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Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Business Management and Consulting Services Division
/ Division des services de gestion des affaires et de
consultation

Terrasses de la Chaudière 5th Floor

Terrasses de la Chaudière 5e étage

10 Wellington Street

10, rue Wellington

Gatineau

Québec

K1A 0S5

Title - Sujet National Physical Stocktaking National Physical Stocktaking and Inventory Management Program Support Services	
Solicitation No. - N° de l'invitation W6369-22X016/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client W6369-22X016	Date 2022-01-26
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-411-40408	
File No. - N° de dossier 411zg.W6369-22X016	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 2022-02-08 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baker(411zg), Roxane	Buyer Id - Id de l'acheteur 411zg
Telephone No. - N° de téléphone (613) 858-8291 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

AMENDMENT #003

Request for Proposal (RFP), National Physical Stocktaking and Inventory Management Program Support Services

The purpose of this amendment is to answer **questions 008 to 011** from the industry and amend the solicitation as follows.

PART A - QUESTIONS AND ANSWERS

QUESTION 001:

Is there someone currently, or has there been someone in the past providing similar or relevant services? If yes, who has been providing these services, what is (or was) the contract value and what is (or was) the duration of the contract (including any extensions), and are the allowed to bid on this opportunity?

ANSWER 001:

The current contract is W6369-16X003/001/ZG and the contractor is Covenco Ltd. The current estimated value is \$18,080,000.00 total. The contract period was for 4 years plus 2 optional periods of one year each. A transition period of 6 months is also remaining as part of the contract and may be used if needed. All interested bidders are allowed to bid on this RFP process including the current contractor.

QUESTION 002:

Is the requirement for Controlled Goods related to access and handling of Controlled Goods? Does it relate to data related to Controlled Goods? Has this requirement been in place for previous related contracts?

ANSWER 002:

Security Requirements are currently being revised. Therefore, the RFP will be updated shortly in an upcoming amendment as Canada is awaiting for the new security clauses.

QUESTION 003:

The requirement for all counters-requirement is 40-50 people organized geographically (as well as all other personnel) to have SECRET clearance, will require 6-9 months. We find it difficult or impossible to meet the RFP timelines.

ANSWER 003:

Security Requirements are currently being revised. Therefore, the RFP will be updated shortly in an upcoming amendment as Canada is awaiting for the new security clauses.

QUESTION 004:

The requirement for all personnel, including 45+ stocktaking counters to have SECRET clearance will be a barrier. Hitherto the requirement was to have Enhanced clearance. In attending information sessions with Security education, we ran the requirement by the security reps and in each case SECRET was not the suggested requirement. There are some additional factors to consider: should

the SECRET requirement stay in place the amount of time to move the counters from their Enhanced status to SECRET is unknowable and will certainly interfere with the timeline for the initiative. The cost to the organization and the strain on HR is substantial. The travel costs for the contract will increase.

ANSWER 004:

Security Requirements are currently being revised. Therefore, the RFP will be updated shortly in an upcoming amendment as Canada is awaiting for the new security clauses.

QUESTION 005:

The current staffing for a team is 1 site manager, 1 investigator, 1 supervisor, and 4 counters. The RFP suggests that the team requires 2 investigators, The confusion may be that when we have 8 counters on a site our usual practice is to have 1 investigator; and the site manager fulfills the duties of a second investigator. Because this is both a mandatory and point rated requirement we ask that our submission include 4 site managers and only 8 investigators. With the described practice we would be allowing for 4 concurrent teams and TAs.

ANSWER 005:

The requirement is to have a 2:1 ratio for counters to investigators and therefore bidders must demonstrate they are able to provide 4 teams as per the configuration outlined in the RFP. The team composition is 1 x Site Manager, 1 Stocktaking Supervisor, 2 x Inventory Management investigators and 4 Stocktaking counters/ Scribes. Note that the number of resources per stocktaking team may increase or decrease depending on the tasking.

QUESTION 006:

Do the vendors require an existing certification from Agreement to Implement Employment Equity relating to Equity or is attestation that the vendor is not on any disqualification list sufficient.

ANSWER 006:

Please refer to Attachment 2 to Part 5 – Additional certifications required precedent to contract award.

QUESTION 007:

Re; MT1.5, Mandatory HR Capacity,

With respect to the requirement for availability of a Material Management Specialist (MMS), given thirty days notice by Canada; we find this provision unduly difficult to meet (with certainty). As of this moment (Jan 17, 2021), there is a shortage of personnel with the stated background and those who may be available are currently contracted. Those contracted will have various release dates from their current situation but there is little guarantee that the timing of need will align with availability. This was an ask with the current NSI contract and COVENCO Ltd was able to source and make available a number of MMS and LCMI personnel, at significant effort and expense-they were never requested during the course of the contract. Please provide a definitive start date and duration required.

ANSWER 007:

The requirement of having a Materiel Management Specialist (MMS) within 30 days' notice is dependent on the task and Canada is unable to provide definitive start dates or durations required at this time, bidders must demonstrate that they have a MMS available within 30 days of 1 April 2022 (anticipated contract award date) as requested in the RFP.

QUESTION 008:

In the solicitation, we have noted the following requirements regarding the resources:

- The resources must show that they have a minimum number of years of experience (i.e. 2-5 years), depending on the resource type, within the past ten years. Given that the Crown has been using the same incumbent for almost 10 years, it is highly unlikely that any other firm in the marketplace will have this specific experience within the required time period. Will the Crown consider extending the experience beyond 10 years to say, 20 years?
- The resources must show that they have experience with the DND's DRMIS system which is actually an instance of SAP. It is our experience that individuals with experience using ERP systems, in general, such as SAP would have the necessary competencies to generate reports, input results of inventory stock-taking and perform system inquiries. Can the Crown clarify why specific DRMIS experience is needed?

ANSWER 008:

As per the RFP Canada is accepting general experience with Enterprise Resource Planning (ERP) systems such as SAP in the mandatory requirements. Experience with the National Defence's SAP instance (DRMIS) is only being evaluated in the Point-Rated criteria. As per the RFP Canada is looking for supply chain related transactions for Inventory Management activities within SAP -Defence Resource Information System (DRMIS) Material Management (MM) Module.

QUESTION 009:

Inventory stocktaking is a common, widespread process in the private sector, particularly in the manufacturing and retail sector. The Crown could benefit from learning from leading practices in these sectors. Will the Crown consider experience outside of the Government of Canada to qualify for this requirement? Alternatively, the Crown could assess the bidder's experience in this domain and how leading practices can be adopted to improve DND's processes?

ANSWER 009:

As per the RFP Canada is accepting experience with Enterprise Resource Planning (ERP) systems such as SAP. This requirement is being put in place to address the departments current stocktaking needs and is not designed to review the current processes. The winning bidder will be required to follow current department processes and policies.

QUESTION 010:

It appears that DND has been using the same approach for the past 10 years. There has been a lot of advancements in technology and tools to support a more efficient and effective stocktaking process such as robotics process automation for data input, data analytics for variance analysis and hand-held counting machines to count the inventory. Would the Crown consider adding a requirement regarding the bidder's approach to stock taking and how tools and technology could be leveraged to perform the work?

ANSWER 010:

This requirement is being put in place to address the department's current stocktaking needs and is not designed to review the current processes or implement process improvements. The winning bidder will be required to follow current department processes and policies.

QUESTION 011:

Given the duration and value of the contract and to demonstrate prudent use of public resources, the Crown would benefit from a review of the stocktaking process. Would the Crown consider assessing the bidder's experience and methodologies with respect to process reviews as well as approach for continuous improvement of the process?

ANSWER 011:

This requirement is being put in place to address the department's current stocktaking needs and is not designed to review the current processes or implement process improvements. The winning bidder will be required to follow current department processes and policies.

PART B – MODIFICATIONS TO RFP

MODIFICATION 001:

Canada has modified the security requirements.

DELETE Article 1.2.6 in its entirety.

MODIFICATION 002:

Canada has modified the security requirements.

DELETE Article 6.3 – Controlled Goods requirement in its entirety.

MODIFICATION 003:

Canada has modified the security requirements.

DELETE Article 7.3 Security Requirements in its entirety and **INSERT** the following:

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6369-22-X016 - Revision # 1

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

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

MODIFICATION 004:

DELETE the Annex C – Security Requirements Check List in its entirety and **REPLACE** with the attached ANNEX C – revised Security Requirements Check List including the supplemental Security Guide.

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W6369-22X016

Amd. No. - N° de la modif.
003
File No. - N° du dossier
411zg.W6369-22X016

Buyer ID - Id de l'acheteur
411zg
CCC No./N° CCC - FMS No./N° VME

MODIFICATION 005:

Canada has modified the security requirements.

DELETE Article 7.15 – Controlled Goods Program in its entirety.

***See revised RFP attached to this amendment.**

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CCC No./N° CCC - FMS No./N° VME

REQUEST FOR PROPOSAL (RFP)

FOR

DEPARTMENT OF NATIONAL DEFENCE (DND)

FOR

**NATIONAL PHYSICAL STOCKTAKING AND INVENTORY
MANAGEMENT PROGRAM SUPPORT SERVICES**

NOTE: There is a security requirement associated with this requirement

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NATIONAL PHYSICAL STOCKTAKING AND INVENTORY MANAGEMENT PROGRAM SUPPORT SERVICES

Bid solicitation # W6369-22X016/A for the provision of professional services of a contractor to assist in the physical stocktaking, data validation and correction, directed independent asset inventory verification and other processes and procedures for inventory management of the Department of National Defence (DND) Canadian Armed Forces (CAF) warehouses across Canada in support of a robust Stocktaking and Inventory Management Program (SIMP).

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include Pricing Schedule, Technical and Financial Criteria and Additional Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, DND 626 Task Authorization Form, Non-Disclosure Agreement and Sample of a Period Usage Reports - Contracts with TAs.

1.2 Summary

- 1.2.1 The Government of Canada introduced the Federal Accountability Act in December 2006 delivering on its commitment to Canadians to make the Government more accountable. This legislation obligates departments to demonstrate that they are well positioned and managed to meet the changing needs and expectations of Canadians. The Department of National Defence inventory holdings are currently estimated to be in excess of seven billion dollars with over five million transactions conducted in the Defence Supply Chain that affect physical stock movement and levels. Accurate inventory records are crucial to the Canadian Armed Forces operational effectiveness. In response to this commitment, the Department of National Defence has implemented the Stocktaking and Inventory Management Program which will focus on developing and implementing a capability to assist in stocktaking, and other inventory management activities.

DND and CAF inventory is dispersed across Canada in over 740 Warehouses. The practice of ongoing inventory verification is necessary to ensure records are accurate and achieve proper asset visibility.

To support the Stocktaking and Inventory Management Program, a Management Team within Director of Supply Chain Operations (DSCO) was established to implement and provide central monitoring and oversight for the stocktaking and investigation activities as part of its supply chain operations.

To provide physical stocktaking and inventory management services on an "as-and-when-requested" basis to support the SIMP. There is a requirement to support the SIMP in the areas of supply and inventory management, stocktaking, and investigation activities. The services must be provided upon receipt of a duly completed and approved DND 626 (Task Authorization) in accordance with the task authorization process detailed in the resulting Contract.

The intent is to award one Contract commencing upon Contract award date up to March 31, 2025 with an irrevocable option on the part of Canada to extend the period of any resulting Contract by up to two (2) one (1) year periods.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), the Canada-Korea Free Trade Agreement (CKFTA) and the Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA).
- 1.2.3 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel.
- 1.2.4 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.5 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.
- 1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: **180** days

Subsection 1.a. of Section 08, Transmission by Facsimile of e-post Connect of Standard Instructions 2003 is deleted and replaced with the following:

1. Facsimile

a. Bids may be submitted by facsimile.

- i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 418-566-6161.

2.1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit via **e-post Connect or facsimile** by the date and time indicated on page one of the bid solicitation.

Note: For bidders choosing to submit using e-post Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR), the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Interested Bidders must send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the PWGSC Bid Receiving Unit requesting to open an epost Connect conversation.

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.

Facsimile number: 418-566-6161

Due to the nature of the bid solicitation, bids transmitted directly to the PWGSC Contracting Authority by email (or other means) 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 FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks; and
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **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 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): where statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.8 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

- a) Due to the nature of the bid solicitation, bids transmitted by electronic mail to PWGSC will not be accepted.
- b) The bid must be gathered per section and separated as follows:
 - Section I: Technical Bid
 - Section II: Financial Bid
 - Section III: Certifications
 - Section IV: Additional Information
- c) If the Bidder chooses to submit its bid electronically using the epost Connect service provided by Canada Post Corporation,
 - o Canada requests that the bidder submits its bid in accordance with section 08, Transmission by facsimile or by epost Connect, of the 2006 standard instructions. Sub-section 2, epost connect, contains instructions and conditions;
 - o The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

D. SACC Manual Clause

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

E. Electronic Payment of Invoices – Bid

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid, after having completed it.

The Bidder is not obligated to accept payment by Electronic Payment Instruments. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Option 1:

Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:

- ☐ 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)

Option 2:

- ☐ Electronic Payment Instruments will not be accepted for payment of invoices.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

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

Solicitation No. - N° de l'invitation
W6369-22X016/A
Client Ref. No. - N° de réf. du client
W6369-22X016

Amd. No. - N° de la modif.
File No. - N° du dossier
411zg.W6369-22X016

Buyer ID - Id de l'acheteur
411zg
CCC No./N° CCC - FMS No./N° VME

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule exclude the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed in the designated central location of each region.

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- * The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- * Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- * Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$

- * The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travelers", rather than those referring to "employees."
- * All travel and living expenses must have the prior authorization of the DND Technical Authority.
- * The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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

TABLE 1 – FIXED DAILY RATE FOR RESOURCE CATEGORIES

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	VOLUMETRIC DATA Estimated Level of Effort (in number of days)	TOTAL (in Can\$) (C)
		(A)	(B)	(C) = (A) x (B)
	Initial Contract Period - From Contract award date up to and including March 31, 2025*			
1a	Project Team Leader	\$	660	
1b	Inventory Management Investigator	\$	5280	
1c	Material Management Specialist (MMS)	\$	600	
1d	Site Manager	\$	2640	
1e	Stocktaking Supervisor	\$	2640	
1f	Counter / Scriber	\$	10560	
	Total Initial Period:			
	Optional Period Year 1 - April 1, 2025 to March 31, 2026*			
2a	Project Team Leader	\$	220	
2b	Inventory Management Investigator	\$	1760	
2c	Material Management Specialist (MMS)	\$	200	
2d	Site Manager	\$	880	
2e	Stocktaking Supervisor	\$	880	
2f	Counter / Scriber	\$	3520	
	Total Optional Period Year 1:			
	Optional Period Year 2 - April 1, 2026 to March 31, 2027*			
3a	Project Team Leader	\$	220	
3b	Inventory Management Investigator	\$	1760	
3c	Material Management Specialist (MMS)	\$	200	
3d	Site Manager	\$	880	
3e	Stocktaking Supervisor	\$	880	
3f	Counter / Scriber	\$	3520	
	Total Optional Period Year 2:			
4	TOTAL EVALUATED PRICE (GST/HST excluded) (in Can\$): (Total Initial Period + Total Option Period Year 1 + Total Optional Period Year 2)			\$

* Estimated contract periods.

NOTE: The shaded area is reserved for the Contracting Authority.

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 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives 4 or fewer Bids by the bid solicitation closing date.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses

are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of

Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered

responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.2.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

4.1.2.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.3 Financial Evaluation

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

4.1.3.2 Mandatory Financial Criteria

Refer to Attachment 1 to Part 4.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit [60%] and Price [40%]

4.2.1.1 To be declared responsive, a bid must:

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

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

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

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 60$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all

the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

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

4.2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.2.1.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a **60/40** ratio of the technical merit and price, respectively.

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

Based on the above table, Bidder 1 would be recommended for Contract award.

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

1.0 MANDATORY TECHNICAL CRITERIA (MT)

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

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

The Bidder is requested to identify in the tables below the section(s) or page(s) of its proposal in which evidence is provided to clearly demonstrate that each of the Mandatory Technical Criterion has been met.

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

The Bidder must demonstrate in its bid how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation. The Bidder must provide complete details as to where, when and how (through which activities and responsibilities) the stated qualifications and experience was obtained. In their proposals, bidders must demonstrate they meet the following mandatory criteria by providing complete details of the experience, including name and description of client organization, scope, timeframe (from-to dates month/year), and description of the roles and responsibilities. In the case where the timelines of two or more projects or activities overlap, the duration of time common to each project or experience will not be counted more than once. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

For education requirements, the individual must have obtained Academic Certification (Degree, etc.) from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized organizations can be found under the [Canadian Information Centre for International Credentials web site](http://www.cicic.ca/2/home.canada). (<http://www.cicic.ca/2/home.canada>)

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
1. CORPORATE REQUIREMENTS				
MT1.1	<p>The Bidder must clearly demonstrate corporate experience in managing and delivering multiple services within supply chain management*</p> <p>This must be demonstrated by providing description and references of two (2) projects they managed.</p> <p>Project is defined as:</p> <ul style="list-style-type: none"> was completed in the 10-year period prior to the closing date of this bid solicitation; involved a minimum of 10 resources; involved a minimum of 4 different categories of personnel <p>* A definition of Supply Chain Management can be found at the following link: https://en.wikipedia.org/wiki/Supply_chain_management </p>	<p>The Bidder must provide a documentation and references of two projects within supply chain management by providing complete details of the experience, including name and description of client organization, scope, timeframe (from-to dates month/year), and description of the roles and responsibilities.</p>		
MT1.2	<p>The Bidder must clearly demonstrate that they have at least one (1) office in at least three (3) of the following Canadian regions:</p> <ul style="list-style-type: none"> British Columbia; Alberta, Saskatchewan, Manitoba and the Northwest Territories; Ontario; Quebec; and Atlantic Provinces 	<p>The Bidder must provide a necessary documentation to support the bid in meeting this criterion. The Bidder must include a list of the legal addresses in at least three of the listed Canadian regions.</p>		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
1. CORPORATE REQUIREMENTS				
MT1.3	<p>The Bidder must clearly demonstrate that they have sufficient resources to have a minimum of four (4) Stocktaking Teams* working concurrently in varying geographic regions across Canada AND demonstrate that at a minimum four (4) Stocktaking Counters / Scribers are located in each of the following Canadian regions in order to minimize travel expenses:</p> <ul style="list-style-type: none"> • British Columbia; • Alberta, Saskatchewan, Manitoba and the Northwest Territories; • Ontario; • Quebec; and • Atlantic Provinces <p>* A Stocktaking Team consists at a minimum of the following:</p> <ul style="list-style-type: none"> • One (1) Site Manager; • One (1) Stocktaking Supervisor; • Two (2) Inventory Management Investigators; and • Four (4) Stocktaking Counters / Scribers. 	<p>The necessary documentation to support the bid in meeting this criterion must include at least four (4) Site Managers, four (4) Stocktaking Supervisors, eight (8) Inventory Management Investigators located in any of the Canadian regions listed AND at least four (4) local Stocktaking Counters / Scribers located in each of the Canadian regions listed. The Bidder must provide the list of the names and the legal addresses of the resources.</p>		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
1. CORPORATE REQUIREMENTS				
MT1.4	<p>For each proposed resource, the Bidder must provide the following information, at a minimum:</p> <ul style="list-style-type: none"> a. The name of the proposed resource. b. The title of the proposed resource. c. A description and chronology of relevant professional experience including details as to where, when and how the stated experience was obtained. 	<p>The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>		
MT1.5	<p>The Bidder must clearly demonstrate that they have the capacity to provide a Material Management Specialist within 30 days of written request by the Contracting Authority.</p> <p>The Bidder must provide a Staffing Plan that includes the following information at a minimum:</p> <ul style="list-style-type: none"> a. Recruiting of personnel b. Replacement of personnel (focusing on how the resource replacement limit of 30 days will be met) c. HR management d. Retention of staff 	<p>The Bidder must provide a necessary documentation to support the bid in meeting this criterion. The Bidder must include a Staffing Plan that includes the listed information at a minimum.</p>		

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ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
2. PROJECT TEAM LEADER				
MT2.1	The Bidder must clearly demonstrate that the proposed resource possesses a minimum of 4 years of experience within the 10-year period prior to the closing date* of this bid solicitation in a Project Team Lead role in inventory management and stocktaking activities.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		
MT2.2	The Bidder must clearly demonstrate clearly that the proposed resource has a minimum of 2 years of hands-on experience within the 5-year period prior to the closing date* of this bid solicitation managing supply chain related transactions for Inventory Management activities within SAP.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
2. PROJECT TEAM LEADER				
MT2.3	The Bidder must clearly demonstrate that the proposed resource has a minimum of 4 years of experience in concurrently supervising a minimum of 10 people.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		
MT2.4	The Bidder must clearly demonstrate that the proposed resource has experience managing a project dealing with multiple resources in multiple geographical locations.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
2. PROJECT TEAM LEADER				
MT2.5	The Bidder must clearly demonstrate that the proposed resource has a minimum of 2 years of experience within the 5-year period prior to the closing date* of this bid solicitation managing and collecting data for the purposes of reporting information.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
3. SITE MANAGER				
MT3.1	The Bidder must clearly demonstrate that the proposed resource has a minimum of 5 years of experience within the 10-year period prior <i>to the closing date</i> * of this bid solicitation supervising a minimum of 5 people in the Supply and Material Management field.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

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ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
3. SITE MANAGER				
MT3.2	The Bidder must clearly demonstrate that the proposed resource has a minimum of 5 years of working experience within the 10-year period prior to the <i>closing date</i> * of this bid solicitation in public and/or private Supply Chain Management.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		
MT3.3	The Bidder must clearly demonstrate that the proposed resource has a minimum of 3 years of experience within the 10-year period prior to the <i>closing date</i> * of this bid solicitation of working knowledge SAP Material Management functions/modules.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
4. INVENTORY MANAGEMENT INVESTIGATOR				
MT4.1	The Bidder must clearly demonstrate that the proposed resource has at least 5 years of working experience within the 10-year period prior to the <i>closing date</i> * of this bid solicitation in public and/or private Supply Chain Management.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		
MT4.2	The Bidder must clearly demonstrate that the proposed resource possesses a minimum of 2 years of working experience within the 5-year period prior to the <i>closing date</i> * of this bid solicitation performing investigations of inventory management adjustments using an Enterprise Resource Planning System (ERP) using SAP Material Management functions/modules.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
MATERIEL MANAGEMENT SPECIALIST				
MT5.1	The Bidder must clearly demonstrate that the proposed resource possesses a minimum of 3 years of working experience within the 5-year period prior to the closing date* of this bid solicitation performing investigations in materiel management in an Enterprise Resource Planning System (ERP) Material Management and Financial Modules.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		
MT5.2	The Bidder must clearly demonstrate that the proposed resource has a minimum of 5 years of working experience within the 10-year period prior to the closing date* of this bid solicitation in government policies relating to Materiel Management.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

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ITEM #	MANDATORY TECHNICAL CRITERIA (MT)	BID PREPARATION INSTRUCTIONS	Met/Not Met	Section / Page #
STOCKTAKING SUPERVISOR				
MT6.1	The Bidder must demonstrate that the proposed resource possesses a minimum of 2 years of working experience within the 5-year period prior to the closing date* of this bid solicitation supervising staff by providing oversight and day to day direction in a warehouse environment.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.		

* After contract awarded, any new proposed resources' working experience will be evaluated on the date of CV submission.

2.0 POINT-RATED TECHNICAL CRITERIA (RT)

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

In order to qualify for the rating process, proposals must respond to the following point-rated technical criteria.

Bids must receive a minimum technical pass mark of **195 out of 415** on the point-rated technical criteria in order to be evaluated on the basis of their Financial Proposal.

Bids who fail to achieve the technical pass mark will be declared non-responsive and given no further consideration.

All project references and personal references may be checked for accuracy and applicability.

The Bidder may use cross-referencing where applicable.

Scores assigned for the point-rated technical criteria will be rounded to the nearest hundredth.

ITEM #	POINT-RATED CRITERIA	BID PREPARATION INSTRUCTIONS	SCORING METHOD	Points / Score	Section / Page #
1. PROJECT TEAM LEADER					
RT1.1	Pursuant to Mandatory Criterion MT2.2 the Bidder should clearly demonstrate that the proposed resource has hands-on experience in the 5-year period prior to the <i>closing date</i> * of this bid solicitation performing supply chain related transactions for Inventory Management activities within SAP - Defence Resource Information System (DRMIS) Material Management (MM) Module.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.	<p>≥6 month and ≤12 months: 25 points</p> <p>≥13 months and ≤24 months: 45 points</p> <p>≥25 months and over: 65 points</p>	/65	

ITEM #	POINT-RATED CRITERIA	BID PREPARATION INSTRUCTIONS	SCORING METHOD	Points / Score	Section / Page #
2. SITE MANAGER					
RT2.1	Pursuant to Mandatory Criterion MT3.3 the Bidder should clearly demonstrate that the proposed resource has experience in the 10-year period <i>to the closing date</i> * of this bid solicitation of working knowledge and is familiar with the SAP- DRMIS Material Management (MM) Module.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.	≥6 month and ≤12 months: 35 points ≥13 months and ≤24 months: 45 points ≥25 months and ≤36 months: 55 points ≥37 months and over: 65 points	/65	

ITEM #	POINT-RATED CRITERIA	BID PREPARATION INSTRUCTIONS	SCORING METHOD	Points / Score	Section / Page #
3. INVENTORY MANAGEMENT INVESTIGATOR					
RT3.1	<p>Pursuant to Mandatory Criterion MT4.2 the Bidder should clearly demonstrate that the proposed resource possesses of working experience in the 5-year period prior to the <i>closing date</i>* of this bid solicitation performing investigations of inventory management adjustments using an Enterprise Resource Planning System (ERP) using SAP – DRMIS Material Management (MM) Module, and must include the steps used to perform those investigations.</p>	<p>The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>	<p>As per Statement of Work Section 4.2, for the Stocktaking Team, the Bidder must propose 2 resources for this category, therefore a total of 130 points are available for this criterion.</p> <p>≥6 month and ≤12 months: 35 points</p> <p>≥13 months and ≤24 months: 45 points</p> <p>≥25 months and ≤36 months: 55 points</p> <p>≥37 months and over: 65 points</p>	/130	

ITEM #	POINT-RATED CRITERIA	BID PREPARATION INSTRUCTIONS	SCORING METHOD	Points / Score	Section / Page #
4. MATERIEL MANAGEMENT SPECIALIST					
RT4.1	Pursuant to Mandatory Criterion MT5.1 the Bidder should clearly demonstrate that the proposed resource possesses of working experience in the 5-year period prior to the closing date* of this bid solicitation performing investigations of inventory management adjustments using SAP - Material Management (MM) and Financial (FM) Modules, and must include the steps used to perform those investigations.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.	≥6 month and ≤12 months: 25 points ≥13 months and ≤24 months: 35 points ≥25 months and ≤36 months: 45 points ≥37 months and over: 55 points	/55	

ITEM #	POINT-RATED CRITERIA	BID PREPARATION INSTRUCTIONS	SCORING METHOD	Points / Score	Section / Page #
5. STOCKTAKING COUNTERS / SCRIBERS					
RT5.1	The Bidder should clearly demonstrate that the proposed resource possesses a minimum of 6 months of work experience within the last 5-year period prior to the closing date* of this bid solicitation counting inventory.	The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.	As per Statement of Work Section 4.2, for the Stocktaking Team, the Bidder must propose 4 resources for this category, therefore a total of 100 points are available for this criterion. ≥6 months and ≤12 months : 10 points ≥13 months and ≤24 months: 20 points ≥25 months and over: 25 points	/100	

* After contract awarded, any new proposed resources’ working experience will be evaluated on the date of CV submission.

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Summary and Final Point-Rated Score

Summary and Final Point-Rated Score	
Rated Technical Criterion	Score
RT 1.1	/65
RT 2.1	/65
RT 3.1	/130
RT 4.1	/55
RT 5.1	/100
Overall Score:	/ 415
Pass Mark:	195/ 415
Pass / Fail:	

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 and Additional Information Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders should provide with their bid, the COVID-19 Vaccination Requirement Certification Attachment 1 to Part 5, 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. If it is not provided with the bid, it must be provided before contract award and as requested by the Contracting Authority.

5.2.4 Additional Certifications Precedent to Contract Award

The required additional certifications to provide are included in Attachment 2 to Part 5, Additional Certifications Required Precedent to Contract Award.

ATTACHMENT 1 TO PART 5

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;
 - (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: _____

Date: _____

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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.

ATTACHMENT 2 TO PART 5

ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD.

1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: _____ Instructions to the Bidder: (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- ☐ A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

or

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

or

- ☐ B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

3. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 Before award of a contract, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - 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;

6.1.2 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.

6.1.3 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.

6.2 Financial Capability

SACC Manual/ clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

A. Work described at Annex A, Statement of Work will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, DND 626, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

C. TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of **\$200,000.00**, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

D. Minimum Work Guarantee - All the Work - Task Authorizations

1. "Maximum Contract Value" means the sum specified in the Contract clause 7.7.2 (Canada's Total Liability, Cumulative Total of all TAs; "Minimum Contract Value" means \$20,000.00 of the Maximum Contract Value.
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 D3 of this clause. 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 cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

E. Periodic Usage Reports - Contracts with Task Authorizations

1. The Contractor must compile and maintain detailed records and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs .3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

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

The reporting periods are defined as follows:

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

A sample MSOffice spreadsheet containing the data elements contained in paragraph 4. And 5 of this clause is provided in Annex F.

3. For each TA authorized and issues under the Contract, the data must contain the following data elements in the order presented:
 - the TA number appearing on the TA form;
 - the date the task was authorized appearing on the TA form;
 - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
 - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc.:

-
- the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all TAs authorized and issues under the Contract, the data must contain the following data elements in the order presented:
- the sum (Applicable Taxes extra) specified in clause 7.7.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
 - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
 - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

F. Task Authorization - Department of National Defence

The administration of the TA process will be carried out by **DSCO2**. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Inspection and Acceptance

The DND Technical 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.

7.2.3 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 DND Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.3 Security Requirements

- 7.3.1 The following security requirements (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. W6369-22-X016 - Revision # 1**

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

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

7.4 Use of Personal Protective Equipment and Occupational Health and Safety (OHS) guideline(s)

- 7.4.1 The Contractor must comply with Government of Canada onsite requirements in respect of Personal Protective Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.
- 7.4.2 The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.
- 7.4.3 The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

7.5.2 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 periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 6 months under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.5.4 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Roxane Baker**
Title: Supply Specialist

Public Services and Procurement Canada
Acquisitions Branch
Business and Technology Solutions Sector (BTSS)
Professional Services Procurement Directorate (PSPD)

Terrasses de la Chaudière, 5th Floor
10 Wellington Street, Gatineau (Quebec) K1A 0S5

Telephone: 613-858-8291
E-mail address: roxane.baker@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.

7.6.2 DND Technical Authority

The DND Technical Authority for the Contract is:

(To be completed at time of Contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

In its absence, the DND Technical Authority is:

(To be completed at time of Contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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.

7.6.3 Contractor's Representative

(To be completed at time of Contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.7 Payment

7.7.1 Basis of Payment

7.7.1.1 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 as detailed in 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.

7.7.1.2 TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (d) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Canada's Total Liability

7.7.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ **(To be completed at time of Contract award)**. Customs duties are included and Applicable Taxes are extra.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- 1. when it is 75 percent committed, or
- 2. four (4) months before the contract expiry date, or
- 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2.2 Authorized travel and living expenses

- A. Canada's total liability to the Contractor under the Contract for authorized travel and living expenses must not exceed \$(**To be completed at time of Contract award**). Customs duties are included, and the Applicable Taxes are extra.
- B. 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 for travel and living expenses 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:
1. when it is 75 percent committed, or
 2. four (4) months before the Contract expiry date, or
 3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- C. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

One of the following methods of payment will form part of the authorized TA.

For the Work specified in an authorized firm lot price TA.

7.7.3.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

7.7.3.2 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor
C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor
C0305C (2014-06-26), Cost Submission - Limitation of Expenditure or Ceiling Price

7.7.5 Electronic Payment of Invoices – Contract

(To be completed at time of Contract award)

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

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

7.7.6 Discretionary Audit

C0100C (2010-01-11), Discretionary Audit – Commercial Good and/or Services

7.7.7 Time Verification

C0711C (2008-05-12), Time Verification

7.7.8 No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure of government offices or there are enhanced measures to restrict access to government premises and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.8 Invoicing Instructions

7.8.1 H5001C (2008-12-12), Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

-
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
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.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2021-12-02), General Conditions – Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, the signed DND 626, Task Authorization (including all of its annexes, if any);
- (g) Annex E, Non-Disclosure Agreement;
- (h) Annex F, Periodic Usage Reports – Contracts with TAs; and
- (i) the Contractor's bid dated _____ (*Insert the date (year-month-day) of the bid.*)

7.12 Defence Contract

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

7.13 Foreign Nationals

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

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

7.14 Insurance

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

7.15 Proactive Disclosure of Contracts with Former Public Servants

(If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension).

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.

7.16 Dispute Resolution

- 7.16.1 The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- 7.16.2 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.
- 7.16.3 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.
- 7.16.4 Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

STATEMENT OF WORK

National Physical Stocktaking and Inventory Management Program Support Services

1. Objective

The Department of National Defence (DND) requires the services of a contractor to assist in the physical stocktaking, data validation and correction, directed independent asset inventory verification and other processes and procedures for inventory management of Canadian Armed Forces (CAF) warehouses across Canada in support of a robust Stocktaking and Inventory Management Program (SIMP).

2. Background

The Government of Canada introduced the Federal Accountability Act in December 2006 delivering on its commitment to Canadians to make the Government more accountable. This legislation obligates departments to demonstrate that they are well positioned and managed to meet the changing needs and expectations of Canadians. The Department of National Defence inventory holdings are currently estimated to be in excess of seven billion dollars with over five million transactions conducted in the Defence Supply Chain that affect physical stock movement and levels. Accurate inventory records are crucial to the Canadian Armed Forces operational effectiveness. In response to this commitment, the Department of National Defence has implemented the Stocktaking and Inventory Management Program which will focus on developing and implementing a capability to assist in stocktaking, and other inventory management activities.

DND and CAF inventory is dispersed across Canada in over 740 Warehouses. The practice of ongoing inventory verification is necessary to ensure records are accurate and achieve proper asset visibility.

To support the Stocktaking and Inventory Management Program, a Management Team within Director of Supply Chain Operations (DSCO) was established to implement and provide central monitoring and oversight for the stocktaking and investigation activities as part of its supply chain operations.

2.1 Reference Documents

The Contractor's resources must use and adhere to the following relevant DND information/documentation regarding policies, procedures, references, standards, methodologies, and approaches, as well as the various on-line tools and will be made available to the resources during the course of the Contract:

- a. Defence Production Act, Controlled Goods Regulations – SOR/2001-32 – latest edition <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-32>;
- b. DND/CAF Supply Administration Manual (SAM), Chapter 4.3 Stocktaking - latest edition Appendix B);
- c. DND Life Cycle Material Management (LCMM) Activities Handbook – latest edition;
- d. DND Procurement Administration Manual (PAM) – latest edition;
- e. DND MAT KNet Supply Process Flow Charts and Reports; and

2.2 Any other applicable documentation that may arise during the period of the Contract.

Acronyms and Definitions

ADM (Mat) - Assistant Deputy Minister

(Materiel) CAF- Canadian Armed Forces

CF - Canadian Forces

CFSS - Canadian Forces Supply System

CGCS - Canadian Government Cataloguing System

CSA - Canadian Standards Association

CTAT - Controlled Technology Access and Transfer

DND - Department of National Defence

DSC - Defence Supply Chain

DGMSSC - Director General Materiel Systems and Supply Chain

DSCO - Director Supply Chain Operations

DMC - Demilitarization Code

DRMIS - Defence Resource Management Information System

DWAN – Defence Wide Area Network

EPM - Equipment Program Manager GSE - Government Supplied Equipment

ITAR - International Traffic in Arms Regulations

LCMM - Life Cycle Material Manager

LCMS - Life Cycle Management Specialist MMS - Material Management Specialist

MMR – Materiel Master Record

MRP - Material Resource Planning

NCAGE - NATO Commercial and Government Entity code

OPI - Office of Primary Interest

PAM - Procurement Administration Manual

PN : NCAGE MMR – Part Number : NATO Commercial and Government Entity Materiel Master Record

SAM - Supply Administration Manual

SAP (MM) – System Applications Products (Materiel Management) SIMP – Stocktaking and Inventory Management Program

SIG - Stocktaking Investigation Groups

SOW - Statement of Work

SLOC - Storage Location

TA - Task Authorization

CF 152 Report - Report for material adjustment and write-off of material produced by DND

DND Project Authority – represents DSCO and is responsible for overall project management activities within the SIMP project

DND Technical Authority - is the primary point of contact for the Project Team Leader. DND senior supply personnel – senior supply personnel of the unit/base/wing

EPM Technical Authority – The DND personnel that provide technical advice and perform life cycle management activities on materiel.

EPM Supply Manager – The DND personnel that provide procurement advice on materiel

Stocktaking: Stocktaking is defined as the procedure of counting and reconciling actual holdings against automated or manual records for stocking accounts (warehouses).

Supply Chain Management: The design, planning, execution, control, and monitoring of supply chain activities with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand, and measuring performance globally.

3. Scope of Work

The Contractor must provide stocktaking and inventory management services on an “as-and- when-requested” basis to support the SIMP. The purpose of this SOW is to define the tasks, resources and deliverables. There is a requirement to support the SIMP in the areas of supply and inventory management, stocktaking, and investigation activities. The services must be provided upon receipt of a duly completed and approved DND 626 (Task Authorization) in accordance with the task authorization process detailed in the Contract.

It is anticipated that these services will be required for approximately 44 weeks in each year of the Contract. The DND Technical Authority will notify the Contractor of any changes in the Task Authorization no less than 2 weeks in advance.

The Contractor Team must support the Stocktaking and Inventory Management Program by providing independent physical stocktaking and inventory management services to the SIMP to augment current bases/wings/stations/depots' Stocktaking Investigation Groups (SIG) capabilities. A Stocktaking Team (4.2) will be required as needed at CAF units to count stock recording results manually in DRMIS SAP(MM) completing the physical inventory process. The stock will be a variety of commodities such as but not limited to clothing, capital assets, ammunition, weapons, controlled goods, and consumables.

To support the SIMP initiative, the Contractor Team is required to perform inventory management activities which includes, but not limited to, activities associated with the life cycle of assets located in CAF warehouses and facilities including investigation and reconciliation of discrepancies between physical counts and automated inventory records.

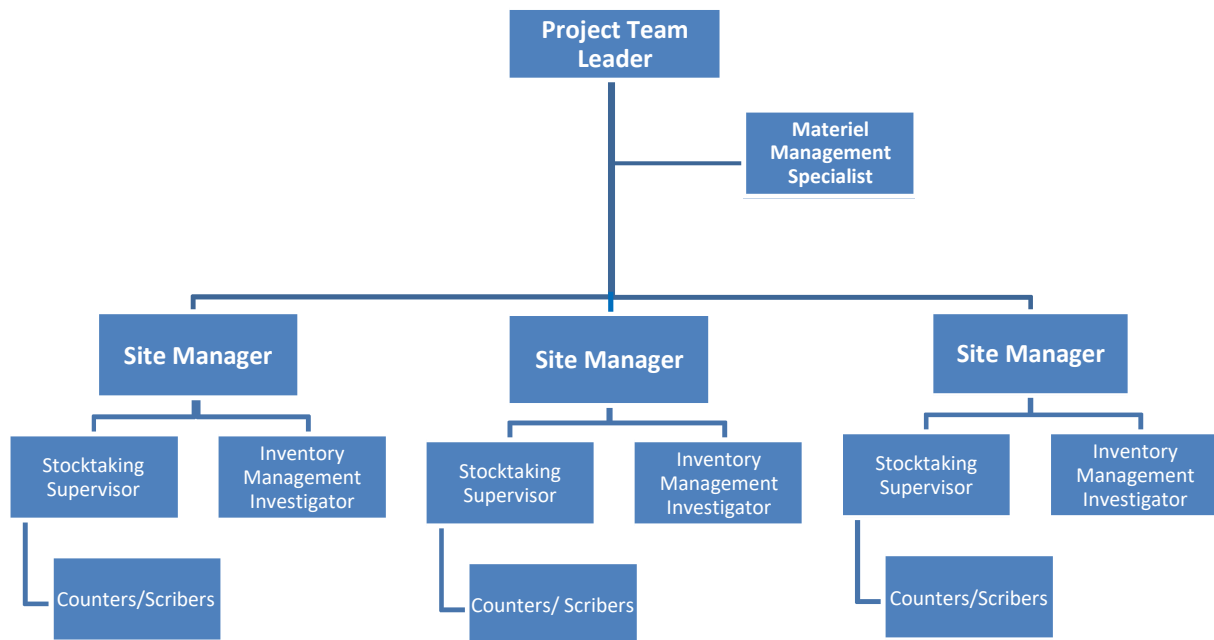
Based on the geographical disbursement of CAF warehouses/bases/wings/units, it is anticipated that there could be up to 4 stocktaking teams working concurrently performing stocktaking activities at various geographic regions across Canada. The Contractor must provide sufficient resources to support these activities on a National basis and as a minimum, provide 4 Stocktaking Counters / Scribes in each of the following regions in order to minimize travel expenses:

- i. British Columbia;
- ii. Alberta, Saskatchewan, Manitoba and the Northwest Territories;
- iii. Ontario;
- iv. Quebec; and
- v. Atlantic Provinces.

4. Resource Categories Required

- 4.1** It is anticipated that all resource categories will be required throughout the duration of the Contract on an “as and when requested” basis. Specific Work, locations, and time-periods will be specified in each DND 626, Task Authorizations.
- 4.2** Typically, stocktaking will be conducted on a team basis. A typical Stocktaking Team will consist of the following:
- One (1) Site Manager
 - One (1) Stocktaking Supervisor
 - Two (2) Inventory Management Investigators; and
 - Four (4) Stocktaking Counters / Scribes
- 4.3** The number of resources per Stocktaking Team may increase or decrease depending on the tasking. The composition of the Stocktaking Team may be re-evaluated at any time and the estimated workload may change.
- 4.4** The estimated stocktaking and inventory management services will be required for approximately 44 weeks per year conducting tasks at approximately 40 sites per year. The number of visits may be fluctuating at the request of the DND Project Authority. There may be the potential for conducting additional inventory management procedures in order to complete the stocktaking/verification program. Other non-forecasted visits may be required to improve inventory management as determined by the DND Project Authority. The Contractor may be tasked to provide additional resources, or an increased level of effort.

5. Organization Chart – Contractor's Team



6. Tasks Listed by Resource Category

6.1 Project Team Leader

The Project Team Leader manages all Stocktaking Teams and specialists, as well as provides total oversight to DSCO. The Project Team Leader must, in consultation with the DND Technical Authority, perform the following tasks:

- a. Act as the point of contact for all work related communications on behalf of the Contractor;
- b. Plan, direct, control and coordinate the activities of the Contractor for all inventory management activities at asset storage locations;
- c. Coordinate and direct the inventory management schedule including a work plan based on individual locations for acceptance by the DND Project Authority;
- d. Assist in the SIMP's efforts to plan and coordinate inventory management activities;
- e. Co-ordinate and prepare documentation in response to scheduled inventory management activities;
- f. Investigate and initiate corrective action to resolve inaccurate processes and procedures identified by the Contractor;
- g. Prepare, maintain, and submit reports (see deliverables);
- h. Attend meetings with the DND Project Authority to review the status of work on current tasks and other issues as required Meeting can be called by the DND Project Authority in most economical way to be determined at the time of the meeting request;
- i. Travel to warehouses to develop the estimate for the inventory management DND 626, Task Authorization when requested by the DND Project Authority;
- j. Travel to warehouses provide additional oversight, as-and-when requested by the DND Project Authority; and
- k. Provide support in coordinating the training of all resources of the Contractor.

Project Team Leader Deliverables:

- Summary of Stocktaking Statistics Report – to be submitted bi-monthly
- End of Task Statistics Report – to be submitted at the end of a task
- Stocktaking Verification Discrepancy Report – as required
- See Appendix A for context

6.2 Materiel Management Specialist (MMS)

The Materiel Management Specialist must, in consultation with the DND Project Authority and the EPM Technical Authority:

- a. Perform quality assurance oversight for supply processes including stocktaking and materiel identification activities.
- b. Provide advice and perform material management activities in accordance with the Supply Administration Manual (SAM) and Procurement Administration Manual (PAM) for procurement, warehousing, shipping /receiving, materiel adjustments, and stocktaking/materiel investigations.
- c. Analyze, provide advice and upon approval correct management data in DRMIS for all DND owned inventory in accordance with the PAM and SAM.
- d. Proceed with materiel investigations and inventory adjustments by preparing auditable inventory adjustment documents for review by the EPM Technical Authority.
- e. Provide Task Report – see deliverables.

-
- f. Provide to Site Manager the Inventory Management Issue Report – see Materiel Management Specialist Deliverables.
 - g. Perform investigation on supply processes, policies, and procedures related to full life cycle of material.

Materiel Management Specialist Deliverables:

If task's length less than 3 weeks, prepare 2 reports per task. If task's length 4 weeks, then prepare 2 bi-weekly reports of the work performed in an acceptable format to be submitted to the DND Project Authority. See Appendix A for context.

- Task Report - must document; all activities performed in accordance with the SOW; status of actions / decisions originating from the work; stakeholders involved as well as a list of outstanding activities and further recommendations. This will be maintained electronically as work in progress.
- Inventory Management Issues Report - must document; problems that require policy changes; problems that require process changes; problems that require procedural changes; each issue should have a recommended solution.

6.3 Site Manager

The Site Manager is the on-site primary point of contact and must in consultation with the Project Team Leader perform the following tasks:

- a. Provide on-site supervision and direction to Contractor team;
- b. Provide advice to the Stocktaking Supervisor regarding the Counter / Scriber's work schedule;
- c. Liaise with local DND authorities to ensure that the on-site Contractor team is provided appropriate workstations and equipment to complete the tasks;
- d. Resolve any problems related to the activities of the Contractor team;
- e. Prepare and submit a weekly progress report on the status of work on active DND 626, Task Authorizations;
- f. Prepare and submit an end of task report on the status of work on the active DND 626, Task Authorization;
- g. Identify inventory, materiel, and warehouse management issues and escalate to the Project Team Leader for resolution;
- h. Receives work progress briefings from the Stocktaking Supervisor; and
- i. Provide final briefing to the Project Team Leader and the DND Project Authority or the DND senior supply personnel.

Site Manager Deliverables:

Prepare and deliver to the DND Project Authority the following 2 reports in accordance with the format stated in Section 11 – Format of Deliverables and Appendix A - Report Templates.

- Site Manager Progress Report - to be submitted weekly
- Site Manager End of Task Report - to be submitted at completion of task.

The Site Manager reports must provide the following; summarize work completed to date, planned work, and the identification of any problems, risks, or impediments that could impact a successful completion of the work and a description of the work performed.

6.4 Inventory Management Investigators

The Inventory Management Investigators provide subject matter expertise and assistance on stocktaking matters and investigates discrepancies. For security reasons, the Contractor's IT equipment cannot be connected and/or interfaced with DRMIS or any other DND IT equipment.

The Inventory Management Investigators must, in consultation with the Site Manager, perform the following tasks:

- a. Create count sheets for Stocktaking Counters / Scribes;
- b. Initiate stocktaking as per the stocktaking processes in DRMIS;
- c. Receive completed count sheets from counters and input into DRMIS;
- d. Investigate discrepancies through techniques including, but not limited to, recounts, investigating system transactions which require multiple steps and multiple scenarios;
- e. Report discrepancies to on-site DND primary contact and Site Manager;
- f. Compare the counts to the inventory management system of record;
- g. Direct segregation of discrepant inventory either through physical segregation for surpluses or through DRMIS system segregation for deficiencies to allow time for the investigative process;
- h. Request and initiate second, third, or fourth counts, if required;
- i. Initiate investigation activities, if discrepancies are found;
- j. Conduct remedial and corrective actions including, but not limited to, supply transactions such as receipts, issues, and transfers in the system of record to reconcile with physical counts in accordance with disposal process, cataloguing, re-identification processes to ensure materiel and warehouse accuracy;
- k. Maintain a database with count results and action taken;
- l. Perform adjustments in the system of record based on the approval by senior supply resources of the unit/base/wing, as required;
- m. Perform stock transfers in DRMIS to move stock balances from NIIN:NSN MMRs to PN:NCAGE MMRs based on the approval by DND senior supply personnel of the unit/base/wing;
- n. Report discrepancies and/or unexpected manufacturing parts numbers that are not on the DND supply listing during the course of the bin audit activities to on-site DND primary contact and Site Manager;
- o. Initiate inventory management adjustments to reconcile discrepancies in the system of record based on the approval by DND senior supply personnel of the unit/base/wing;
- p. Initiate and complete all proper inventory management transactions in the appropriate system of record based on the approval by DND senior supply personnel of the unit/base/wing, produce all material adjustment reports; and
- q. Produce and print barcodes / labels as required.

Inventory Management Investigators Deliverables:

Prepare and deliver to the DND Project Authority and the Materiel Management Specialist the following reports in accordance with the format stated in Section 11 - Format of Deliverables and Appendix A - Report Templates:

- Stocktaking Performance Report - to be submitted at the end of each account's stocktaking.
- Materiel Identification Transfer Report – to be submitted at the end of the task

6.5 Stocktaking Supervisor

The Stocktaking Supervisor must, in consultation with the Site Manager, perform the following tasks:

- a. Supervise the on-site team of Stocktaking Counters / Scribes by providing oversight and day to day direction;
- b. In collaboration with the Site Manager, create a work schedule for each Task Authorization based on site conditions for the Contractor team;
- c. Liaise with the local DND senior supply personnel to ensure that the Contractor team is provided accessibility to inventory being counted;
- d. Obtain all stocktaking count sheets from the Inventory Management Investigators;
- e. Ensure that the work place is returned to its original state;
- f. Provide the completed count sheet to the Inventory Management Investigators for further analysis;
- g. Apply best inventory management practices during the counting process;
- h. Ensure the Work is performed in accordance with local, provincial, and national work and safety regulations;
- i. Provide input for the final on-site briefing to the DND Project Authority and/or on- site primary contact ;
- j. Ensure all inventory management, verifications, and document production will follow regulations prescribed in the SAM as they relate to Chapter 3.4 Stocktaking;
- k. Prepare and produce work progress briefings on the progress of the inventory management activities;
- l. Travel as required to warehouses to develop the estimate for the inventory management DND 626, Task Authorization;
- m. Develop, document, and maintain individual inventory management plans and provide the most efficient solution to conduct independent counts for each asset storage location as directed by the SIMP; and
- n. Establish a smooth workflow and ensure Counters / Scribes are conducting work in a safe and efficient manner.

Stocktaking Supervisor Deliverables:

Prepare and deliver to the DND Project Authority the following report in accordance with the format stated in Section 11 – Format of Deliverables:

- Stocktaking Progress Report – to be submitted at the end of each account's stocktaking.

6.6 Stocktaking Counters / Scribes

Provide stocktaking activities by participating in counting and reconciling actual holdings against the system of record. For security reasons, the Contractor's IT equipment cannot be connected and/or interfaced with DRMIS or any other DND IT equipment.

The Stocktaking Counters / Scribes must, in consultation with the Stocktaking Supervisor, perform the following tasks:

- a. Use proper equipment to perform their task in the most efficient and safe manner including, but not limited to, ladders, and any required safety equipment;
- b. Count and record quantity and batch lot of inventory on count sheets;
- c. Conduct materiel identification of each item counted against a DND-supplied

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- listing of manufacturer part numbers and NCAGEs and record quantity of each manufacturing parts number;
- d. Report unexpected manufacturing parts number that is not on the DND supply listing to a Stocktaking Supervisor/Inventory Management Investigator
 - e. Relocate inventory that is misplaced;
 - f. Perform counts and recounts on inventory or asset numbers and complete comparisons until there are two identical physical counts for each inventory or asset number as directed by an Inventory Management Investigator;
 - g. Verify that the inventory shelf life has not expired; the CF 942 – Materiel Condition Tags or CF 942A – Materiel Condition Labels are present and completed (as required); the Certificate of Conformance is present; the Material Safety Data Sheets (MSDS) are available; and verify the condition of the materiel and/or packaging appears to be undamaged;
 - h. Report possible damaged assets and/or packaging;
 - i. Return asset items to their original container and location;
 - j. Complete stocktaking count sheets, which must include the counter signature and date on each sheet certifying that the count of the stock numbers or part numbers was completed;
 - k. Affix barcodes/labels to assets or storage containers as directed;
 - l. Verify serial numbers for serialized items and record on count sheet as required; and
 - m. Record all material identification criteria as required.

7. Scheduling

- 7.1** The Contractor will be provided with a tentative annual schedule and will be given notice of a proposed task authorization at least 60 days in advance of the Work start date. Task authorizations should be issued to the Contractor at least 30 days in advance.
- 7.2** In the event of additional stocktaking and verification tasks requiring additional visits, the DND Project Authority will endeavor to notify the Contractor no less than 4 weeks to allow the Contractor sufficient time to organize the requirement for increased resources or level of effort.

8. Limitations and Constraints

- 8.1** The Investigators, Stocktaking Supervisor, and Stocktaking Counters/Scribers must be able to lift and move equipment weighing up to 25 kg.
- 8.2** The Contractor's resources will be required to stand or sit for extended periods of time, work in confined spaces, work at heights up to 15 meters above the ground, and climb ladders.
- 8.3** The Contractor's resources will from time to time be required to work outdoors in all weather conditions.
- 8.4** Some units have an existing workforce to conduct inventory management activities and may work in conjunction with the Contractor's resources.
- 8.5** While working at CAF locations, the Contractor's resources must provide these services at the identified sites/facilities within the core business hours of 07:00 to 17:00, local time, Monday through Friday, exclusive of statutory holidays observed by Canada at such site.
- 8.6** To meet the time, schedule, and training requirements, the Contractor's resources may be required to work more than 7.5 hour days and could result with working

outside of the core hours. The scheduling of the on-site work performed by the Contractor's resources will be the responsibility of the Contractor upon SIMP's approval. Contractor's resources will be required to be escorted by DND or CAF personnel when working outside of the core business hours.

- 8.7 The Contractor's resources will be required to travel up to 4 weeks at a time.

9. Contractor Responsibilities

- 9.1 The Contractor is responsible to supply its resources' with all required personal safety equipment. As a minimum, this includes the resources wearing Canadian Standards Association (CSA) approved Protective Footwear and Industrial Protective Headwear.
- 9.2 Ensure the Contractor's resources performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees.
- 9.3 The Contractor is responsible for obtaining required security clearances and visitor clearance requests.
- 9.4 The Contractor is responsible for making necessary travel arrangements for the Contractor's personnel, in order to satisfy the DND 626 Task Authorization.

10. Acceptance of Deliverables

All reports, deliverables, documentation, and services rendered by the Contractor will be subject to review and acceptance by the DND Project Authority. The DND Project Authority will review receipt of deliverables within 5 business days. Should any report, deliverable, document or service not be in accordance with the requirements of the SOW, the Contractor's resource must complete all corrective actions requested by the DND Project Authority within 5 business days. Acceptance is at the sole discretion of the DND Project Authority.

11. Format of Deliverables

Unless otherwise specified, the Contractor must provide any required deliverables in electronic format compliant with current DND Office Automation application standards: Adobe, MS-Word, Excel, Access, PowerPoint, and Project – version 2007 or later.

12. Communication Requirements

The DND Technical Authority for this requirement will be the primary point of contact for the Project Team Leader.

- 12.1 The Project Team Leader must liaise regularly with, as well as immediately notify the DND Technical Authority of any issues, problems, or areas of concern in relation to any work, as they arise.
- 12.2 The Project Team Leader must attend and participate on a regular basis in status updates and progress review meetings with the DND Technical Authority, prepare meeting minutes and forward them to the DND Project Authority for validation within 5 working days of the meeting. The number of "face-to-face" meetings may be reduced by e-mail and telephone conversations (teleconferences).
- 12.3 In addition to the timely submission of all deliverables and the fulfillment of obligations specified within the Contract, the Contractor must facilitate and maintain regular communication with the DND Project Authority.

Communication is defined as all reasonable efforts to inform the DND Project Authority of plans, decisions, proposed approaches, implementation, progress and results of work, to ensure that the work is progressing in accordance with Canada's expectations. Communications may include: phone calls, electronic mail, and meetings at the discretion of the DND Project Authority.

13. Language Requirements

The Contractor must provide services to DND in both official languages of Canada, English and French, as defined in the individual DND 626, Task Authorizations.

- 13.1** Fluent means that the resources must be able to communicate orally and in writing without any assistance and with minimal errors.
- 13.2** Project Team Leader must be fluent in English and French.
- 13.3** All resource categories must be fluent in English.
- 13.4** Site Managers and Stocktaking Supervisors tasked in the province of Quebec must be fluent in English and French.

14. DND on-site Support to the Contractor

To aid the Contractor in delivering the required services: the DND, when it deems appropriate, will provide information, assistance and the following to aid the Contractor:

- a. Access to DND/CAF facilities, computers and printers
- b. Access to Defence Wide Area Network (DWAN)
- c. Access to DRMIS (SAP MM)
- d. Access to DND/CAF personnel; and
- e. Provide relevant background materials.
- f. Provide standard cubical space, general purpose office furniture.

15. Training

- 15.1** The specialized nature of this work will require that the Contractor's resources have an understanding of the unique DND environment, have an awareness of DND inventory management policies and procedures, and be proficient in DRMIS inventory management functions as well as functions outside of the system of record including materiel identification, material handling, warehousing, cataloguing, and disposal. After Contract award, DND will provide an initial 5 day "training program for up to 11 Contractor resources on-site at DND, located in the National Capital Region (NCR). Upon completion of DND training 2 resources will be qualified to be Trainers. The Contractor will then be responsible for ensuring that all the Contractor's resources are suitably trained by the designated trainers on DND process and DRMIS procedures. Completion of the training outlined below is mandatory prior to the Contractor's resources beginning work.

Resource Category	Qty.	Estimated Training Days
Project Team Leader	1	Up to 3
Materiel Management Specialist	1	Up to 5
Site Manager	2	Up to 5
Stocktaking Supervisor	2	Up to 1
Inventory Management Investigator	4	Up to 5

15.1.1 Upon completion of DND training DRMIS access to DRMIS SAP (MM) will be provided.

15.2 In addition to the training provided in section 15.1, Canada will provide other special training, if necessary, to the Contractor's resource for DND specific inventory and security requirements

- i. The CTAT training will be offered via a 3 hour online module.
- ii. Additional DRMIS training may be offered via class or online.
- iii. Canada will not pay per diems to the Contractor or its resources for time spent while the Contractor's resource is being trained; however travel and living expenses will be reimbursed in accordance with the Contract.
- iv. Upon completion of the special training provided by Canada to the Contractor's resources, in the event that the trained resources leave or need to be replaced during the period of the Contract, the Contractor will have to pay all related expenses to train the replacement resources.

16. Location of Work

The Contractor must perform work at various CAF locations (including base, stations, wings, etc.) within and occasionally outside Canada as indicated in the Task Authorization issued by the DND Project Authority or Contracting Authority. Access to the facilities will be coordinated by the DND Project Authority and on-site primary contact.

17. Meetings

The Contractor's representative(s) and the Project Team Leader must be available to attend meetings, as determined by the DND Project Authority, at DND facilities located in the National Capital Region.

Unless otherwise indicated in this Statement of Work or in a Task Authorization issued by the DND Project Authority or Contract Authority, or otherwise agreed to by the DND Project Authority, meetings will be convened in the National Capital Region between Canada and the Contractor at a time mutually agreed upon by both parties. Canada will determine the location of the meetings. Meetings will be chaired by Canada. Canada will provide the facilities, materiel and services reasonably required to facilitate the meetings.

The Contractor must ensure that personnel responsible for work under discussion, or a suitable representative authorized to conduct the work under the Contract, attend the meetings.

In order to reduce travel and work flow interruptions, Canada and the Contractor, by mutual agreement, can convene video or telephone conferences in lieu of face-to-face meetings.

18. Travel

Travel within Canada and occasionally within United States of America (USA) will be required for all Contractor resources with the exception of Material Management Specialist and Project Team Leader resources.

All travel costs necessary to conduct tasks will be specified in each DND 626 Task Authorization.

Appendix A: Report Templates

Summary of Stocktaking Statistics Report

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel worksheet and the Contractor is to include a separate row for each physical location (account or warehouse) and includes the following columns:

- FY
- Base
- Line Counted
- Value Counted
- Line item discrepancy after 1st Count
- Surplus Value after 1st Count
- Deficient Value after 1st Count
- Line Item surpluses
- Line item minuses
- Total Surplus
- Total Deficient

End of Task Statistics Report by MRP Area

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel worksheet and the Contractor is to include a separate row for each physical location (building of warehouse) and includes the following columns:

- TA#
- Date start
- Location
- Plant
- MRP
- MRP Text
- WHSE Full Value
- WHSE Holdings
- SLOC
- SLOC Name
- Line Item Counted
- Line Surpluses
- Adj Transmitted MI07/LX17
- % Discrepant Items
- Surplus\$
- Deficient\$
- % Discrepant Value
- Total Value counted
- Whse Type (IM or WM)

Stock Verification Discrepancy Report

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel or Microsoft Access worksheet and the Contractor is to include a separate row for each physical location (building of warehouse) and includes the following columns:

- Plant
- MRP
- Method Sheet to Floor Y/N
- SLOC
- Material Number Counted
- Description
- SOH
- SOH Counted
- Line Item Difference after 1st Count
- Deficient Value after 1st Count
- Surplus Value after 1st count
- Discrepancy Resolved
- How was it resolved
- Total Difference
- CFSS UOI Price
- Adjustment Quantity
- Mvt type 711/712
- Comments
- Value of Surplus
- Value of Deficiencies
- Value Counted
- Count1
- Count2
- Count3
- WHSE Total Value
- WHSE Total Line Items
- Observations
- Action Required

Materiel Management Specialist Task Report

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel or Microsoft Access worksheet and the Contractor is to include a separate row for each physical location (building of warehouse) and includes the following columns:

- TA#
- Date Start
- Location
- Plant
- MRP
- MRP Text
- SLOC
- SLOC Name
- Line Item Mis or Not Identified
- Line Item Corrected to proper ID
- Line Item Requiring MI

Solicitation No. - N° de l'invitation
W6369-22X016/A
Client Ref. No. - N° de réf. du client
W6369-22X016

Amd. No. - N° de la modif.
File No. - N° du dossier
411zg.W6369-22X016

Buyer ID - Id de l'acheteur
411zg
CCC No./N° CCC - FMS No./N° VME

-
- Line Item Referred to TA/LCMM
 - Line Item for Disposal

Materiel Identification Transfer Report

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel or Microsoft Access worksheet and the Contractor is to include a separate row for each physical location (building of warehouse) and includes the following columns:

- TA#
- Date Start
- Location
- Plant
- MRP
- MRP Text
- SLOC
- SLOC Name
- Name of Materiel
- NSN
- Manufacture Parts #
- QTY
- NCAGE
- Remarks (Identify the part numbers that are not in the DND Supply listing)

ANNEX "B"

BASIS OF PAYMENT

NOTE: *This Annex will be revised and completed at time of contract award.*

A- Contract Period (From date of Contract to March 31, 2025 inclusive)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

TABLE 1 – FIXED DAILY RATE FOR RESOURCE CATEGORIES

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	ESTIMATED NUMBER OF DAYS PER YEAR
1a	Project Team Leader	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
1b	Material Management Specialist (MMS)	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
1c	Site Manager	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
1d	Stocktaking Supervisor	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
1e	Inventory Management Investigator	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
1f	Counter / Scriber	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>

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

Total Estimated Cost of Professional Fees: \$(To be completed at time of Contract award)

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- * The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- * Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- * Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$$

- * All travel and living expenses must have the prior authorization of the DND Technical Authority.
- * The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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

Total Estimated Cost of Authorized Travel and Living Expenses: \$(To be completed at time of Contract award)

2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Allowable Categories

Estimated Cost

\$(To be completed at time of Contract award)

\$(To be completed at time of Contract award)

Total Estimated Cost of Other Direct Expenses:

\$(To be completed at time of Contract award)

Total Estimated Cost- Cost Reimbursable Expenses:

\$(To be completed at time of Contract award)

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3.0 Total Estimated Cost- Initial Contract Period: \$(To be completed at time of Contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the DND Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.7.2.1 Cumulative Total of all Authorized TAs of the Contract.

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period Year 1 (From April 1, 2025 to March 31, 2026 inclusive)

1.0 Professional Fees

TABLE 2 – FIXED DAILY RATE FOR RESOURCE CATEGORIES

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	ESTIMATED NUMBER OF DAYS PER YEAR
2a	Project Team Leader	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
2b	Material Management Specialist (MMS)	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
2c	Site Manager	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
2d	Stocktaking Supervisor	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
2e	Inventory Management Investigator	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
2f	Counter / Scriber	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)

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

Total Estimated Cost of Professional Fees: [\\$\(To be completed at time of Contract award\)](#)

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- * The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- * Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- * Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$$

- * All travel and living expenses must have the prior authorization of the DND Technical Authority.
- * The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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

Total Estimated Cost of Authorized Travel and Living Expenses: \$(To be completed at time of Contract award)

2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Allowable Categories

Estimated Cost

\$(To be completed at time of Contract award)

\$(To be completed at time of Contract award)

Total Estimated Cost of Other Direct Expenses:

\$(To be completed at time of Contract award)

Total Estimated Cost- Cost Reimbursable Expenses:

\$(To be completed at time of Contract award)

3.0 Total Estimated Cost- Initial Contract Period: \$(To be completed at time of Contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the DND Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.2.2 Cumulative Total of all Authorized TAs of the Contract.

B-2 Extended Contract Period Year 2 (From April 1, 2026 to March 31, 2027 inclusive)

1.0 Professional Fees

TABLE 3 – FIXED DAILY RATE FOR RESOURCE CATEGORIES

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	ESTIMATED NUMBER OF DAYS PER YEAR
3a	Project Team Leader	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
3b	Material Management Specialist (MMS)	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
3c	Site Manager	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
3d	Stocktaking Supervisor	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
3e	Inventory Management Investigator	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
3f	Counter / Scriber	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)

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

Total Estimated Cost of Professional Fees: \$(To be completed at time of Contract award)

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- * The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- * Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- * Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$$
- * All travel and living expenses must have the prior authorization of the DND Technical Authority.
- * The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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

Total Estimated Cost of Authorized Travel and Living Expenses: \$(To be completed at time of Contract award)

2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Allowable Categories	Estimated Cost
<u>\$(To be completed at time of Contract award)</u>	<u>\$(To be completed at time of Contract award)</u>
Total Estimated Cost of Other Direct Expenses:	<u>\$(To be completed at time of Contract award)</u>
Total Estimated Cost- Cost Reimbursable Expenses:	<u>\$(To be completed at time of Contract award)</u>

3.0 Total Estimated Cost- Initial Contract Period: \$(To be completed at time of Contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the DND Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.2.2 Cumulative Total of all Authorized TAs of the Contract.

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ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

SEE ATTACHED DOCUMENT

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ANNEX “D”

DND 626 TASK AUTHORIZATION FORM

SEE ATTACHED DOCUMENT

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.: _____.

Name (print)

Signature

Title

Date

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ANNEX "F"

SAMPLE of Periodic Usage Reports - Contracts with TAs

SEE ATTACHED DOCUMENT



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 Defence		2. Branch or Directorate / Direction générale ou Direction ADM(Mat)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Contractor must provide stocktaking and inventory management services on an "as-and- when-requested" basis to support DND's stocktaking and inventory management program.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No Non ☐ Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No Non ☐ Yes Oui



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									COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
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"/>			
	<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).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) James Clynick	Title – Titre DSCO 2-4	Signature CLYNICK, JAMES 371	Digitally signed by CLYNICK, JAMES 371 Date: 2022.01.10 14:12:09 -05'00'
Telephone No. - N° de téléphone 613-325-1580	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel james.clynick@forces.gc.ca	Date

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	Digitally signed by MEDJOVIC, SASHA 234 DN: cn=CA, o=GC, ou=DND-MDN, ou=Personnel, ou=INTERN, cn=*, MEDJOVIC, SASHA 234 Reason: I am the author of this document Location: your signing location here Date: 2022.01.12 15:09:42 -05'00' Foxit PDF Editor Version: 11.0.0
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date

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) Roxane Baker	Title – Titre Supply Specialist	Signature Baker, Roxane	Digitally signed by: Baker, Roxane DN: CN = Baker, Roxane C = CA O = GC OU = PWGSC-TPSGC Date: 2022.01.24 14:16:41 -05'00'
Telephone No. - N° de téléphone 613-858-8291	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel roxane.baker@tpsgc-pwgsc.gc.ca	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title – Titre	Signature Francis, Andree	Digitally signed by Francis, Andree Date: 2022.01.24 10:32:24 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Requirement Checklist (SRCL) Supplemental Security Guide

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Not Releasable							
Restricted to:							
Permanent Residents Included*							
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							

*When release restrictions are indicated, specify if permanent residents are allowed to be included.

Security Requirement Checklist (SRCL) Supplemental Security Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Secret	Project Team Leader	Protected B	(TBC)
Reliability	Materiel Management Specialist	Protected B	(TBC)
Secret	Site Manager	Secret	(TBC)
Reliability	Site Manager	Protected B	(TBC)
Secret	Stocktaking Supervisor	Secret	(TBC)
Reliability	Stocktaking Supervisor	Protected A	(TBC)
Secret	Inventory Management Investigators	Secret	(TBC)
Reliability	Inventory Management Investigators	Protected B	(TBC)
Reliability	Stocktaking Counters/Scribers	Protected A	(TBC)

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
None

OTHER SECURITY INSTRUCTIONS

None

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

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

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

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

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

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

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

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

GST/HST
The GST/HST cost as appropriate.

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

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

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

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

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

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

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

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

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

À
Nom de l'entrepreneur.

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

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

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

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

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

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

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

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

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

SAMPLE OF PERIODIC USAGE REPORT (CONTRACT WITH TAS) - EXEMPLE DE RAPPORT D'UTILISATION PÉRIODIQUE (CONTRAT AVEC ATS)

Contract No. / No. de contrat: W6369-22X016/001/ZG

Company / Compagnie: *Name of Company / Nom de la compagnie*

Canada's Total Liability
(HST excluded) /
Responsabilité totale du
Canada (excluant TVH):

Period / Période:

\$300,000.00

Task Authorization Number / Numéro de l'autorisation de tâches	Date issued / Date d'émission	Estimated Total (excluding HST) / Total estimé (excluant TVH)	Cumulative Amount / Montant Cumulatif	Declining Balance / Balance	Remarks / Commentaires
001	Date	\$50,000.00	\$50,000.00	\$250,000.00	
002	Date	\$10,000.00	\$60,000.00	\$240,000.00	
SUB-TOTAL / SOUS-TOTAL:		\$ 60,000.00			
TAXES (HST/ TVH):		\$ 7,800.00			
TOTAL:		\$ 67,800.00			

