



**RETURN OFFERS TO:
RETOURNER LES OFFRES A :**

Bid Receiving/Réception des soumissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer (RISO)

DEMANDE D'OFFRES À COMMANDES

Offre à commandes individuelle régionale
(OCIR)

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet: Electrical Services, Regina Saskatchewan		Date February 8 2022
Solicitation No. – N° de l'invitation M9424-21-2214/B		
Client Reference No. - No. De Référence du Client 202102214		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00. pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	February 23, 2022	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Qyitayo Ziwa : Procurement Officer		
Telephone No. – No. de téléphone 639-625-4151	Facsimile No. – No. de télécopieur	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Introduction
- 1.2. Summary
- 1.3. Security Requirements
- 1.4. Debriefings
- 1.5. Recourse Mechanisms
- 1.6. Anticipated migration to an e-Procurement Solution (EPS)

PART 2 - OFFEROR INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Offers
- 2.3. Enquiries - Request for Standing Offers
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1. Certifications Required Precedent to Issuance of a Standing Offer and Additional Information

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

- 6.1. Security Requirement
- 6.2. Insurance Requirements



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 7.1. Offer
- 7.2. Security Requirement
- 7.3. Standard Clauses and Conditions
- 7.4. Term of Standing Offer
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants
- 7.7. Identified Users
- 7.8. Call-up Procedures
- 7.9. Call-up Instrument
- 7.10. Limitation of Call-ups
- 7.11. Financial Limitation
- 7.12. Priority of Documents
- 7.13. Procurement Ombudsman
- 7.14. Certifications and Additional Information
- 7.15. Applicable Laws
- 7.16. Transition to an e-Procurement Solution (EPS)

B. RESULTING CONTRACT CLAUSES

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Term of Contract
- 7.4. Proactive Disclosure of Contracts with Former Public Servants
- 7.5. Payment
- 7.6. Invoicing Instructions
- 7.7. Insurance
- 7.8. *SACC Manual* Clauses
- 7.9. Environmental Considerations

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Health and Safety
- Annex D - Security Requirements Checklist
- Annex E - Electronic Payment Instrument
- Annex F - Certificate of Independent Bid Determination
- Annex G - Standing Offer Usage Report
- Annex H - Journeyperson Electrician Certificate.
- Annex I - Insurance Requirements



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Certificate of Independent Bid Determination, the Federal Contractors Program for Employment Equity – Certification, the Insurance Requirements, and any other annexes

1.2 Summary

The Royal Canadian Mounted Police (RCMP) requires a Standing Offer Agreement (SOA) for electrical services. The work under this Standing Offer Agreement will involve, but not limited to, providing labour, equipment, material, supervision and transportation necessary for electrical services at various locations at the Royal Canadian Mounted Training Academy - Depot Division, Support Service Building and "F" Division Headquarters in Regina, Saskatchewan. The services of an electrician, may include, but not be limited to; the installation, repair, testing and maintaining of wiring, controls, motors and other electrical devices. The work will be performed on an "as required" basis.

The Standing Offer will be issued for a period of three (3) years with the option to extend the term of the Standing Offer for one (1) additional one (1) year option period.



1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.6 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.16 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

This bid solicitation cancels and supersedes previous bid solicitation number M9424-21-2214/A dated September 20, 2021 with a closing of October 12, 2021 at 2:00 pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.1.1 SACC Manual Clauses

[A0285T](#) (2012-07-16), Worker's Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to RCMP will not be accepted.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.



2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (one hard copy)
- Section II: Financial Offer (one hard copy)
- Section III: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that offerors follow the format instructions described below in the preparation of their hard copy offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirement. See Annex H, Journeyperson Electrician Certification.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment".

3.1.1 Payment by Credit Card

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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



Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offers not meeting the following Mandatory Requirement at the time of closing will be deemed non-complaint and receive no further consideration.

- a) Journeyperson Electrician – Offeror must have in their employ at least one Interprovincial Red Seal Journeyperson Electrician. Employee(s) names must be identified in Annex H and submitted with the offer.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price-Bid

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.



5.1. Certifications Precedent to Issuance of a Standing Offer and Additional Information

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

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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/canada/esdc-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.3 Health and Safety Requirements – as per Annex C

5.1.4 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.4.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "E") has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

5.1.4.2 Former Public Servant

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



Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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



Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

5.1.4.3 Status and Availability of Resources

SACC *Manual* clause M3020T (2016-01-28) Status and Availability of Resources

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must ensure that each employee working on site hold a valid security clearance as indicated in Part 7A - Standing Offer;
 - b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.



3. For additional information on security requirements, offerors 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. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "I".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.

The Offeror must:

- a) Provide personal data including the full name, date of birth, present address and other data as requested. This information will be used for security clearances purposes. Fingerprinting may be required. This information is required to be provided within three (3) business days of request.
- b) Ensure that all other persons working on site hold a valid Facility Access with Escort Security Clearances issued by RCMP Departmental Security.
- c) Ensure security identification tags are picked up each morning and dropped off each night at Fort Dufferin building during the performance of all work on RCMP grounds, if required. Government issued photo identification must be provided when picking up security identification tags.

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site (s).



7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "F ". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than seven (7) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award for three (3) years.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year option period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority one (1) day before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Qyitayo Ziwa
Title: Procurement Officer
Royal Canadian Mounted Police
Directorate: Corporate Management Branch
Address: 5600-11th Avenue. Regina. Sk. S4P 3J7

Telephone: 639-625-4151
Facsimile: 306-780-5232
E-mail address: Qyitayo.ziwa@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

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

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



7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Royal Canadian Mounted Police, Divisions F and T in Saskatchewan.

7.8 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer as follows:

- a) Authorized call-ups against this Standing Offer must be made using the duly completed forms identified in section 7.9, Call-up Instrument, by methods such as facsimile, electronic mail or any other method deemed acceptable by both the Identified User and the Offeror.
- b) No cost incurred before the receipt of a sign call-up or equivalent document can be charged to this Standing Offer.
- c) If by error or omission the Identified User fails to apply the correct price as listed in Annex B, or applies it improperly, it will be the responsibility of the Offeror to notify the Identified User of the error prior to starting the work.
- d) Any modifications to the original call-up must be supported by the issuance of an amended call-up form.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms may be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

7.10 Limitation of Call-ups

Call-ups over \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) against the Standing Offer must be issued by Procurement.



7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Applicable Taxes excluded*) (*to be completed at issuance*), unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Healthy and Safety Requirement;
- i) Annex D, Security Requirements Check List;
- j) the Offeror's offer dated _____

7.13. Procurement Ombudsman

7.13.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 , by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

7.13.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



7.14 Certifications and Additional Information

7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14.2 SACC Manual Clauses

SACC *Manual* clause M3020C (2016-01-28) Status and Availability of Resources

7.15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

7.16 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

- GC1 General Provisions-Construction Services R2810D (2017-11-28);
- GC2 Administration of the Contract-Construction Services R2820D (2016-01-28);
- GC3 Execution and Control of the Work R2830D (2019-11-28);
- GC4 Protective Measures R2840D (2008-05-12);
- GC5 Terms of Payment -<100K-Construction Services R2550D (2019-11-28);
- GC6 Delays and Changes in the Work –Construction Services R2865D (2019-05-30);
- GC7 Default, Suspension or Termination of Contract R2870D (2018-06-21);
- GC8 Dispute Resolution -<100K- Construction Services R2884D (2016-01-28);
- GC9 Contract Security R2890D (2018-06-21);
- GC10 Insurance R2900D (2008-05-12)



Supplementary Conditions:

Allowable Costs for Contract Changes Under General Conditions GC6.4.1 R2950D (2015-05-25);
Schedules of Wage Rates for Federal Construction Contracts;
Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

- 1) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>
- 2) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:
http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.
- 3) The language of the contract documents is the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Project Authority and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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



7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid a firm unit price(s) in accordance with the basis of payment, in Annex B. 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.

7.5.2 Multiple Payments

SACC Manual clause H1001C, (2008-05-12) Multiple Payments

7.5.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card (<\$10,000);
- b. MasterCard Acquisition Card (<\$10,000);
- c. Direct Deposit (Domestic and International);

7.6 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.

Invoices must be distributed as follows:

2. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

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

7.8 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations



7.9 Environment Considerations

Where applicable, Contractors are encouraged to:

- Deliverables:
 - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
 - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security Requirements).

- Travel Requirements/Meetings:
 - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
 - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
 - Contractors are encouraged to use of public/green transit where feasible.

- Shipping Requirements:
 - Minimize packaging
 - Include recycled content in packaging;
 - Re-use packaging;
 - Include a provision for a take-back program for packaging;
 - Reduce/eliminate toxics in packaging.



ANNEX "A"

STATEMENT OF WORK

The Royal Canadian Mounted Police (RCMP) requires a Standing Offer Agreement (SOA) for electrical services. The work under this Standing Offer Agreement will involve, but not limited to, providing labour, equipment, material, supervision and transportation necessary for electrical services at various locations at the Royal Canadian Mounted Training Academy - Depot Division, Support Service Building and "F" Division Headquarters in Regina, Saskatchewan. The services of an electrician, may include, but not be limited to; the installation, repair, testing and maintaining of wiring, controls, motors and other electrical devices.

The work will be performed on an "as required" basis.

1. General Requirements

- 1.1. Work of all trades must be completed by trained professionals. The Offeror must have at least one Interprovincial Red Seal Journeyman Electrician who will provide on-site supervision at all times.
- 1.2. The Offeror will comply with all applicable bylaws, rules, regulations and codes of Saskatchewan and manufactures specifications. The Offeror will pay for all licenses and fees associated with the work.
- 1.3. Where not otherwise stated or specified, the work must conform to 2018 minimum standards of the National Building Code and Municipal and Local building electrical codes.
- 1.4. Protect the property during the course of the work. The Offeror will be required to make good, at no extra cost, any damages caused but the Offeror during the performance of this standing offer and restoring any damage to the site to its original condition, to the satisfaction of the Project Authority.
- 1.5. The Offeror must provide clearance documentation and certification of all equipment, upon request, at no additional cost.
- 1.6. The Offeror must provide a site specific Health and Safety Plan which is acceptable to the Project Authority, unless this requirement is waived.
- 1.7. The Offeror must ensure all person(s) working on site conduct themselves in a professional manner.

2. Temporary Facilities

- 2.1. The Offeror will be responsible for providing their own storage facilities.



3. Interpretation of Specifications

- 3.1. The Offeror will, before providing a quote or commencement of work, bring to the attention of the Project Authority any omission of an item which is obviously intended to be required for a complete job. Failure to do so will not relieve the Offeror of the responsibility of completing the work in accordance with the standard of the contract as though it has been properly incorporated in the documents.
- 3.2. Offeror will be required to provide a firm price quote for each call up which will be subject to approval by the Project Authority prior to commencement of work, unless otherwise requested. Any quote submitted is to include a breakdown of hours and materials.

4. Materials

- 4.1. All materials that are not required for reuse will become the property of the Offeror and are to be removed from the site.
- 4.2. All materials used will be new unless otherwise specified and in accordance with the specifications.

5. Scheduling of Work

- 5.1. All work is to be scheduled with the Project Authority or their designate (contact information will be provided in each Call-up) and is to be completed during normal working hours from 07:30 to 16:30 hrs, Monday to Friday, unless otherwise requested.
- 5.2. All work shall be scheduled as per building operational requirements. The Electrical Department (contact information will be provided upon award) will be notified prior to each fan unit shut down and restart.
- 5.3. Commence the work as soon as possible after approval from the Project Authority and completion date of the work is to be adhered to with the exception of unforeseen circumstances. If delays do occur the Project Authority must be contacted immediately for a revised completion date to be set.

6. Response to Service Requests

- 6.1. The Offeror will respond to a service request within four (4) working days. In an emergency, the response for an emergency request will be within two (2) hours of the request.

7. Repairs and Replacements

- 7.1. Do all repair work necessary in order that good quality results are obtained. All repair work carried out will match existing surfaces, unless otherwise noted.

8. Hazardous Materials

- 8.1. If any asbestos is found, work is to be stopped and the Project Authority must be notified immediately.

9. Clean Up

- 9.1. Upon completion of the work, leave the area clean and tidy, with all equipment in its original location.



10. Invoicing

- 10.1 Invoices must be broken down between Training Academy - Depot Division, Support Service Building and "F" Division Headquarters, as applicable.

11. Workers Compensation

- 11.1 A Workers Compensation Clearance Letter must be submitted quarterly to the Project Authority or submitted with each invoice.

12. Safety Measures

- 12.1 Observe construction safety measures of the National Building Code (current version), Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.
- 12.2 Comply with current confined space and Hydrogen Sulfide (H₂S) codes and regulations.
- 12.3 Comply with all Occupational Health & Safety codes
- 12.4 Comply with all safe working practice codes and regulations.
- 12.5 Comply with all Fall Protection regulations
- 12.6 Comply with all electrical safety lock out procedures and code.
- 12.7 Comply with the Canadian Electrical Code and American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standards.
- 12.8 Comply with requirements of Workplace Hazardous Materials Information System (WHIMS) regarding use, handling, storage, and disposal of hazardous materials; with labeling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- 12.9 Deliver copies of WHIMS data sheets to the Project Authority, if requested.



ANNEX "B"

BASIS OF PAYMENT

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Project Authority, but such payments shall not exceed the amount(s) as specified in the Call Up for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

Rates quoted must remain firm for the period of the Standing Offer. GST/HST is not included and is to be shown as a separate item on all invoices.

Laid down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage, but excludes GST/HST taxes.

Mark-up is defined as the difference between the vendor's laid -down cost for a product or service and the resale price to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.

Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses.

Payment by Her Majesty for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.

The cost of subcontract work, including equipment rentals approved by the Departmental Representative, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.



1. Pricing

1.1 The prices requested in the Offer are for:

- I. Service call and hourly rates for regular hours;
- II. Service call and hourly rate for outside of regular hours; and
- III. Service call and hourly rates for Weekend and Statutory Holiday

1.2 The rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- I. Labour including supervision, allowances and liability insurance;
- II. Travel time;
- III. Transportation/vehicle expenses;
- IV. Tools and tackle;
- V. Overhead and profit;
- VI. Any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

1.3 It is considered that regular hours of work fall between 07:30 and 1630 hours, Monday to Friday.

2. Prices

All rates are to be provided in Canadian Dollars, FOB destination, GST/HST extra.

Service Call Rates to include transportation, travel time, vehicle surcharge/costs, labour, supervision, equipment, as well as the first hour of on-site productive labour. Service Call Rates will be paid only on the initial call-out. Should the work carry over subsequent days, the labour rates only will apply. A rate must be entered for each item.

2.1 Unit Price Schedule - Rates



Schedule A- Period of Standing Offer: Year 1

1. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
Item	Description	Unit of Item	Unit Price
1a	Journey person –Working Supervisor	Call	\$ _____
1b	Apprentice	Call	\$ _____
2. Outside Regular Working Hours (16:30 – 7:30 hrs Monday through Friday)			
2a	Journey person –Working Supervisor	Call	\$ _____
2b	Apprentice	Call	\$ _____
3. Saturday, Sunday and Statutory Holidays			
3a	Journey person –Working Supervisor	Call	\$ _____
3b	Apprentice	Call	\$ _____
Hourly labour rates in addition to (1) above			
4. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
4a	Journey person –Working Supervisor	Hour	\$ _____
4b	Apprentice	Hour	\$ _____
5. Outside Regular Working Hours (16:30 – 7:30 hrs Monday through Friday)			
5a	Journey person –Working Supervisor	Hour	\$ _____
5b	Apprentice	Hour	\$ _____
6. Saturday, Sunday and Statutory Holidays			
6a	Journey person –Working Supervisor	Hour	\$ _____
6b	Apprentice	Hour	\$ _____
7. Material and Replacement Parts			
7a	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



Schedule B- Period of Standing Offer: Year 2.

8. Service Call During Regular Working Hours (07:30 -16:30 hours Monday through Friday)			
Item	Description	Unit of Item	Unit Price
8a	Journeyman –Working Supervisor	Call	\$ _____
8b	Apprentice	Call	\$ _____
9. Outside Regular Working Hours (16:30 – 7:30 hrs Monday through Friday)			
9a	Journeyman –Working Supervisor	Call	\$ _____
9b	Apprentice	Call	\$ _____
10. Saturday, Sunday and Statutory Holidays			
10a	Journeyman –Working Supervisor	Call	\$ _____
10b	Apprentice	Call	\$ _____
Hourly labour rates in addition to (1) above			
11. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
11a	Journeyman –Working Supervisor	Hour	\$ _____
11b	Apprentice	Hour	\$ _____
12. Outside Regular Working Hours (16:30 – 7:30 hrs Monday through Friday)			
12a	Journeyman –Working Supervisor	Hour	\$ _____
12b	Apprentice	Hour	\$ _____
13. Saturday, Sunday and Statutory Holidays			
13a	Journeyman –Working Supervisor	Hour	\$ _____
13b	Apprentice	Hour	\$ _____
14. Material and Replacement Parts			
14a	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



Schedule C- Period of Standing Offer: Year 3.

15. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
Item	Description	Unit of Item	Unit Price
15a	Journeyman –Working Supervisor	Call	\$ _____
15b	Apprentice	Call	\$ _____
16. Outside Regular Working Hours (16:30 – 7:30 hrs Monday through Friday)			
16a	Journeyman –Working Supervisor	Call	\$ _____
16b	Apprentice	Call	\$ _____
17. Saturday, Sunday and Statutory Holidays			
17a	Journeyman –Working Supervisor	Call	\$ _____
17b	Apprentice	Call	\$ _____
Hourly labour rates in addition to (1) above			
18. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
18a	Journeyman –Working Supervisor	Hour	\$ _____
18b	Apprentice	Hour	\$ _____
19. Outside Regular Working Hours (16:30 – 7:30 hrs Monday through Friday)			
19a	Journeyman –Working Supervisor	Hour	\$ _____
19b	Apprentice	Hour	\$ _____
20. Saturday, Sunday and Statutory Holidays			
20a	Journeyman –Working Supervisor	Hour	\$ _____
20b	Apprentice	Hour	\$ _____
21. Material and Replacement Parts			
21a	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



Schedule D- Option Year.

22. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
Item	Description	Unit of Item	Unit Price
22a	Journeyman –Working Supervisor	Call	\$ _____
22b	Apprentice	Call	\$ _____
23. Outside Regular Working Hours (including all day Saturday)			
23a	Journeyman –Working Supervisor	Call	\$ _____
23b	Apprentice	Call	\$ _____
24. Sundays and Statutory Holidays			
24a	Journeyman –Working Supervisor	Call	\$ _____
24b	Apprentice	Call	\$ _____
Hourly labour rates in addition to (1) above			
25. Service Call During Regular Working Hours (07:30-16:30 hours Monday through Friday)			
25a	Journeyman –Working Supervisor	Hour	\$ _____
25b	Apprentice	Hour	\$ _____
26. Outside Regular Working Hours (including all day Saturday)			
26a	Journeyman –Working Supervisor	Hour	\$ _____
26b	Apprentice	Hour	\$ _____
27. Sundays and Statutory Holidays			
27a	Journeyman –Working Supervisor	Hour	\$ _____
27b	Apprentice	Hour	\$ _____
28. Material and Replacement Parts			
28a	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



ANNEX C

HEALTH AND SAFETY

For work in the Province of Saskatchewan

1. EMPLOYER/PRIME CONTRACTOR

1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Saskatchewan, and for the duration of the Work of the Contract:

1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;

1.1.2 accept the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and

1.1.3. agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Project Authority's order to:

1.1.3.1 accept, as the Contractor/Principal Contractor/Constructor, the responsibility for the Project Authority's other Contractor(s); or

1.1.3.2 accept that the Project Authority's other Contractor is Contractor/Principal Contractor/Constructor and conform to that Contractor's Site Specific Health and Safety Plan.

2. WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

2.1 The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:

2.1.1 Workers Compensation Board Rate Statement History;

2.1.2 A Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and

2.1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP. If none is required by law, a copy of a health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Tenderer certifies that it has been sent to the AHJ.

2.2 The recommended Tenderer shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3 to 5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next lowest responsive Tenderer.



3. PERMITS, NOTIFICATIONS AND SAFETY PLAN

3.1 The Contractor shall provide to the Project Authority:

3.1.1 prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form, contained herein, as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Project Authority; and

3.1.2 prior to commencement of work and without limiting the terms of General Instructions to Bidders G14 and GC4 - Protective Measures GC 4.2

3.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and

3.1.2.2 a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Project Authority.

WORKERS' COMPENSATION

It is mandatory that every contractor contracted for work must have an account with the Provincial Worker's Compensation Board/Commission, and coverage shall be extended to cover all employees.



ADVANCE NOTIFICATION OF CONSTRUCTION PROJECT

To Provincial Labour Authority:	
<p>This Advance Notification is to advise you that we, the listed contractor, will be undertaking a Federal Construction Project within your jurisdiction for which we are designated the Prime/Principal/General Contractor and that we will be the party responsible for the overall coordination of safety on the construction site.</p> <p>A pre-construction meeting for this project will be held at (Location) _____ on (Date) _____ at (Time) _____. An invitation for a representative of the provincial/territorial authority to attend this meeting is extended. The Site Specific Safety Plan will be reviewed at this meeting. Should you wish to attend please contact the name listed below.</p>	
Date:	File Number:
Contract Amount:	Project Number:
<p>Business/Legal Name of Employer/Prime Contractor (AB)(BC); Employer/Contractor (SK); Employer/Principal Contractor (MB)(QC)(NF&Labrador)(NT & Nunavut); Employer/Constructor (ON)(NS)(NB)(PE)(YT)</p>	
Mailing Address:	Telephone: Fax Number: Contact Name:
PROJECT DETAILS	
Location of Project	
Nature of Work/Process Undertaken	
Name of Site Superintendent	
Estimated Start Date of Project	
Estimated Project Duration	
Number of Workers to be Employed	
List of Sub-Contractors to be Employed (Use additional Space if Required)	
Company Name	Business Address/Location
OWNER INFORMATION	
Project Owner:	Royal Canadian Mounted Police
Owners Representative:	
Owner Representative Contact Number:	



Hazardous Regulated Activities

This is a notification to the Provincial/Territorial Labour Authority of the Hazardous Regulated Activities that are to be undertaken during the project by the Prime/Principal Contractor or Constructor or any sub-contractors. This list may not be inclusive and may be amended from time to time.

Note to Prime/Principal Contractor or Constructor:

Any Hazardous Regulated Activities which are listed must also have elements included in the Site Specific Safety Plan Listing working Procedures for those activities.

Check Box for activities to be undertaken and provide estimated duration of activities in hours/days.

Check	Activity	Estimated Duration
	Working in or with Trenching/Excavation/Tunnels	
	Use of Scaffolding/Swing Stages	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Work in Confined Spaces	
	Blasting and/or use of explosives	
	Use and or exposure to high voltage electrical	
	Hot Work	
	Demolition	
	Use of temporary structures, stairs, ramps or landings, and constructed ladders	
	Use of Heavy Equipment which may/may not require traffic control	
	Working on or near water	
	Working with hazardous substances/regulated products *	
	Working with radiation emitting devices	
	Working with or exposure to Asbestos, PCBs or Lead	

Please list below, any other hazardous regulated activities, which are not listed above:

Item	Activity	Estimated Duration

* If the work is to occur in an occupied space, as a renovation or a lease fit-up, the Prime/Principal Contractor or Constructor is required to provide copies of MSDSs for all controlled products to the Owner's Representative and to maintain copies on site



DISTRIBUTION

The Prime/Principal Contractor or Constructor is responsible to ensure proper distribution of this form and must provide proof that the form was sent to the Labour Authority. Work activities cannot commence until such proof has been provided. Proof can be by registered mail receipt, or by providing a copy of a fax transmittal notice, or any other means providing indication that the Labour Authority has received this document:

Original: to applicable provincial/territorial labour authority
Copies to: RCMP Departments Representative

A copy of this form is to be posted at the project site prior to the commencement of work.

NOTE:

Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information

LABOUR AUTHORITY CONTACTS

The contacts below represent the Labour Authority in the various jurisdictions. They are not representatives of the Workers Compensation. Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

Saskatchewan Labour
Occupational Health and Safety Division
6th Floor, 1870 Albert Street
Regina, SK S4P 3V7
Attn: Executive Director
Fax 306-787-2208



ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST *(attached at the end of the document)*



ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card (<\$10K);
- () MasterCard Acquisition Card (<10K);
- () Direct Deposit (Domestic and International);



ANNEX "F" to PART 5 -

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: (Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: (Corporate Name of Bidder or Tenderer [hereinafter "Bidder"]) that:

- 1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
(a) has been requested to submit a bid in response to this call for bids;
(b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
(a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
(b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;



7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



**ANNEX "G"
STANDING OFFER USAGE REPORT**

Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY: Royal Canadian Mounted Police

REPORTING PERIOD: _____

Item No.	Call Up Description	Total value of each Call Up (GST not included)

NIL REPORT: We have not done any business with the RCMP for this period []

PREPARED BY:

NAME: _____ **TELEPHONE NO.:** _____

SIGNATURE: _____ **DATE:** _____



ANNEX "H"

JOURNEYPerson ELECTRIAN CERTIFICATION

Indicate name(s) of Interprovincial Red Seal Journeyperson Electrician(s) in Offerors' employ and a copy of the license must be provided prior to Standing Offer issuance:

Name	License Included (Yes/No)



ANNEX "1"

INSURANCE REQUIREMENT

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- I. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- m. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Facility Access

**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		2. Branch or Directorate / Direction générale ou Direction
RCMP Depot Division		NWR, Depot Academy, Regina, SK
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 SOA Electrician for electrical maintenance and repairs at RCMP F Division and RCMP Depot		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Facility Access

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? 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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : FA2 with escort.

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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No Yes
Non 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 Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).