum of three (3) reference projects completed by the Consultant Team key sub-consultant firms / specialists within the last ten (10) years per key sub-consultant firm / specialist. Only the first two (2) projects listed for each Consultant Team key sub-consultant firm/specialist, in sequence will receive consideration and any others will not receive consideration.”

Please clarify if two (2) or three (3) projects are required for each key sub-consultant firm/specialist?

Refer to Answer #5.

Question 37:



Page 51 of 55 – “Describe the accomplishments, achievements and experience of the Consultant Team key sub-consultant firms / specialists, either as the Consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.”

a) Please confirm if the proponent is providing multi-disciplinary services that Appendix B – Team Identification Form is to be filled out with the project manager listed under the prime consultant and other key specialists from the same firm to be listed under the appropriate sections of 2. Key Sub Consultants / Specialists (rather than all specialists from that firm to be listed under 1. Prime Consultant).

b) The RFP references a “planner or planning team (Urban and Transportation)” as a required consultant team member. For a firm with separate Urban Planning and Transportation Planning specialists, is it required that reference projects from these teams be combined under the “Planning Team” heading? i.e., If the response to Rated Requirement 2 included an Urban Planning team and a Transportation Planning team each with two reference projects, would all of these reference projects all be included in the evaluation?

a) Correct

b) Up to a maximum of 3 projects to be provided for the Planner or a Planning Team. (Urban and Transportation).

Question 38:

Page 18 of 55 – “3 Prepare a comprehensive site topographic survey of the study areas to facilitate planning and design scope. Use of publicly available topographic information is anticipated”

Please clarify if a new topographic survey for this project is to be completed.

Refer to Answer #10.

Question 39:

Page 15 of 55 – “The CMP calls for the development of several new buildings, site amenities, new parking areas and roads all of which may serve to concentrate storm runoff. A comprehensive plan is required to guide future development to ensure storm runoff can be managed/contained on site in the short and long term without directing additional volumes to offsite water courses or City of Ottawa storm sewers.”

Page 17 of 55 – Study Objectives 4 (vi) “Consider impacts on storm drainage” and 8. Provide guidance and input to a separate concurrent study related to storm drainage for the site.”

Considering that the Site Drainage Study is being undertaken as a separate assignment (Solicitation #202202407), please clarify the extent that the Internal Road Network Study will be required to consider storm drainage. Will any specific deliverables be required or is this limited to coordination with the team undertaking the Site Drainage Study?

It is expected that the storm drainage impacts of the development and road network will be addressed by Site Drainage study which will be conducted in a parallel time frame. Coordination between the consultant teams will be required..

Question 40 :



Page 19 or 55 – One of the tasks identified in the RFP is to “prepare documentation (presentation materials) as required for submission to NCC for preliminary FLUDA approval.”

Will any federal *Impact Assessment Act* approval be required at this stage, as part of the FLUDA process?

No. There will be no “approvals” required during the course of this study, however consultation with the appropriate Authority will be required to ensure proposals put forward address criteria upon which approvals may be applied for after the studies are complete.

Question 41 :

Page 16 of 55, Study Objectives (1) – “Requirements include but are not limited to traffic flow, access to secured and non-secured (visitor) parking, security considerations for pedestrians, cyclists, personal and operational vehicles, construction traffic, commercial vehicle inspection, vehicle rejection lane, emergency operations and site egress.”

Study Objectives (2) – Investigate and propose options to enhance perimeter security, site access and controls for pedestrians, vehicles and cyclists.

Is it the intention that design input related to security requirements will be provided by RCMP during the study, or it is expected that the proponent’s consultant team include a specialist to provide this?

Security requirements sufficient to establish objectives for proposals will be provided by the RCMP

Question 42 :

Page 17 of 55:

Study Objectives (4)(ix) “Consider options for emergency evacuation of the site.

Study Objectives (5)(f) “Emergency vehicle access, circulation and site evacuation.”

Deliverables (5) “Prepare a minimum of two (2) comprehensive schematic designs for review by RCMP addressing all Study Objectives stated above. The schematic designs must include options for [...] e) schematic designs for an emergency site evacuation route.”

Is it the intention that design input related to emergency evacuation requirements for the site will be provided by RCMP during the study, or it is expected that the proponent’s consultant team include a specialist to provide this?

Design input will be provided. A specialist is not required

Question 43 :

Clarification:

Environmental / Biology Scope items:

- Are there any existing documents/information related to natural environment existing conditions for the site? If so, will the client provide these to the study team?
- Will the biologist(s) be permitted access to the entire site to evaluate potential natural environment constraints?

Environmental Effects Determination reports for recent projects on site will be made available to the study team



The biologist will be able to access the entire site.

Question 44 :

Based on the Instructions to Proponents on page 23 – items 6,7 requests hourly rates by category. The table on page 25 is titled Key Personnel. Can you please clarify if the table on page 25 requires both the specific rates for the Key Personnel as well as the rates for general categories of personnel.

The proponent should include all categories of personnel that could be anticipated for any future contract amendments.

(B) CHANGES TO THE RFP

1. At the Table of Contents add the following:

Supplementary Instructions to Proponents (SI)
SI11 COVID-19 Vaccination Requirement
SI12 COVID-19 Vaccination Requirement Certification

Supplementary Conditions (SC)
SC3 Compliance with On-Site Measure, Standing Orders, Policies, and Rules

List of appendices & attachments:
Appendix G - COVID-19 Vaccination Requirement Certification

2. Under Supplementary Instructions to Proponents (SI) of the solicitation document, the following clause has been added:

SI11 COVID -19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

SI12 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

3. Under Supplementary Conditions (SC) of the solicitation document, insert the following clause:

SC3 Compliance with On-Site Measure, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

4. At Appendix E Declaration/Certification Form of the solicitation document, the following clause has been added:

5. COVID-19 vaccination requirement certification



In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Proponents must provide with their proposal, the COVID-19 Vaccination Requirement Certification attached to this solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5. Add Appendix G: COVID-19 Vaccination Requirement Certification to the solicitation document, please see attachment.

6. In the French version of the RFP under IP3 make the following revisions:

- a) add a period after the email address.
- b) correct the word 'réponde'.

7. **DELETE** Appendix C: Price Proposal Form of the solicitation document in its entirety and **INSERT** Appendix C: Price Proposal Form attached.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



APPENDIX C - PRICE PROPOSAL FORM

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).
2. PROPONENTS SHALL NOT ALTER THIS FORM.
3. Price Proposals are not to include Applicable Taxes.
4. Price Proposals will be evaluated in Canadian Dollars.
5. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into the Part A of this Appendix.
6. In order to ensure that fair and competitive hourly rates are received for each of the positions listed in Part B, the following requirement must be strictly adhered to: The Proponent shall provide a single fixed hourly rate for each category of personnel of the Consultant and sub-consultants for the duration of any resulting Contract.
7. The single fixed hourly rate identified for each category of personnel of the Consultant and each sub-consultant shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource. Canada reserves the right to negotiate all hourly rates.
8. **Only Part A of this Appendix will be used for the price evaluation.**

Survey #1 Project Title: Site Drainage Study

Name of Proponent:

The following Part A will form part of the evaluation process:

PART A - REQUIRED SERVICES



Part A - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

| Service *: | Fixed Fee (CAD excluding Applicable Taxes): |
|--|--|
| Completion of tasks and Submission of report covering deliverables 1 to 4 | \$ _____ |
| Completion of tasks and Submission of deliverables 5 to 8 | + \$ _____ |
| Completion of tasks and submission of deliverables 9 to 12. | + \$ _____ |
| MAXIMUM FIXED FEES: | = \$ _____ |

TOTAL EVALUATED FEE FOR REQUIRED SERVICES

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Evaluated Fee \$.....

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.



PART B - OTHER ADDITIONAL SERVICES

Part B.1 – Time Based Fees (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services).

The time based fees in Part B.1 will **not** be included in the total estimated cost on the front page of the contract.

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

| Key Personnel | |
|---------------|-----------------|
| Position | \$ per hour (*) |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements). All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.



APPENDIX 'G'
COVID-19 Vaccination Requirement Certification Form (Single Contract)

Certification

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to Contract _____ (*contract number*), warrant and certify that all personnel that _____ (*name of business*) will provide on this Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) _____ fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- (b) _____ for personnel that are unable to be vaccinated due to a certified medical contraindication religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures as of November 15, 2021 that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.