



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA

Ontario

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

Proposition aux: Travaux Publics et Services
Gouvernementaux 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, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Title - Sujet Tool Control Specialist	
Solicitation No. - N° de l'invitation W0125-22WR02/A	Date 2022-01-14
Client Reference No. - N° de référence du client W0125-22WR02	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-510-8572	
File No. - N° de dossier KIN-1-56085 (510)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-18 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Barltrop, David	Buyer Id - Id de l'acheteur kin510
Telephone No. - N° de téléphone (613) 328-1650 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8 Air Movement Squadron 8 Wing Trenton 52 North Star Drive ASTRA Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 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 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.5 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the Annex "H" to Part 1 COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 150 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" 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.

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3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

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

Mandatory Technical Criteria are included in Annex F Bid Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Evaluation

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment.
- (ii) For each period, the Extended Price is calculated as follows:

Estimated Number of Resources x Estimated Number of Days x Firm Per Diem Rate

The sum of all Extended Prices for all periods will be the Bidder's Total Evaluated Price.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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

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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 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

6.2 Statement of Work

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

6.2.1 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.

6.2.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
2. 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 basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 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.

4. 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.

6.2.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$200,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

6.2.1.3 Minimum Work Guarantee – All the Work – Task Authorizations

1. 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 \$2,500.00.
2. 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.
3. 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.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Compliance with on-site measures, standing orders, policies, and rules

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

6.3.3 Suspension of the Work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 24 Default by the Contractor or 25 Termination for convenience of general conditions 2010B.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.3.4 Non-disclosure Agreement

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 2022-04-01 to 2025-03-31 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: David Barltrop
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Telephone: 613 328 1650
E-mail address: David.Barltrop@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *[Note to Bidders: Canada will insert information at time of Contract award]*

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

6.5.3 Contractor's Representative *[Note to Bidders: Please fill in required information]*

Name: _____
Title: _____
Telephone: _____
Email address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s), in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or

- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
H1008C (2008-05-12), Monthly Payment
C0711C (2008-05-12), Time Verification

6.7.4 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)

6.8 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.
- 2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements; and
- (g) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

6.13 Insurance – Specific Requirements

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

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

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

6.14 Dispute Resolution

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

6.15 Inspection and Acceptance

Solicitation No. - N° de l'invitation
W0125-22WR02/A
Client Ref. No. - N° de réf. du client
W0125-22WR02

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56085

Buyer ID - Id de l'acheteur
kin510
CCC No./N° CCC - FMS No./N° VME

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

STATEMENT OF WORK

1. REQUIREMENT

The Department of National Defence (DND), Royal Canadian Air Force (RCAF), 8 Wing Tool Control (WTC) Organization, has a requirement for the provisions of professional services, to provide continuous support to the operational units of 8 Wing Trenton.

2. BACKGROUND

8 Wing, at the Canadian Forces Base (CFB) Trenton located within Quinte West, Ontario, is responsible for providing responsive and flexible Air Mobility, Search and Rescue (SAR) and globally deploying combat-capable Expeditionary Forces serving Canadian and International interests. The organization also provides the equipment warehouse for the Disaster Assistance Response Team (DART).

The role of Wing Tool Control (WTC) within 8 Wing, is to provide accessible service and support to all units and Squadrons within 8 Wing. The duties of 8 WTC include but are not limited to; tool exchange, tool repair, tool etching; torque wrench testing and verification; inspection, maintenance and modernization of tool boards on and off CFB Trenton boundaries; Shop maintenance, including inventory updates, the ordering of parts and replacement tools, the tracking of inspections of all calibrated aircraft equipment via Calibration Program Management Solution (CPMS) and delivery of briefings related to tool control. Given the breadth of support required in an operationally focused environment additional resources are required to supplement available military personnel, and maintain the high standards and level of service necessary to meet the demands and deadline driven operational objectives.

2.1 TARGET ENVIRONMENT

CFB Trenton is the location of the Tool Control Facility (TCF). All services shall be provided on site at 8 Wing Trenton within dedicated hangar space on the flight line (i.e., 1, 2, 6, 9 and 10 Hangars) or elsewhere as required in order to perform conduct of duties (i.e., tool pickup, delivery, maintenance and inspection of tool boards, etc.), limited to travel within Quinte Region (including Carrying Place and Mountainview).

2.2 DEFINITIONS

- (a) Supply Location (SLoc): is created for individual employees, groups of employees or for specific role purposes that are authorized to use DRMIS functionality in order to requisition materiel or services at public expense for use in their day-to-day tasks. A SLoc records materiel that is equipment (E) or quantity (Q) tracked. The majority of SLoc types, detailed in the Supply Administration Manual, require Materiel Authorization in order to requisition and hold tracked items. Consumable materiel (stock type code "C") issue transactions are recorded for historical and control purposes only, the quantities issued are not accumulated or recorded as holdings against the SLoc.
- (b) Tool Control System (TCS): a term used to describe the method of control for all small hand and power operated tools, and locally manufactured devices used in the performance or production of maintenance activities. Examples include rigging pins, and shorting plugs.

2.3 ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used in the Statement of Work (SOW):

AF9000+ QMS	Air Force 9000+ Quality Management System
ATESS	Aerospace and Telecommunications Engineering Support Squadron
CFB	Canadian Forces Base
CFSS	Canadian Forces Supply System
CFTCC	Canadian Forces Tool Control Centre
CPMS	Calibration Program Management Solutions
DART	Disaster Assistance Response Team
EDP	Electronic Data Processing
MA&S	Materiel Acquisition and Supply
SLoc	Supply Location
TCF	Tool Control Facility
TCS	Tool Control System
WTC	Wing Tool Control

3. RESOURCE REQUIREMENT

The Contractor must provide on an "as and when requested" basis up to 4 resources in the LCs that have been identified in the table below:

Category	# of resources
Tool Control Specialist	4

An essential part of WTC's mandate is the ability to respond quickly and effectively to the needs of the RCAF. Due to periods of operational surges, there may be a requirement for additional resources. The Contractor must provide a minimum of two (2) resources. There remains the potential to request up to two (2) additional Tool Control Specialists.

Normal working hours will be between 07:30 to 16:00 EDT Monday through Friday inclusive, based on the operating schedule of 8 Wing CFB Trenton and respecting Canadian Federal holidays and weekends. It is normal that a two week period over Christmas, March Break, and a two week period in summer are identified as no work periods. Additionally a day is defined as 7.0 hours, exclusive of meal breaks, based on a 35 hour work week. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked: 7.0 hours x per diem rate

Work must be carried out during the above mentioned normal working hours; however, operational requirements of WTC may arise where the resource(s) will be required to work outside of these hours in order to meet the demands of operations. If operational requirements dictate a surge then WTC may have to be operational at nonstandard times. Where possible 48 hrs notice will be given.

WTC may also elect, for these reasons or others, to initiate an evening shift, at currently unknown hours. If a requirement exists to work out of the normal hours, discussions between the workplace coordinator and the Contractor will take place in advance. The Contractor and its resources must be able to accommodate such changes in work hours.

Contractor's resources must:

1. Participate in all occupational health and safety programs and meetings as arranged by the Technical Authority;

3. Attend internal meetings and briefings, in accordance with established 8 Wing policy, to discuss current and future workload and priorities. Frequency and length of the meetings will vary and will be determined by the applicable Work Coordinator in order to comply with the Contract terms;
4. Be proficient in the use of office automation software such as Microsoft Word, Excel, and Power Point for the purpose of creating, maintaining, and updating various documents. In addition, be proficient in the effective use of Microsoft Outlook for the purpose of communicating by e-mail and for setting up appointments using the calendar functions;
5. Adhere to all applicable policies, including departmental and air force programs. Resources must familiarize themselves with 8 Wing Security Orders;
6. Assist in flight safety investigations and surveys as required. Resources must cooperate with the Directorate of Flight Safety personnel and the Unit Flight Safety Officer with such activities as requested, including investigations;
7. Resources must be familiar with and adhere to the Canadian Forces (CF) Airworthiness Program, with special emphasis on the CF Tool Control Program. Resources may be asked to prove their competency in this area through an On Job Performance Record as detailed in the Unit Employment and Training Plan;
8. Adhere to and maintain established Quality System;
9. Participate in applicable Workplace Health and Safety programs (including DND General Safety, Canada Labour Code, Canada Occupational Safety & Health Regulations, Provincial and Territorial legislative requirements, material identifications and handling, etc.), Ammunition and Explosives Safety, and Environmental Safety Programs. Resources must abide by these established programs in accordance with the processes and procedures established within the Unit;
10. Endure long periods (excess of 1 hr) of looking at computer screens; and
11. Physically capable of enduring periods of standing and sitting in excess of one hour.

3.1 TOOL CONTROL SPECIALIST

Mandatory Qualifications

A. Educational Qualifications and Experience:

Civilian-Trained Personnel:

- a. High School diploma or higher and two (2) years minimum full-time employment working in a Tool Management environment.

OR

Military Trained Personnel:

- b. Qualified Technician (QL5 trade level) or equivalent with documentation that demonstrates and outlines the equivalency to the Canadian Armed Forces Qualification achieved within the last 10 years.

B. General Qualifications:

1. The Tool Control Specialist must possess the ability to work with others and communicate with fellow co-workers and suppliers.

2. Must have knowledge of and ability to apply principles of tool control, demonstrated through work experience (preferably in an aircraft maintenance environment), as crew member where the proposed resource adhered to a strict tool control program whether individual based or group (crew) based.
3. Must be proficient in in Microsoft Excel, Word and Power Point, Outlook.
4. Be in possession of a valid G driver license.

Tasks:

The Tool Control Specialist responsibilities include, but are not limited to:

- a. Successfully complete training required to be granted access to software programs as required, to perform all tool control related tasks (such as DRMS or any other program that will be implemented during contract length);
- b. liaise with 8 Wing Replenishment organization, Canadian Forces Tool Control Centre (CFTCC), operational customer units, the CPMS Contractor, and other suppliers;
- c. develop Work Instruction (WIs) by providing input, reviewing existing WIs and complying with all aspects of the AF9000+ QMS;
- d. order material to maintain inventory via the CFSS; prepare supply requisitions or procurement instruments including call-ups against standing offers;
- e. establish, verify, and modify cataloguing data in the CFSS as status change occurs;
- f. respond to and interface with the CFSS in support of equipment;
- g. pick-up material from and drop off material to customers and suppliers within the Quinte West region (including Carrying Place and Mountainview), driving a DND vehicle (DND will provide training for the application of a DND404 licence/military driver/operator permit) must have a valid Ontario Driver's Licence;
- h. liaise with the CPMS Contractor to coordinate the calibration of tools and test equipment;
- i. receive, track, and issue tools for operational units;
- j. perform the laser etching of tools for asset management;
- k. verify calibration of torque wrenches using calibrated test equipment;
- l. verify pressure of tire gauges using air pressure station;
- m. inform the Technical Authority (TA) or their designate of any issue of inability to provide service to the customers;
- n. set up, maintain, and manage supply accounts in support of Material Acquisition and Supply (MA&S) activities;
- o. liaise with Aerospace and Telecommunications Engineering Support Squadron (ATESS) for guidance on locally manufactured tools; and
- p. coordinate all TC services provided to 8 Wing units;
- q. carrying out an annual review of tool control coordinators and disseminating an updated list to unit tool controls and the Test Equipment Control Coordinator (TECC) members;
- r. conduct Supply Location (SLoc) account verifications as required, of all account materiel, provide a status report to the shop Sergeant or their designate, reporting discrepancies, losses, and or surpluses;
- s. ensure that local records contain documentation of all account activity;
- t. maintain, verify and modify local database to track inspection, calibration and CPMS requirements for tools and equipment on behalf of users and user limits;
- u. perform data entry duties to input information such as test reports, receipts, work orders into local databases;
- v. perform annual inspections of tools and tool boards;
- w. perform customer service duties including directing calls, tool exchanges and lost tool reports;

- x. create and process Work Orders for incoming repairable equipment;
- y. assist in the development and/or upgrading of tool boards/kits;
- z. liaise with CFTCC with respect to policy and tools;
- aa. ensure that the Calibration Centre Recall Report List is delivered to each applicable work area on receipt;
- bb. maintain an up to date User Account List denoting user names, numbers and representatives;
- cc. coordinate the annual mechanical and electrical "ON-SITE" calibration with the Calibration Centre Coordinator;
- dd. raise a notification for all 8AMS equipment returned from calibration unserviceable or with an Out of Tolerance Report;
- ee. prepare appropriate paperwork by the scheduled day for pick up by the Calibration Centre Driver;
- ff. e-mail customer for pick up;
- gg. maintain an up-to-date list of all CPMS items within 8 Wing Sqns working area;
- hh. verification, identification and recording of torque wrenches and tire gauges (non-CPMS calibrated items) received from 8 Wing sections IAW applicable CFTO's
- ii. maintain an up-to-date list of all torque wrenches;
- jj. ship the torque wrenches to Calibration Centre, for any that cannot be verified;
- kk. notify owner of torque wrench being out of tolerance by message/email;
- ll. register and tracking the locally manufactured tool raised by users within 8 Wing;
- mm. etch the approved tool, ensure the user has an updated checklist with the drawing number for the approved tool;
- nn. inspect slings, hoists and lifting devices IAW work instructions (WI);
- oo. conduct annual inspections on all active tool boards and tool kits IAW WI;
- pp. track torque wrench and tire gauge certification dates;
- qq. route tools suspected of being unserviceable or having incorrect verification dates to 8 WTC/AMS TC for verification;
- rr. manage and holding hardcopy and electronic tool board checklist for all flying Sqn's within 8 Wing;
- ss. receive training and able to train new personnel on Pressure gauge testing Apparatus, VERSATEST torque testing; and
- tt. other tasks directed by the shop Sergeant in support of WTC.

Supplemental Tasks: These tasks may include and may not necessarily be limited to, the following:

- a. Maintaining inventories by ordering additional materials, as required;
- b. Controlling the movement of materials by maintaining electronic catalogues and logs;
- c. Conducting stock checks to review holdings;
- d. Advising management of critical item issues;
- e. Arranging for repairs or disposal of damaged equipment and reorder as required;
- f. Responding to electronic mail, telephone calls, and personnel inquiries and assist with material requirements;

Deliverables:

- a. Prepare and report any general safety and flight safety related issues to the TA;
- b. Provide recommendations and prepare amendments to WIs concerning tool control processes; and
- c. Prepare SLoc verification report, as required.

4. REFERENCES

All work must be performed in accordance with the latest editions of the following references:

- a. C-05-005-021/AM-001 Maintenance Policy – Tool Control System;
- b. C-06-020-001/AM-001 – Test Equipment Calibration Policy;
- c. A-LM-007-100/AG-001 – Supply Administration Manual;
- d. A-PP-005-000/AG-002 – Procurement Administration Manual;
- e. A-FN-100-002/AG-002 - Financial Administration Manual;
- f. C-05-005-P09/AM-001 – Maintenance Policy - Aircraft Weapon Systems Maintenance - Maintenance Program Implementation – Support Activities;
- g. C-05-005-P11/AM-001 – Maintenance Policy - Quality Standard for Aerospace Engineering and Maintenance (QSAEM) – AF9000 Plus;
- h. 8 AMS AF9000+ - Manual of Aerospace Procedures;
- i. Snap-On Versa test User Manual 1105801;
- j. A-GG-040-001/AG-001 – General Safety Program, Volume 1, Policy and Program;
- k. A-GA-135-001/AA-001 (23 Mar 2018) – Flight Safety for the Canadian Forces.

5. REPORTING REQUIREMENTS

The Contractor must prepare monthly status reports of the work performed, in a format acceptable by the TA. As a minimum, each monthly status report must document the following information:

- a. monthly timesheets: Showing the hours worked on a daily basis and in a format acceptable to the by the Project Authority;
- b. Provide a description of these items which are likely to require the attention of the TA along with recommendations.
- c. All significant activities performed by category and sub-class during the period covered by the Invoice
- d. Total number of days charged for each resource the covered period. In addition to the hard copy, a soft copy must be provided as soon as it is available as this allows the TA to begin work required to process payment and serves a more convenient and accessible long term record;
- e. Total invoiced cost for each resource during the covered period;
- f. Cumulative number of days charged for each resource; and
- g. Cumulative invoiced costs for each resource.

6. CONTRACTOR RESPONSIBILITIES

The Contractor's responsibilities include, but are not limited to, the following:

- a. Providing a single point of contact that is independent of duties in WTC and designated as the Contractor's Site Manager. The Site Manager will not represent DND nor make any decisions on DND's behalf. The Site Manager will report to the Project Authority and be responsible for the following:
 - a. Day-to-day management and monitoring of contractor activities to best meet the WTC requirements and priorities. This includes:
 - i. Coordinate a verbal review of each assigned resource's observed performance by establishing a meeting with the DND Workplace Coordinator once every six months. For newly assigned resources, this review shall be completed after the first three and six months following the commencement of the resource's assignment in support of WTC and then every six months thereafter. A written synopsis of the review shall be provided by the Site Manager (signed by the Site Manager, and the assigned resource) to the TA one week following the review.
- b. Acting as a liaison between assigned resources and Project Authority for contractual issues;
- c. must actively participate in overseeing all activities related to this SOW and will be

- directly responsible for the effective supervision coordination of the efforts of its personnel;
- d. responsible for all work produced under this Contract, including completeness, accuracy, and adherence to all relevant safety and environmental regulation, rules and good practices;
- e. responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specification and requirements of this SOW and any tasks issued; and
- f. must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

7. CLIENT SUPPORT

The following information, materials, documents and equipment, such as but not limited to, will be provided to the resources to aid in the provision of the required services:

- a. 8 Wing Tool Control Work Instructions;
- b. documents listed in article 4;
- c. other data deemed necessary by the TA for the provision of services under this SOW;
- d. work specific safety orientation;
- e. sufficient office space, general purpose furniture and EDP equipment/services (CPU, keyboard, monitor and access to the DND LAN subject to normal security requirements); and
- f. provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND computers or networks for the sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.

8. LIMITATIONS AND CONSTRAINTS

The work carried out in support of this contract is subject to the following limitation and constraints:

- a. there will be a requirement for the Contractor's resources to access information online during research for the procurement of new tools, and to access and record information in documents, databases, and programs pertaining to 8 Wing Tool Control matters within the 8 Wing 8 AMS M:/ Drive and or Defence Wide Area Network (DWAN);
- b. all documents and processes developed or updated by the Contractor's resources must be for the review, approval, and signature (where required) of the TA;
- c. decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from Contractor services. The Contractor's resources must limit themselves to provide comments and recommendation only to the TA or their designate on these issues;
- d. the resources must be independent of direct control by servants or agents of Canada and are not in any respect employees or servants of Canada;
- e. during the performance of the Contract, the Contractor's resources must not direct a department organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action;
- f. at all times during the provision of the services, the Contractor's resources must not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. the total value

- of contract(s) awarded). Proprietary information may be provided to Contractor personnel in the performance of the services if the "Non-Disclosure Agreement" contained in Appendix 1 to Annex A is duly executed by the Contractor's resources;
- g. all drawing, software codes, reports, data, documents, or materials provided to the Contractor's resources by Canada or produced by the Contractor personnel in providing services under the Contract, remain the property of Canada and shall be used solely in support of this requirement. The Contractor's resources must be required to safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person, or external agency to DND without the express written permission of the TA. Such information and material must be returned to the TA upon completion of the services or when requested by the TA;
 - h. all correspondence, either initiated by the Contractor's resources or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversation and decisions as well as any written correspondence in any format;
 - i. the TA or other authorized departmental government representative must have access, at all times, to the work and to the plant or facility where any part of the work is being performed; and
 - j. the Contractor must ensure that its resources do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written electronic correspondence that in any manner lead others to perceive a Contractor personnel as being an employee of Canada.

9. TECHNICAL AUTHORITY (TA) COMMUNICATION

- a. the TA for this requirement shall be the primary point of contact for the Contractor personnel and will be stated in the Contract Award document;
- b. all reports, deliverables, documentation and services rendered must be subject to inspection and signature (where required) by the TA or designated representatives, evaluated on the basis of suitability, quality, and adherence to this SOW and any resultant tasking. All evaluations will be done within a reasonable time frame, as determined by the TA, based on the particular deliverable; and
- c. should any report, document, good, or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, as submitted, the TA shall have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "B"

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to the Contract.

1. PROFESSIONAL SERVICES

In accordance with Annex "A", the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract as follows. (GST or HST extra)

CONTRACT PERIOD (2022-04-01 to 2023-03-31)				
	(B)	(C)	(D)	
Category of Personnel	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate	Total Extended Price (BxCxD)
Tool Control Specialist	4	220	\$ _____	

CONTRACT PERIOD (2023-04-01 to 2024-03-31)				
	(B)	(C)	(D)	
Category of Personnel	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate	Total Extended Price (BxCxD)
Tool Control Specialist	4	220	\$ _____	

CONTRACT PERIOD (2024-04-01 to 2025-03-31)				
	(B)	(C)	(D)	
Category of Personnel	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate	Total Extended Price (BxCxD)
Tool Control Specialist	4	220	\$ _____	

1.1 OPTION PERIOD(S)

Subject to the exercise of the Contract option to extend the Contract, the Contractor will be paid the following firm all-inclusive per diem rates during each Option Period to complete all work to be performed in relation to the Contract extension.

OPTION PERIOD 1 (2025-04-01 to 2026-03-31)				
	(B)	(C)	(D)	
Category of Personnel	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate	Total Extended Price (BxCxD)

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Tool Control Specialist	4	220	\$ _____	
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OPTION PERIOD 2 (2026-04-01 to 2027-03-31)				
	(B)	(C)	(D)	
Category of Personnel	<i>Estimated Number of Resources</i>	<i>Estimated Number of Days</i>	Firm Per Diem Rate	<i>Total Extended Price (BxCxD)</i>
Tool Control Specialist	4	220	\$ _____	

All text in italics will be removed from any resultant contract



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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 (Government of Canada) / (Gouvernement du Canada)		Contract Number / Numéro du contrat W0125-22WR02																									
Security Classification / Classification de sécurité <div></div>																											
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 : DMC		2. Branch or Directorate / Direction générale ou Division : W/ing Control																									
3. a) Subcontract Number / Numéro du contrat de sous-traitance : None		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant : None																									
4. Brief Description of Work / Brève description du travail Security requirements for a new personal access control system / Exigences de sécurité pour un nouveau système de contrôle d'accès personnel																											
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																											
6. a) Will the supplier require access to unclassified or non technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques non classifiées qui sont assujetties à la disposition du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																											
5. Indicate the type of access required - Indiquer le type d'accès requis																											
6. a) Will the supplier and its employees require access to UNCLASSIFIED or non CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui																											
6. b) Will the supplier and its employees require access to UNCLASSIFIED or non CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS ou CLASSIFIÉS? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui																											
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un service 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																											
<table border="1"><tr><td>Canada <input checked="" type="checkbox"/></td><td>NATO / OTAN <input type="checkbox"/></td><td>Foreign / Étranger <input type="checkbox"/></td></tr></table>				Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																					
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																									
7. b) Release restrictions / Restrictions relatives à la diffusion																											
<table border="1"><tr><td>No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/></td><td>All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/></td><td>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></td></tr><tr><td>Not releasable / Ne pas diffuser <input type="checkbox"/></td><td>Res restricted by Law 3.1 <input type="checkbox"/></td><td>Res restricted by Law 3.1 <input type="checkbox"/></td></tr><tr><td>Res restricted by Law 3.1 <input type="checkbox"/></td><td>Specify country(ies) / Préciser le(s) pays : </td><td>Specify country(ies) / Préciser le(s) pays : </td></tr></table>				No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	Not releasable / Ne pas diffuser <input type="checkbox"/>	Res restricted by Law 3.1 <input type="checkbox"/>	Res restricted by Law 3.1 <input type="checkbox"/>	Res restricted by Law 3.1 <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays : 	Specify country(ies) / Préciser le(s) pays : 															
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>																									
Not releasable / Ne pas diffuser <input type="checkbox"/>	Res restricted by Law 3.1 <input type="checkbox"/>	Res restricted by Law 3.1 <input type="checkbox"/>																									
Res restricted by Law 3.1 <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays : 	Specify country(ies) / Préciser le(s) pays : 																									
7. c) Level of information - Niveau d'information																											
<table border="1"><tr><td>PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/></td><td>NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/></td><td>PROTECTED A / PROTÉGÉ A <input type="checkbox"/></td></tr><tr><td>PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/></td><td>NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/></td><td>PROTECTED B / PROTÉGÉ B <input type="checkbox"/></td></tr><tr><td>PROTECTED C / PROTÉGÉ C <input type="checkbox"/></td><td>NATO CONFIDENTIAL <input type="checkbox"/></td><td>PROTECTED C / PROTÉGÉ C <input type="checkbox"/></td></tr><tr><td>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/></td><td>NATO SECRET <input type="checkbox"/></td><td>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/></td></tr><tr><td>SECRET <input type="checkbox"/></td><td>COMINT / TOP SECRET <input type="checkbox"/></td><td>SECRET <input type="checkbox"/></td></tr><tr><td>TOP SECRET <input type="checkbox"/></td><td>COMINT / TOP SECRET <input type="checkbox"/></td><td>TOP SECRET <input type="checkbox"/></td></tr><tr><td>TOP SECRET (SIGINT) <input type="checkbox"/></td><td></td><td>TOP SECRET (SIGINT) <input type="checkbox"/></td></tr><tr><td>TOP SECRET (SIGINT) <input type="checkbox"/></td><td></td><td>TOP SECRET (SIGINT) <input type="checkbox"/></td></tr></table>				PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	SECRET <input type="checkbox"/>	COMINT / TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	COMINT / TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>																									
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>																									
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>																									
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>																									
SECRET <input type="checkbox"/>	COMINT / TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>																									
TOP SECRET <input type="checkbox"/>	COMINT / TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>																									
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>																									
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>																									
1-BS/SGT 350-03(2001/12)																											
Security Classification / Classification de sécurité <div></div>																											
																											

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of Canada

Gouvernement
du Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



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
Non

☐ Yes
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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of Canada

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du Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Nour Ali	Title - Titre Proj O	Signature ALI, NOUR 074 <small>Digitally signed by ALI, NOUR 074 Date: 2021.07.05 09:03:00 -04'00'</small>
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Telephone No. - N° de téléphone 613-927-2811 ex 3331	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel nour.ali@forces.gc.ca	Date 05 Jul 21
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior security analyst	Signature MEDJOVIC, SASHA 234 <small>Digitally signed by MEDJOVIC, SASHA 234 DN: cn=SASHA 234, ou=FORCES, ou=NOUVEAU QUÉBEC, ou=MINISTÈRE, cn=MEDJOVIC, c=CANADA</small>
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Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☐ Yes
☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Emmanuel Conduah Contract Security Officer Emmanuel.Conduah@pwgsc-tpsgc.gc.ca	Title - Titre	Signature Conduah <small>Digitally signed by Conduah, Emmanuel Date: 2021.08.06 09:10:08 -04'00'</small>
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité [Redacted]
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Canada

ANNEX "D"

INSURANCE REQUIREMENTS

1. SACC Manual Clause G2001C (2018-06-21) – Commercial General Liability Insurance

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

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,*

*Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. SACC Manual Clause G2002C (2018-06-21) – Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

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

3. SACC Manual Clause G2020C (2018-06-21) - Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement

ANNEX "E"

NON-DISCLOSURE AGREEMENT

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.

_____ between Her Majesty the Queen in right of Canada, represented by the

Minister of Public Works and Government Services 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.:

Signature

Date

ANNEX "F"

EVALUATION CRITERIA

1. Mandatory Technical Criteria

Bidders must demonstrate that they meet every mandatory technical criterion by providing a concise and detailed response. The technical bid should address each of the criteria in the order in which they appear. Simple stating that the mandatory technical criteria are met is not sufficient.

Failure to provide supporting documentation may result in the bid being deemed non-responsive.

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

Number of Resources Evaluated:

For evaluation purposes the bidder must propose two Tool Control Specialists to be evaluated against the criteria identified below, 1.1 TOOL CONTROL SPECIALIST.

The remaining (up to) two Tool Control Specialists will only be assessed after contract award once specific tasks are requested of the Contractor. When a Task Authorization Form (TA Form) is issued, the Contractor will be required to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified below, 1.1 TOOL CONTROL SPECIALIST.

Description Guide:

Tool Control Environment: a work location where tools are centrally managed, picked up and dropped off and provides customer service to ensure members have the proper tools to complete Squadron tasks, and to replace unserviceable tools.

Tool Control Specialist: will manage, track and maintain tools, assets and supplies of the 8 Wing Tool Control unit, to ensure that tools and assets are accounted for, maintained and allocated in accordance with Tool Control System. Duties could include managing the purchasing, warehousing, shipping, receiving, stock control and disposal of obsolete stock and equipment as well as handling and preparing items for shipment. They ensure that all of the supplies and services necessary for operations are available when and where they are required.

1.1 TOOL CONTROL SPECIALIST

The bidder must demonstrate that each proposed **Tool Control Specialist** meets the following criteria:

#	Mandatory Criteria	Bidder Response (Specify pg # of supporting information in technical bid)
M1	<p>The Bidder must demonstrate that each proposed resource has a minimum of two (2) years (within the last ten (10) years), working in Tool Management environment and performing the tasks (or similar to those) described in Annex A, para 3.1.</p> <p>As proof of compliance the Bidder must provide a copy of</p>	

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	their curriculum vitae (CV) demonstrating the above experience.	
M2	<p>The Bidder must demonstrate that each proposed resource has a minimum of two (2) years (within the last ten (10) years) experience researching sources of supply and requesting quotes for equipment such as small hand and power operated tools from industrial hand tool vendors and distributors.</p> <p>As proof of compliance the Bidder must provide a copy of their CV demonstrating the above experience.</p>	
M3	<p>The Bidder must demonstrate that each proposed resource has a valid G (unrestricted) class Driver's License (car, van or small truck) from any Canadian province or territory, along with a clean driving record.</p> <p>As proof of compliance the Bidder must provide a copy of the above permit. If a copy of the permit is not provided with the bid at bid closing, it must be provided within 2 days of request from the Contracting Authority.</p>	

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ANNEX "G" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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 "H" to PART 1 OF THE BID SOLICITATION

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; 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; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

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: _____

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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: _____

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.