



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:

Director Services Contracting 4 (D Svcs C 4)
Attention: Rob Best
By e-mail to:
DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca

Proposal To: National Defence 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 therefore.

Proposition à: Défense nationale 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 annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

**THIS DOCUMENT CONTAINS SECURITY
REQUIREMENT.**

**CE DOCUMENT CONTIENT EXIGENCE EN
MATIÈRE DE SÉCURITÉ.**

Solicitation Closes – L'invitation prend fin

At: – à:
2:00 PM Eastern Standard Time (EST)
On: – le :
27 January 2022

Title – Titre Audit of Environmental Management Systems	Solicitation No. – N° de l'invitation W6369-22-X025
Date of Solicitation – Date de l'invitation 16 December 2021	
Address Enquiries to: – Adresser toutes questions à: by e-mail to Robert.Best@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No. – N° de fax
Destination National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée	Delivery Offered – Livraison proposée
Vendor Name and Address – Raison sociale et adresse du fournisseur	
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 (caractère d'imprimerie)	
Name – Nom _____	Title – Titre _____
Signature _____	Date _____

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS.....	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	5
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION	7
2.5 APPLICABLE LAWS	7
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	7
PART 3 - BID PREPARATION INSTRUCTIONS	9
3.1 BID PREPARATION INSTRUCTIONS	9
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE.....	11
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	12
4.1 EVALUATION PROCEDURES.....	12
4.2 BASIS OF SELECTION - HIGHEST COMBINED RATING OF TECHNICAL MERIT [60%] AND PRICE [40%]	12
ATTACHMENT 1 TO PART 4, EVALUATION CRITERIA	14
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	17
5.1 CERTIFICATIONS REQUIRED WITH THE BID	17
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	17
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	19
6.1 SECURITY REQUIREMENTS.....	19
PART 7 - RESULTING CONTRACT CLAUSES.....	20
7.1 STATEMENT OF WORK	20
7.2 STANDARD CLAUSES AND CONDITIONS	21
7.3 SECURITY REQUIREMENTS.....	21
7.4 TERM OF CONTRACT	22
7.5 AUTHORITIES.....	22
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	23
7.7 PAYMENT	23
7.8 INVOICING INSTRUCTIONS	24
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	25
7.10 APPLICABLE LAWS	25
7.11 PRIORITY OF DOCUMENTS.....	25
7.12 DEFENCE CONTRACT	25
7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR)	25
7.14 NON-DISCLOSURE AGREEMENT	25
7.15 DISPUTE RESOLUTION	26
7.16 ADDITIONAL CLAUSES	26
ANNEX "A" - STATEMENT OF WORK.....	27
ANNEX "B" - BASIS OF PAYMENT.....	33
ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST	35
ANNEX "D" TO PART 3 OF THE BID SOLICITATION.....	39
ELECTRONIC PAYMENT INSTRUMENTS	39
ANNEX "E" - DND 626 TASK AUTHORIZATION FORM	40
ANNEX "F" - NON-DISCLOSURE AGREEMENT	42
ANNEX "G"- COVID-19 VACCINATION REQUIREMENT CERTIFICATION	43

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The List of Attachments include:

Attachment 1 to Part 3: Pricing Schedule
Attachment 1 to Part 4: Technical Criteria

The List of Annexes include:

Annex "A": Statement of Work
Annex "B": Basis of Payment
Annex "C": Security Requirements Check List (SRCL)
Annex "D": Electronic Payment Instruments
Annex "E": Task Authorization Form, DND626
Annex "F": Non-Disclosure Agreement (NDA)
Annex "G": COVID-19 Vaccination Requirement Certification

1.2 Summary

- 1.2.1** This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "Client") for the provision of two certified (2) Environmental Auditors to conduct annual Environmental Management System audits.

It is intended to result in the award of one (1) Contract for one (1) year, plus five (5) one-year irrevocable options allowing Canada to extend the term of the Contract.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security

clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- 1.2.3** The resulting contract will not include deliveries of services within locations that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.
- 1.2.4** 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.

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.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- (a) Section 02, Procurement Business Number, is deleted in its entirety.
- (b) In section 05, Submission of bids, subsection 2.d) is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Department of National Defence organization receiving the bids as specified on page 1 of the bid solicitation;
- (c) In section 05, Submission of bids, subsection 4 is amended as follows:

Delete: 60 days
Insert: 180 calendar days
- (d) Section 06, Late bids, is deleted in its entirety.
- (e) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

07 Delayed bids

It is the Bidder's responsibility to ensure that its entire submission has been received. Misrouting or other e-mail delivery issues resulting in the late submission of bids are not acceptable reasons for the bid to be accepted by the Department of National Defence.

- (f) In section 08, Transmission by facsimile or by epost Connect, subsections 1.a and 2 are deleted in their entirety.
- (g) In section 20, Further information, subsection 2 is deleted in its entirety.

2.2 Submission of Bids

Unless specified otherwise in the bid solicitation or otherwise directed by the Contracting Authority, bids must be submitted only to the Department of National Defence organization by e-mail by the date and time indicated on page 1 of the bid solicitation.

E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that its entire submission has been received. Bidders should not assume that all

documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect bid receipt, bidders are requested to include in the body of their e-mail(s) a list of all documents attached to the e-mail(s), and allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any bids submitted after the closing date and time.

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; and
- 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; and
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid - one (1) soft copy submitted by email.
- Section II: Financial Bid - one (1) soft copy submitted by email.
- Section III: Certifications - one (1) soft copy submitted by email.
- Section IV: Additional Information – one (1) soft copy submitted by e-mail.

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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 Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” 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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. A completed, signed, and dated Page 1 of this solicitation;
2. the name of the contact person (provide also this person's mailing address, phone number and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
3. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information; and
4. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses.

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted all-inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex "A", Statement of Work of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

Resource Category	All-Inclusive Fixed Daily Rate (Cdn \$)	Level of Services (Estimated)	Total (Cdn \$)
	A	B	C = A x B
Period of the Contract: date of Contract Award to one (1) year later (estimated)			
Environmental Audit Services	\$	20 Days	\$
Extended Contract Period 1 (if Exercised): from the end of the Period of the Contract to one (1) year later (estimated)			
Environmental Audit Services	\$	20 Days	\$
Extended Contract Period 2 (if Exercised): from the end of the Extended Contract Period 1 to one (1) year later (estimated)			
Environmental Audit Services	\$	20 Days	\$
Extended Contract Period 3 (if Exercised): from the end of the Extended Contract Period 2 to one (1) year later (estimated)			
Environmental Audit Services	\$	20 Days	\$
Extended Contract Period 4 (if Exercised): from the end of the Extended Contract Period 3 to one (1) year later (estimated)			
Environmental Audit Services	\$	20 Days	\$
Extended Contract Period 5 (if Exercised): from the end of the Extended Contract Period 4 to one (1) year later (estimated)			
Environmental Audit Services	\$	20 Days	\$
Total Evaluated Price for Services (Applicable Taxes excluded):			\$

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.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection - Highest Combined Rating of Technical Merit [60%] and Price [40%]

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all the mandatory evaluation criteria; and
- c. obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.2 Bids not meeting 4.2.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 40$. P_i is the evaluated price (P) of each responsive bid (i).

4.2.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 60$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

4.2.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same

highest combined rating of technical merit and price, the responsive bid, with the lowest evaluated 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 60/40 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 60)	Pricing Score (LP/Pi x 40)	Combined Rating
Bidder 1	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
Bidder 2	98/135 x 60 = 43.55	50/55 x 40 = 36.36	79.91
Bidder 3	82/135 x 60 = 36.44	50/50 x 40 = 40.00	76.44

ATTACHMENT 1 to PART 4, EVALUATION CRITERIA

1. MANDATORY EVALUATION CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Bidders are requested to include a narrative summary to aid in the evaluation process, and in all cases, simply referring to pages of a CV is not a suitable response.

Mandatory Technical Criteria (MT)		
Number	Mandatory Technical Criteria (MT)	Bid Preparation Instructions
RESOURCE 1 – LEAD AUDITOR		
MT1	The Bidder must demonstrate the lead auditor resource has a valid ISO 14001 Environmental Management System Lead Auditor (EMSLA) certification recognized in Canada such as EMSLA certification issued by an Exemplar Global certified TPECS (Training Provider and Examiner Scheme) provider.	The necessary documentation to support the bid in meeting this criterion must include a copy of a certificate or other verifiable proof. Any copy of a certificate should be included in the bid submission, but may be provided after bid closing. The bidder must demonstrate the date the EMSLA certification was obtained.
MT2	The Bidder must demonstrate that the proposed lead auditor resource has a minimum of five (5) years of experience in Environmental Management System (EMS) auditing since obtaining their certification.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or auditor) the stated qualifications/experience were obtained.
MT3	The Bidder must demonstrate that the proposed lead auditor resource has conducted a minimum of five EMS audits as the lead auditor in the last seven (7) years. At least two (2) of the five (5) EMS audits must have examined the aspect of compliance with the Canadian Environmental Protection Act (CEPA) and its regulations.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.
RESOURCE 2 – AUDITOR		
MT4	The Bidder must demonstrate that the auditor resource has a certification of ISO 14001 Environmental Management System Auditor	The necessary documentation to support the bid in meeting this criterion must include a copy of a certificate or other

	(EMSA) recognized in Canada such as EMSA certification issued by an Exemplar Global certified TPECS (Training Provider and Examiner Scheme) provider.	verifiable proof. Any copy of a certificate should be included in the bid submission, but may be provided after bid closing. The bidder must demonstrate the date the EMSA certification was obtained.
MT5	The Bidder must demonstrate that the proposed auditor resource has a minimum of five (5) years of experience in Environmental Management System (EMS) auditing since obtaining their certification.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or auditor) the stated qualifications/experience were obtained.
MT6	The Bidder must demonstrate that the proposed auditor resource has conducted a minimum of five EMS audits in the last seven (7) years. At least two (2) of the five (5) EMS audits must have examined the aspect of compliance with the Canadian Environmental Protection Act (CEPA) and its regulations.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or auditor) the stated qualifications/experience were obtained.

2. POINT- RATED EVALUATION CRITERIA

For the purpose of personnel qualifications, experience gained through formal education will not be considered as experience. All requirements for experience must be obtained in a work environment as opposed to an educational setting. Co-op terms are considered experience provided that they are related to the required activities defined in each criterion.

Rated Technical Criteria (RT)				
#	Rated Requirements	Scoring Method	Max Score	Reference to Additional Substantiating Materials included in Bid
RESOURCE 1 – LEAD AUDITOR				
RT1	In addition to MT3, the Bidder should demonstrate that the proposed lead auditor resource has completed more than two EMS audits in the last seven (7) years examining the aspect of compliance with the Canadian Environmental Protection Act (CEPA) and its regulations.	>2 Audits = 5 points >4 Audits = 8 points >6 Audits = 10 points	10	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or

				auditor) the stated qualifications/experience were obtained.
RT2	The Bidder should demonstrate that the proposed lead auditor resource has experience performing EMS audits for federal departments, agencies or crown corporations in the last seven (7) years.	1-3 Audits= 5 points 4-6 Audits = 8 points >6 Audits = 10 points	10	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or auditor) the stated qualifications/experience were obtained.
RESOURCE 2 – AUDITOR				
RT3	In addition to MT6, the Bidder should demonstrate that the proposed auditor resource has completed more than two EMS audits in the last seven (7) years examining the aspect of compliance with the Canadian Environmental Protection Act (CEPA) and its regulations.	>2 Audits = 5 points >4 Audits = 8 points >6 Audits = 10 points	10	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or auditor) the stated qualifications/experience were obtained.
RT4	The Bidder should demonstrate that the proposed auditor resource has experience performing EMS audits for federal departments, agencies or crown corporations in the last seven (7) years.	1-3 Audits= 5 points 4-6 Audits = 8 points >6 Audits = 10 points	10	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, and in which role (ie – lead auditor or auditor) the stated qualifications/experience were obtained.
Maximum points available			40	
Minimum points required			20	

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 Integrity 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.

5.1.2 COVID-19 Vaccination 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, Annex "G" 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.

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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7- Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

- a) The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable security requirements, basis (bases) of payment and methods of payment, as specified in the Contract.
- c) The Contractor must provide the Technical Authority within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d) The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations, inclusive of any revisions.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

- a) In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$1,000.00.
- b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

-
- c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
 - d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the Contract with task authorizations to the Contracting Authority.

The Technical Authority will forward to the Contracting Authority by e-mail, a copy of all authorized TAs, inclusive of any revisions, issued to the Contractor.

7.2 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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035](#) (2020-05-28) General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

- (a) In section 01, Interpretation, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services
Insert: Minister of National Defence

- (b) In section 22, Confidentiality, subsection 5 is amended as follows:

Delete: Public Works and Government Services (PWGSC)
Insert: Department of National Defence (DND)

7.3 Security Requirements

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

- 7.3.1** The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- 7.3.2** The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
- 7.3.3** Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- 7.3.4** The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
- b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to one (1) year later **(estimated)** inclusive **[to be specified in the resulting Contract]**.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one-year periods 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is: **[to be specified in the resulting contract]**

Name: [redacted]
Title and designation: [redacted]
Organization: [redacted]
Address: [redacted]
Attention: [redacted]
[redacted]
[redacted]
[redacted]
Telephone: [redacted]
E-mail address: [redacted]

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.

7.5.2 Technical Authority

The Technical Authority for the Contract is: **[to be specified in the resulting contract]**

Name: [redacted]
Title and designation: [redacted]
Organization: Department of National Defence, [redacted]

Address: [REDACTED]
Attention: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]

The Technical 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 Technical Authority; however, the Technical 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.

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: [to be specified in the resulting contract]

Name: [REDACTED]
Title: [REDACTED]
Organization: [REDACTED]
Address: [REDACTED]
[REDACTED]
[REDACTED]
Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]

7.6 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.

7.7 Payment

7.7.1 Basis of Payment - Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- a) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ [to be specified in the resulting Contract]. Customs duties are included and Applicable Taxes are extra.
- b) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- c) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- d) 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.

7.7.3 Method of Payment – Single Payment

H1000C (2008-05-12), Single Payment

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoice;
- c. a description of the work delivered; and
- d. any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

- a. The original and one (1) electronic copy must be forwarded by e-mail to the address for the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment; and
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 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 [2035](#) (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) The signed Task Authorizations (including all of its annexes, if any); and
- (g) The Contractor's bid dated **to be specified in the resulting Contract**.

7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

7.13 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "F", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.15 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](#)".

7.16 Additional Clauses

SACC Manual Clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

SACC Manual Clause [A9068C](#) (2010-01-11), Government Site Regulations

ANNEX "A" - STATEMENT OF WORK

1.0 TITLE

Audit of Environmental Management Systems

2.0 BACKGROUND

The Department of National Defence (DND) and the Canadian Armed Forces (CAF) is a large federal government department with a mission to provide combat-effective, multi-purpose forces at home and abroad to protect Canada and Canadians. The Materiel Group serves DND and CAF as a central service provider and functional authority for all defence materiel and equipment programs. The Group ensures the full life cycle of materiel (i.e., procurement, maintenance and support and disposal) is properly managed, including the Materiel Acquisition and Support process. The products of this process (ships, aircraft, trucks, ammunition, food, clothing, and supplies) contribute to Canada's defence capability, both at home and abroad.

The Materiel Group's activities include procuring goods and services, carrying out equipment management programs, and developing and maintaining materiel acquisition and support policies and processes. Most of these activities do not have a direct impact on the environment, however, the way procurement and materiel are managed can have indirect environmental impacts and may offer opportunity for enhanced environmental benefits.

A corporate environmental program office was established in 2017 at the Materiel Group Headquarters which provides central leadership and guidance to synchronize and strengthen ongoing environmental management efforts within the Group. A corporate Environmental Management System (i.e., Level 1 EMS) was established in 2020. The corporate environmental program office governs how environment is managed within the Materiel Group on behalf of the Assistant Deputy Minister (Materiel), sets priorities and oversees organizational environmental performance, and is the liaison office with external organizations for all environment related issues. The Level 1 EMS applies to every organization in the Materiel Group, including the three organizations that have their own EMS (i.e., Level 2 EMS). Level 2 EMS are required to fully align with the Level 1 EMS.

Though the Materiel Group does not intend to seek International Organization for Standardization (ISO) 14001 registration and certification, the Group strives to be consistent with the requirements of ISO 14001 standards and conform to organizational requirements. Under the Level 1 EMS, an Internal Verification Program (i.e., Internal Audit Program in accordance with ISO 14001:2015) was established to ensure that both Level 1 and Level 2 EMS are consistent with the principles of the ISO 14001 standard, are effective and address organizational requirements and priorities, and that the Materiel Group has processes and operational controls in place to fulfill its compliance obligations, which includes but is not limited to: promulgated Federal Acts and Regulations applicable to DND, Provincial Acts and regulations, DND/CAF and Treasury Board (TB) policies and directives, Memorandums of Understanding, guidelines, codes of practice, international conventions to which Canada is a signatory, and other legal, non-statutory requirements included in documents such as binding agreements (lease agreements, supply and service agreements, easement and access agreements).

3.0 LIST OF ACRONYMS AND ABBREVIATIONS

The following abbreviations and acronyms are used in this SOW:

Abbreviation	Description
CAF	Canadian Armed Forces
DND	Department of National Defence

EMS	Environmental Management System
GHG	Greenhouse Gases
ISO	International Organization for Standardization
SOW	Statement of Work
TA	Task Authorization

4.0 APPLICABLE DOCUMENTS

4.1 The relevant Federal Acts and Regulations include but not limited to:

Canadian Environmental Protection Act (CEPA)	
Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-149/index.html
Federal Halocarbon Regulations	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/index.html
PCB Regulations	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-273/index.html
Prohibition of Asbestos and Products Containing Asbestos Regulations	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2018-196/index.html
Prohibition of Certain Toxic Substances Regulations	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-285/index.html
Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-197/index.html
Impact Assessment Act of Canada (IAA) 2019	https://laws.justice.gc.ca/eng/acts/I-2.75/index.html

4.2 The following Government of Canada environmental policies and directives must be considered:

Federal Sustainable Development Strategy	https://www.canada.ca/en/services/environment/conservation/sustainability/federal-sustainable-development-strategy.html
Greening Government Strategy	https://www.canada.ca/en/treasury-board-secretariat/services/innovation/greening-government/strategy.html
Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals	https://www.canada.ca/en/impact-assessment-agency/programs/strategic-environmental-assessment/cabinet-directive-environmental-assessment-policy-plan-program-proposals.html

5.0 REQUIREMENTS

5.1 Scope of Work

The Contractor must provide two certified EMS auditors to conduct annual EMS internal audits to verify:

- I. The Level 1 and Level 2 EMSs are consistent with the principles of the ISO 14001 standard, and effectively address organizational requirements and priorities;
- II. The Level 2 EMS's fully align with Level 1 EMS; and
- III. The Materiel Group has processes and operational controls in place to fulfill its compliance

obligations, which include, but are not limited to:

- a. promulgated Federal Acts and Regulations applicable to DND;
- b. Provincial Acts and regulations;
- c. DND/CAF and Treasury Board (TB) policies and directives;
- d. Memorandums of Understanding, guidelines;
- e. codes of practice;
- f. international conventions to which Canada is a signatory; and
- g. other legal, non-statutory requirements included in documents such as binding agreements (lease agreements, supply and service agreements, easement and access agreements).

5.2 Tasks

The individual TA will define the tasks to be completed. All tasks must be completed in accordance with the ISO 19011 principles for auditing. The Contractor tasks include but are not limited to the following:

5.2.1 Initiation/Needs Analysis

- 5.2.1.1 Attend a kick-off meeting with the DND Technical Authority and other stakeholders to discuss the objectives and requirements of the audit and the Contractor's provisional approach and methodology. The meeting will take place within two weeks of contract award at DND facilities in Ottawa;
- 5.2.1.2 Review key internal and external documents identified or provided by the DND Technical Authority to obtain contextual information;
- 5.2.1.3 Identify additional information required to conceptualize the aim, objectives, scope and requirements of the audit;
- 5.2.1.4 Obtain and analyze the requisite information; and
- 5.2.1.5 Attend a follow-up meeting with the DND Technical Authority to validate the Contractor's understanding of the organizational context and the Materiel Group Level 1 EMS. The meeting will take place within two months of contract award at DND facilities in Ottawa.

5.2.2 Planning and Preparing Audit Activities

- 5.2.2.1 Provide consulting service to the DND Technical Authority to determine audit objectives, criteria, scope, methods and procedures before each audit;
- 5.2.2.2 Review EMS documents and records and other relevant documents identified or provided by the DND Technical Authority in preparation for the audit;
- 5.2.2.3 Prepare the audit plan; and
- 5.2.2.4 On receipt of approval of the audit plan by the DND Technical Authority, develop audit work documents which include, but are not limited to:
 - a. checklists;
 - b. audit sampling plans; and
 - c. forms for recording information - such as supporting evidence, audit findings and records of meetings.

5.2.3 Conducting the Audit Activities

5.2.3.1 Conduct the audit in accordance with the approved audit plan, including but not limited to:

- a. conducting opening and closing meetings;
- b. verifying follow-up actions from a previous audit;
- c. collecting information in interviews, observations, and a review of work documents;
- d. generating audit findings; and
- e. preparing audit conclusions.

5.2.3.2 Communicate any concerns to the Technical Authority as appropriate.

5.2.4 Preparing and Submitting the Audit Report

5.2.4.1 Develop a draft audit report outlining key observations, findings, conclusions and recommendations; and

5.2.4.2 Submit the draft audit report to the DND Technical Authority for review, feedback and approval.

5.2.5 Completing the Audit

5.2.5.1 Submit the final audit report to the DND Technical Authority; and

5.2.5.2 Provide knowledge transfer to the DND Technical Authority.

6.0 DELIVERABLES

The Contractor must submit deliverables to the Technical Authority. The individual TA will define the documents and deliverables required. Deliverables include but are not limited to the following:

Deliverable	Task Reference	Description	Due Date
6.1	5.2.2.3	Prepare and submit the audit plan.	No later than 20 working days prior to the audit.
6.2	5.2.3	Audit Findings Log – detailed findings must be logged into a master spreadsheet to allow data analysis, tracking, assigning recommendations for action, and status updates that will be conducted by the DND Technical Authority.	No later than 10 working days following the audit.
6.3	5.2.4.2	Submit draft audit report.	No later than 10 working days following the audit.
6.4	5.2.5.1	Submit final audit report.	No later than 30 working days following the audit.

Unless otherwise specified by the TA, at a minimum, one (1) soft copy of each deliverable must be submitted to the TA. Soft copy deliverables must be provided in an accessible format such as Microsoft Word or an alternative format approved by the TA.

7.0 LIMITATIONS AND CONSTRAINTS

7.1 The following constraints apply:

- 7.1.1 The Contractor must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action;
- 7.1.2 All drawings, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor in providing services under the Contract remains the property of Canada;
- 7.1.3 The Contractor must safeguard any information obtained during the course of this Contract and any other materials from unauthorized use and must not release them to any third party, person, or agency external to DND/CAF without the express written permission of the TA; and
- 7.1.4 The Contractor must ensure that they do not use either Government of Canada or DND/CAF designations, logos, or insignia on any business cards, cubicle/office signs, or written/electronic correspondence that in any manner lead others to perceive Contractor as being an employee of Canada.

8.0 DND SUPPORT TO CONTRACTOR

- 8.1 To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the Technical Authority:
 - 8.1.1 Data and documents deemed necessary by the Technical Authority for the provision of services under this SOW;
 - 8.1.2 Consultation with the Technical Authority and other specialists may be arranged by the Technical Authority; and
 - 8.1.3 Other information, data, and assistance available and requested by the Contractor subject to concurrence by the Technical Authority.

9.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

- 9.1 The Contractor will be expected to conduct the majority of the work at their own facilities;
- 9.2 The Contractor may be required to travel to the following audit locations as requested by the Technical Authority:
 - a. National Defence Carling Campus - 60 Moodie Drive, Ottawa ON;
 - b. Any DND Materiel Group organization located within 100 km radius of the National Capital Region (NCR);
- 9.3 The Contractor must be available to participate in meetings at DND facilities within the NCR as required. These meetings may either be in person, videoconference or by teleconference as determined by the DND Technical Authority.
- 9.4 Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

10.0 LANGUAGE REQUIREMENTS

- 10.1 All communications with DND staff and the CAF must be performed in the official language (English or French) preferred by the employee or member of the CAF; and
- 10.2 All Deliverables must be submitted in English and French, except for the draft audit report, which must be submitted in English.

ANNEX "B" - BASIS OF PAYMENT

During the period of the Contract, and if the option is exercised, during the extended period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows: [to be inserted in the resulting contract]

Resource Category	Estimated Level of Services	All-Inclusive Fixed Daily Rate (Cdn \$)
Initial Contract Period: from date of contract to [date to be specified in the resulting contract]		
Environmental Audit Services	20 days	\$
Extended Contract Period 1 (If Option is Exercised): from [dates to be specified in the resulting contract]		
Environmental Audit Services	20 days	\$
Extended Contract Period 2 (If Option is Exercised): from [dates to be specified in the resulting contract]		
Environmental Audit Services	20 days	\$
Extended Contract Period 3 (If Option is Exercised): from [dates to be specified in the resulting contract]		
Environmental Audit Services	20 days	\$
Extended Contract Period 4 (If Option is Exercised): from [dates to be specified in the resulting contract]		
Environmental Audit Services	20 days	\$
Extended Contract Period 5 (If Option is Exercised): from [dates to be specified in the resulting contract]		
Environmental Audit Services	20 days	\$

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm all inclusive per diem rate}) \div 7.5 \text{ hours}$$

All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

The all-inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

Total Estimated Cost of Professional Fees [amounts to be inserted below in the resulting contract]

Initial Contract Period: \$ [redacted]
Extended Contract Period 1 (If Option is Exercised): \$ [redacted]
Extended Contract Period 2 (If Option is Exercised): \$ [redacted]
Extended Contract Period 3 (If Option is Exercised): \$ [redacted]
Extended Contract Period 4 (If Option is Exercised): \$ [redacted]
Extended Contract Period 5 (If Option is Exercised): \$ [redacted]

2.0 Total Estimated Cost [amounts to be inserted below in the resulting contract]

Initial Contract Period: \$ [redacted]
Extended Contract Period 1 (If Option is Exercised): \$ [redacted]
Extended Contract Period 2 (If Option is Exercised): \$ [redacted]
Extended Contract Period 3 (If Option is Exercised): \$ [redacted]
Extended Contract Period 4 (If Option is Exercised): \$ [redacted]
Extended Contract Period 5 (If Option is Exercised): \$ [redacted]

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in section 7.7 Payment of the Contract.

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W6369-22-X025
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction ADM (Mat)	
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 The work is auditing Environmental Management Systems (EMS), including interviewing DND/CAF personnel to verify whether they understand their roles and responsibilities pertaining the environment, reviewing EMS documentations, DND and ADM(Mat) policies, directives, environmental performance reports, work documents, presentation decks, briefing notes, etc.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input 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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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"/>



Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat W6369-22-X025
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
 Unclassified





Contract Number / Numéro du contrat W6369-22-X025
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 CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÉS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

Solicitation No. - N° de l'invitation
W6369-22-X025
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
0 (Original)
File No. - N° du dossier

Buyer ID - Id de l'acheteur
D Svcs C 4-3-4
CCC No./N° CCC - FMS No./N° VME

[SRCL page 4 (signature page) to be added at time of Contract Award]

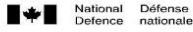
ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "E" - DND 626 TASK AUTHORIZATION FORM



**TASK AUTHORIZATION
 AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. - N° du contrat <hr/> Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	<p>TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location - Expédié à	<p>Date _____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date - Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSCG : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédié à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX "F" - NON-DISCLOSURE AGREEMENT

[This annex is to be completed after contract award and is not required in the bid.]

I _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W6369-22-X025 between Her Majesty the Queen in right of Canada, represented by the Department of National Defence and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W6369-22-X025.

Signature

Date

ANNEX "G"- 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.

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on the
resulting 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); 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 that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the 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 bid or 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 mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

Solicitation No. - N° de l'invitation
W6369-22-X025
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
0 (Original)
File No. - N° du dossier

Buyer ID - Id de l'acheteur
D Svcs C 4-3-4
CCC No./N° CCC - FMS No./N° VME

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.