



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/

See herein

NA

Québec

NA

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Plastic analysis services Plastic analysis services	
Solicitation No. - N° de l'invitation F7047-210024/A	Date 2022-02-18
Client Reference No. - N° de référence du client F7047-21-0024	
GETS Reference No. - N° de référence de SEAG PW-\$MTB-309-16396	
File No. - N° de dossier MTB-1-44171 (309)	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 2022-03-25 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paradis, Mary	Buyer Id - Id de l'acheteur mtb309
Telephone No. - N° de téléphone (514) 702-8173 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES PECHEES ET DES OCEANS (To be disclosed in the contract) Canadian Coast Guard 101 Boulevard Champlain Québec Québec G1K7Y7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Plastic Analysis	F7047	F7047	1	LS	\$	XXXXXXXXXX	.	

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Buyer ID - Id de l'acheteur
MTB309
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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 Annexes include:

Annex A - Statement of Work

Annex B - Basis of Payment

Annex C- Attachment to Part 3 of THE BID SOLICITATION - Electronic Payment Instruments

Annex D- Attachment to Part 5 of THE BID SOLICITATION - Federal contractors program for employment equity – certification

Annex E -Task Authorization Form

Annex F -Contractor Disclosure of Foreground Information

Annex G -Mandatory technical evaluation

Annex H - Point rated Mandatory technical evaluation

Attachment 1 – Financial bid presentation sheet

Attachment 2 - Evaluation of price

1.2 Summary

Title of the project:

Plastic Analysis

Description:

The Canadian Coast Guard (CCG) owns and manages around 12,000 short-range floating aids of which 8,500 are plastic buoys. Of these short-range floating aids over 75% are buoys that are made from plastic. These buoys are made from a one piece design known as a monocoque design, and inside this plastic

shell there lies other components. Although one piece design (**monocoque**) plastic buoys have proven to be cost effective over their steel counterparts they are not without their problems.

Over the last 30 years the CCG has accumulated many end of life plastic buoys that are in need of recycling. The CCG requires an engineering analysis to determine if the polyethylene plastic in these end of life plastic buoys can be recycled and reused. See details at Annex A – Statement of Work.

This requirement is for the Canadian Coast Guard in Québec, P. Quebec.

Period of Contract

The proposed period of the contract will be for **five (5) firm years**.

Intellectual property

The intellectual property rights arising from the performance of the work under the resulting contract will not vest with the contractor. **CANADA to own Foreground IP.**

Maximum funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$1,000,000.00 (Applicable Taxes extra) for 5 firm years** . Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Security requirements

There is no security requirements associated with this requirement.

Trade agreements

This requirement is subject to the Canadian Free Trade Agreement (CFTA)

Canadian Content Policy

The requirement is limited to Canadian services.

IMPORTANT NOTICE TO SUPPLIERS REGARDING BID SUBMISSION REQUIREMENTS

Due to the impacts from the COVID-19 pandemic, temporary measures are being taken on-site at the Québec Region Bid Receiving Unit to encourage social distancing. The health and safety of staff and suppliers remains our top priority.

Suppliers are required to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. This service allows suppliers to submit bids, offers and arrangements electronically to PWGSC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation. Given current circumstances and network limitations, some active procurements may be delayed. To stay up to date on the status of specific procurements, please consult Buysandsell.gc.ca.

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: 120 days

2.2 Submission of Bids

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

PWGSC Québec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address: TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect. It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

2.2.2 Facsimile

Facsimile number: 418-566-6168.

2.2.3 Bids transmitted by hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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.

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 **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10) days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions

2.7 Maximum funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$1,000,000.00** (Applicable Taxes extra) **for 5 Firm years**. Bids valued in excess of this amount **will be considered non-responsive**. This disclosure does not commit Canada to pay the maximum funding available.

2.8 Intellectual Property

Basis for Canada's Ownership of Intellectual Property

The Canadian Coast Guard of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada on the following grounds:

4. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for is:

- 4.1 To generate knowledge and information for public dissemination.
- 4.2 To augment an existing body of Crown Background as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of Commercial Exploitation.
- 4.3 To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

2.9 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

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

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

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

Facsimile
Facsimile number: 418-566-6168.

Bids transmitted by hardcopy to PWGSC will not be accepted.

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

Section I: Technical and Managerial Bid

In their technical and managerial 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 and managerial 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.

To maintain the integrity of the evaluation, evaluators will consider only information presented in the bid. No information will be inferred and personal knowledge or beliefs will not be utilized in the assessment.

Please note: Website references, relevant technical papers, product samples, videotapes, slides, or other ancillary items will not be considered during the evaluation process.

The Part 4: Evaluation Procedures and Basis of Selection, contains additional instructions that Bidders should consider when preparing their technical and managerial bid.

The Annex G: Mandatory technical criteria contains additional instructions that Bidders have to follow while preparing their technical and managerial bid.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid as follows:

- (a) A firm, hourly rate price for the Work, in the Basis of payment – Annex B, **for 5 Firm years** resulting from the bid solicitation, as specified at the Part 2- section 2.7 Maximum funding. The total amount of applicable taxes should be shown separately, if applicable; *See attachment 1- Financial Bid Presentation Sheet and Attachment 2- Evaluation of price.*
- (b) The prices should be in Canadian funds, Applicable Taxes excluded and Canadian customs duties and excise taxes included.

3.1.2 Electronic Payment of Invoices – Bid

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

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

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

SACC Manual Clauses **C3011T** 2013-11-06, Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical and Management Evaluation

4.1.1.1 Mandatory Technical Criteria

The mandatory evaluation criteria are described at Annex G: Mandatory technical criteria.

Bids which fail to meet the mandatory evaluation criteria will be declared non-responsive.

NB:

The curriculum vitae should be sent with the bids.

If this document has not been provided at bid closing, the contracting officer will contact the bidder. Please submit the curriculum vitae within 2 working days upon receipt of a written notice from the Contracting officer. If the supplier fails to provide the required document within the prescribed period, their bid may not be given further consideration.

4.1.1.2 Point Rated Technical and Management Criteria

Point Rated Technical Evaluation Criteria are described at Annex H: Point rated mandatory technical criteria if not addressed will be given a score of zero.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must submit a firm hourly rate /price for the Work at Annex B – Basis of payment, **for 5 firm years** resulting from the bid solicitation (Applicable Taxes extra, as appropriate). This disclosure does not commit Canada to pay the maximum funding available.

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

For this clause, the mention 'Technical merit' refers to the points obtained for the technical evaluation.

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each rated criteria for the technical evaluation, and
 - d. obtain the required minimum of 15 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 60 criteria points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)" will be declared non-responsive.
 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.
 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating, and rounded off at 2 decimals.
 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 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 \(ESDC\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) - [Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 *SACC Manual* clause [A3050T](#) 2018-12-06, Canadian Content Definition

5.2.3.2 Status and Availability of Resources

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

5.2.3.3 Language Capability

The bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work – Annex A at section 3.6 languages.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirements associated with this requirement.

6.2 Financial Capability

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

6.3 Insurance Requirements

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

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 – Contract

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid entitled _____, dated _____. (*Will be inserted at the contract award*).

The obligation of all the work will take effect only when a Task Authorization (TA) has been approved and delivered in accordance with the clause entitled 'Task Authorization Process'.

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

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

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

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$ 30 000.00**, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10%

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum

liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

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

[2040](#) 2021-12-02, General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 SACC Manual Clauses

[K3410C](#) (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information
[K3305C](#) (2008-05-12), License to Intellectual Property Rights in Foreground Information

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date of award until **5 years firm**. (*The exact dates will be disclosed at the award of the contract*).

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: MARY PARADIS
Title: SUPPLY SPECIALIST

Solicitation No. - N° de l'invitation
F7047-210024/A
Client Ref. No. - N° de réf. du client
F7047-210024

Amd. No. - N° de la modif.
File No. - N° du dossier
MTB-1-44171

Buyer ID - Id de l'acheteur
MTB309
CCC No./N° CCC - FMS No./N° VME

Public Works and Government Services Canada
Acquisitions Branch

Directorate: Quebec Region

Telephone: 514-702-8173

E-mail address: mary.paradis@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.

7.5.2 Project Authority

The Project Authority for the Contract is: *(Will be inserted at the award of contract)*

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 administrative, programmatic and technical content of the Work under the Contract. These 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.

7.5.3 Technical Authority *(Will be inserted at the award of the contract)*

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

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

7.5.4 Contractor'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 Payment

7.7.1 Basis of Payment

One of the following Basis of payment will be part of the approved task authorization (TA). The price of the task will be established according to the Basis of Payment in Annex B.

(i) **For the Work provided under a Task Authorization subject to a Firm Price:**

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

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

(ii) **For the Work provided under a Task Authorization subject to a Ceiling Price:**

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

Ceiling price: *A ceiling price is the maximum amount of money that may be paid to a contractor. By establishing a ceiling price, the contractor must fulfill all of its contractual obligations relative to the work to which this basis of payment applies without additional payment whether or not the actual costs incurred exceed the ceiling price.*

(iii) **For the Work provided under a Task Authorization subject to a Limitation of Expenditure:**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's 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 will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

(iv) Travel and Living Expenses:

There will be no travel time or travel and living expenses payable for services rendered for this file.

7.7.2 Limitation of Expenditure -Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 1,000,000.00. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.7.3 Methods of payment

Payments will be done no more than once a month.

Depending on the method of payment specified in the Task Authorizations (TA), one of the following method of payment clauses will apply.

7.7.3.1 Single Payment (For a Firm Price TA, for a TA subject to a Limitation of Expenditure or a Ceiling Price)

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, 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 Milestone Payments (For a Firm Price TA)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3.3 Progress Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
 - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.

- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4 SACC Manual Clauses

A9117C 2007-11-30 T1204 - Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.7.6 Discretionary Audit

SACC Manual clause **C0101C** 2010-01-11 Discretionary Audit - Non-commercial Goods and/or Services

7.7.7 Time Verification

SACC Manual clause **C0711C** 2008-05-12 Time Verification

7.8 Invoicing Instructions

- 1) The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the Task Authorization (TA) number;
 - (d) the description of the milestone invoiced, as applicable.
- 2) For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.

- 3) Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
- 4) The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

Que Reclamation - Que Claim <QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca>

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

- 5) The Contractor must not submit claims until all work identified in the claim is completed.

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.

7.9.3 SACC Manual Clauses

SACC Manual clause [A3060C](#) 2008-05-12 Canadian Content Certification

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*the name of the province or territory as specified by the Bidder in its bid, if applicable will be inserted at the contract award*).

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 -[2040](#) (2021-12-02) General Conditions - Research and Development;

- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, attachment to Part 3 of THE BID SOLICITATION -Electronic Payment Instruments;
- (f) Annex D, Federal Contractors Program for Employment Equity – Certification
- (g) Annex E, Task Authorization Form PWGSC-TPSGC 572;
- (h) Annex F, Contractor disclosure of foreground information;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____, as clarified on _____ **or** as amended on _____

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

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

7.13 Insurance

SACC Manual clause G1005C 2016-01-28 Insurance - No Specific Requirement

7.14 Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three parts:
 - (a) PART 1: The Contractor must answer the following deux questions:
 - (i) Is the project on schedule?
 - (ii) Is the project within budget?
 - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.
 - (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
 - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - (ii) An explanation of any variation from the work plan.
 - (iii) A description of trips or conferences connected with the Contract during the period of the report.
 - (iv) A description of any major equipment purchased or constructed during the period of the report.

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7.15 Dispute Resolution

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

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ANNEX “A ”

STATEMENT OF WORK

The Statement of work will be at the end of this document.

ANNEX "B"

BASIS OF PAYMENT

1. **LABOUR:** at firm hourly rates, inclusive of overhead and of profit, GST/HST extra, DDP destination (for goods), in accordance with the following:

If the resource is working under sub-contract, the Bidder **must** indicate the name of the Subcontractor.

Proposed Resources	Award date to March 31st 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026	April 1st 2026 to 5 years after contract award
A) Project Manager (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
B) Principal Investigator (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
C) Technologist -Senior (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
D) Technician (Minimum Ressource : 1)					
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
E) Technologist (Minimum resource: 1)					
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h

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Name:					
Name :	_____\$/h	_____\$/h	_____\$/h	_____\$/h	_____\$/h
Name :	_____\$/h	_____\$/h	_____\$/h	_____\$/h	_____\$/h
F) Engineer / investigator -Senior (Minimum resource: 1)					
Name :	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
Name :	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
Name :	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
G) Engineer / investigator (Minimum resource: 1)					
Name :	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
Name :	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
Name :	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr

2. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
 - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

-
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

3. **MATERIALS AND SUPPLIES**: at laid down cost without markup.

4. **LIMITATION OF EXPENDITURE**

Total limitation of expenditure for the contract (taxes extra):

Only 1 contract will be awarded : \$1,000,000.00 applicable taxes extra

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

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ANNEX “C”

Attachment to PART 3 OF THE BID SOLICITATION - Electronic Payment Instruments

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEXE "D"

ATTACHMENT to PART 5 OF THE BID SOLICITATION

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

Complete both A and B.

A. 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 has a combined workforce in Canada of 100 or more employees; and

- ☐ 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. Check only one of the following:

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

OR

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- () B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX "E"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

The Task Authorization Form PWGSC-TPSGC 572 will be at the end of this document.

ANNEX "F"

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to Article 1 - Interpretation of 2040 General Conditions for the definition of Foreground Information to determine what information must be disclosed.

The Contractor must provide the following information:

1. Contract No.:
2. What is the descriptive title of the FIP (Foreground Intellectual Property)?
3. Abbreviated description of the FIP and, if applicable, of the different systems and sub-systems.
4. What is or was the objective of the project?
5. Explain how the FIP meets the objective of the project (for example: the advantage of the new solution, what problem did the FIP resolve or what benefits did the FIP deliver).
6. Under which category (ies) would you best describe the FIP and why: Patents, Inventions, Trade Secrets, Copyright, Industrial Designs, Rights in Integrated Circuit Topography, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

Please specify name and position of person approving / authorizing this disclosure. This person is to sign and date the disclosure.

Signature Date

Name Title

(Internal usage of The Canadian Coast Guard of Canada)

Signature Date

Name Title (Technical authority)

ANNEX "G"

MANDATORY TECHNICAL CRITERIA

The information that figures in the tables below must be duly completed and submitted at the closing date and hour of the solicitation document.

All the criteria identified below are MANDATORY. Each criteria must be met and documentation provided in order to demonstrate the degree to which it is met.

Please identify where the substantial document is located in your proposition.

Canada will not evaluate information such as references to a website address where supplementary information can be found.

Only those proposals that meet all the mandatory technical criteria in the table below will be subject to further evaluation.

The proposals that fail to meet all these conditions will be rejected.

MANDATORY EVALUATION CRITERIA	DESCRIPTION	CONFORMANCE METHOD
1	<p>The supplier must provide a Main Project Team to perform the work described in Table 1 of the Statement of Work (section 2 – Task List). This team must include at least the following three (3) categories.</p> <ul style="list-style-type: none">• Project manager• Principal investigator• Principal Technologist <p>In order to support the Main Project Team, whether at the research, technical or management level, the Contractor also has the option of employing the following job categories:</p> <ul style="list-style-type: none">• Senior Engineer/Investigator (more than 15 years of experience)• Engineer/Investigator (less than 15 years of experience)• Technician (high school degree) and/or Technologist (post-secondary degree) <p>The supplier must explain the relevance of the participation of each optional person and present proof of competence (CV, diploma) related to the project. Note: contractor has the possibility to hire more than one (1) person in the same employee category.</p>	Team Description and Curriculum vitæ

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2	The Project Manager of the team must be an active member of the Ordre des Ingénieurs du Québec (or equivalent) and have a bachelor's degree in Engineering in a relevant field of study. The Project Manager of the team must have managed at least 5 projects in the past 5 years. In addition, the project manager must have a minimum of five years in project management related to similar projects in field of plastic engineering.	Curriculum vitæ of the project manager and Engineer's Permit
3	The Principal Investigator of the team must have a University degree in the field of plastic material. The Principal Investigator must have work experience on similar projects within the past three (3) years.	Curriculum vitæ of the principal investigator AND University Degree
4	The Principal Technologist must have a post-secondary degree in a relevant field of study and have a minimum of five (5) years of work experience in materials analysis and laboratory testing.	Curriculum vitæ of the principal technologist AND post-secondary degree
5	The Contractor's Quality Management System must be ISO 9001: 2008 (or ISO 9001: 2015) - Quality Management Systems certified or an equivalent system.	Certification or a detailed description of the equivalent system.

ANNEX "H"

POINT RATED MANDATORY TECHNICAL CRITERIA

POINT RATED EVALUATION CRITERIA

- Technical proposals will be assessed for a total of **60 points** based on the grid below.
The minimum rating required for each point-rated criteria is 5 Points. All proposals which obtain a rating of less than 5 points for one of the four point rated criteria will be declared non responsive

- At bid closing time, the bidder must comply with the following point-rated criteria at the table 1 below and provide the necessary documentation to support compliance. Any proposal that fails to obtain the minimum passing mark (that is to say a rating of less than 5 points per criteria) will be declared non-responsive and will be given no further consideration.

Each criteria must be addressed separately.

- For the evaluation of point-rated criteria, Canada will evaluate the résumés and the projects presented in the mandatory criteria evaluation framework.

Resource categories	Number of resources to evaluate
Project Manager	1
Principal Investigator	1
Principal technologist	1

TABLE 1

POINT RATED CRITERIA		EVALUATION SCALE	MINIMUM Overall Score Required (for all the point rated criteria)	MAXIMUM Overall Score
			15 points	60 points
1	Project Manager The Project Manager should have ____ years of experience in project management related to similar projects in the field of plastic engineering.	5 to 10 years = 5 points 11 to 15 years = 15 points More than 16 years = 20 points		

POINT RATED CRITERIA		EVALUATION SCALE	MINIMUM Overall Score Required (for all the point rated criteria)	MAXIMUM Overall Score
2	Principal Investigator The Principal Investigator of the team should have a ____ degree in the field of plastic material.	Bachelor's degree = 5 points Master's degree = 15 points Ph. Degree = 20 points		
3	Principal technologist The Principal Technologist should have ____ years of experience in materials analysis and laboratory testing.	5 to 10 years = 5 points 11 to 15 years = 15 points More than 16 years = 20 points		
		Total points :		

ATTACHMENT 1 – FINANCIAL BID PRESENTATION SHEET

1. **LABOUR:** at firm hourly rates, inclusive of overhead and of profit, GST/HST extra, DDP destination (for goods), in accordance with the following:

Bidders must submit their financial bid in accordance with 1.2 Section II: Financial Bid, of Part 3 – Bid Preparation Instructions.

If the resource is working under sub-contract, the Bidder **must** indicate the name of the Subcontractor.

Proposed Resources	Award date to March 31st 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026	April 1st 2026 to 5 years after contract award
A) Project Manager (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
B) Principal Investigator (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
C) Technologist -Senior (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
D) Technician (Minimum Ressource : 1)					
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
E) Technologist (Minimum resource: 1)					
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h

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Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
Name :	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h	_____ \$/h
F) Engineer / investigator -Senior (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
G) Engineer / investigator (Minimum resource: 1)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

2. TRAVEL & LIVING:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
 - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).

For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized.

- (a) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (b) All travel must have prior authorization of the Technical Authority. All payments are

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subject to government audit.

3. **MATERIALS AND SUPPLIES**: at laid down cost without markup.

4. **LIMITATION OF EXPENDITURE**

Total limitation of expenditure for the contract (taxes extra):

Only 1 contract will be awarded : \$1,000,000.00 applicable taxes extra

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

ATTACHMENT 2 - EVALUATION OF PRICE

For evaluation purposes only, the price of the bid will be determined as follows:

1 - Financial Bid

Bidders must submit their financial bid in accordance with **Annex B, Basis of Payment**.

2 - Calculation of bid price

The bid price will be calculated as follows:

Bid price = Cost of labour

The Total Bid Price will be calculated as set out in section 3 below.

The Bid Price will be evaluated on the basis of the following estimated level of effort*:

**The "estimated level of effort" listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.*

Project Manager	5%
Principal Investigator	30%
Principal technologist	30%
Technician	10%
Technologist	10%
Senior Engineer	5%
Engineer	10%

3 - Cost of labour:

To establish labour costs, the effort available in terms of hours (see last column in Table 4.1, below) must be determined. The effort available for each resource category will be calculated as follows:

$$\text{Effort available} = \frac{[\text{Total anticipated available funding}] \times [\text{Approximate percentage use}]}{[\text{Average hourly rate for the resource category}]}$$

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category for the 5 years requested* (for a given bid).

**The hourly rate of a resource that does not meet the minimum required score for point-rated technical criteria or of a resource that does not meet the mandatory technical criteria will not be taken into account when establishing the average hourly rate of the resource category.*

Lastly, the cost of labour is calculated by adding the labour costs per category for a given bid.

Here is an example:

- Anticipated funding for the work = \$10,000,000.00
- Percentage of use for PM = 5%
- If the average hourly rate*
for bid A = \$90.00,
for bid B = \$105.00 and
for bid C = \$110.00,
then the average hourly rate for the resource category = \$101.67

**Should a Bid propose multiple individuals for the PM category, the average PM hourly rate of said Bid will take into account the average hourly rates of all individuals*

Therefore,

- Effort available $\$10,000,000.00 \times 0.05 / \$101.67 = 4,918.03$ hours

and

- Labour costs for PM, bid A
= 4,918.03 hours x \$90.00 = \$442,622.95
- Labour costs for PM, bid B
= 4,918.03 hours x \$105.00 = \$516,393.44
- Labour costs for PM, bid C
= 4,918.03 hours x \$110.00 = \$540,983.61

4 - Sample calculations for the price of the three bids

Table 4.1

Resource Categorys	%of use	Bid A		Bid B		Bid C		Hours Qty
		Rate A	Price pour A	Rate B	Price pour B	Rate C	Price pour C	
Project Manager	5%	\$90.00	\$442,622.95	\$105.00	\$516,393.44	\$110.00	\$540,983.61	4,918.03
Senior Engineer	20%	\$85.00	\$1,821,428.57	\$95.00	\$2,035,714.29	\$100.00	\$2,142,857.14	21,428.57
Engineer	65%	\$80.00	\$6,117,647.06	\$85.00	\$6,500,000.00	\$90.00	\$6,882,352.94	76,470.59
Technologist	10%	\$75.00	\$803,571.43	\$100.00	\$1,071,428.57	\$105.00	\$1,125,000.00	10,714.29
TOTAL :		\$9,185,270.01		\$10,123,536.30		\$10,691,193.69		

The "percentages of use" listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.

These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Canadian
Coast Guard

Garde côtière
canadienne

Integrated Technical Services



Safety First, Service Always



Plastic Analysis

ANNEX A

Statement of Work

FILE NO: F7047-210024/A

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Section 1 MANDATE DESCRIPTION

1.1 PURPOSE

The Canadian Coast Guard (CCG) owns and manages around 12,000 short-range floating aids of which 8,500 are plastic buoys. Of these short-range floating aids over 75% are buoys that are made from plastic. These buoys are made from a one piece design known as a monocoque design, and inside this plastic shell there lies other components. Although one piece design (*monocoque*) plastic buoys have proven to be cost effective over their steel counterparts they are not without their problems.

Over the last 30 years the CCG has accumulated many end of life plastic buoys that are in need of recycling. The CCG requires an engineering analysis to determine if the polyethylene plastic in these end of life plastic buoys can be recycled and reused.

1.2 SPECIFIC OBJECTIVES

The specific objectives of this mandate are as follows:

- Perform an engineering materials analysis of plastic samples supplied from old Red and Green Buoys
- Perform an engineering materials analysis on how to re-use plastics regrind plastics from old Red and Green buoy plastics in new buoys
- Determine what Canadian plastics manufacturer is able to use the regrind to make new plastic parts
- Search for a Canadian plastic manufacturer to makes new buoy parts.

1.3 CONTRACTOR'S RESPONSIBILITY

The contracting lab facility must provide all services necessary to complete the tasks detailed in **Section 2** and undertakes to deliver the work as described in this document on time.

The Contractor's Quality Management System must be ISO 9001: 2008 (or ISO 9001: 2015) - Quality Management Systems certified, or an equivalent system.

1.4 CCG'S RESPONSIBILITY

The CCG will provide the following:

1. Plastic samples as required;
2. Reference documentation (Section 1.6);

3. Any other documentation necessary for the performance of the mandate deemed relevant by the CCG or by the Contractor.

The contractor is responsible for identifying any other additional documentation that would be necessary to carry out his mandate. In this case, the contractor must inform the CCG as soon as possible, so that arrangements can be made to help meet the needs of the contractor.

1.5 OTHER RESOURCES

All work is to be performed at the Contractor's normal workplace. The contractor must provide the necessary manpower, lab equipment, administration software, supervision, tools, measuring devices, supplies and other accessories, services and facilities necessary to meet the defined requirements in this statement of work.

The Contractor must provide a Main Project Team to perform the work described in Table 1 (section 2 – Task List). This team must include at least the following three (3) categories:

Project Manager: The Project Manager of the team must be an active member of the *Ordre des Ingénieurs du Québec (or equivalent)* and have a bachelor's degree in Engineering in a relevant field of study. The Project Manager of the team must managed at least 5 projects in the past 5 years. In addition, the project manager must have a minimum of five years in project management related to similar projects in field of plastic engineering.

Principal Investigator: The Principal Investigator of the team must have a University degree in the field of plastic material. The Principal Investigator must have work experience on similar projects within the past 3 years.

Principal Technologist: The Principal Technologist must have a post-secondary degree in a relevant field of study and have a minimum of five years of work experience in materials analysis and laboratory testing.

In order to support the Main Project Team, whether at the research, technical or management level, the Contractor also has the option of employing the following job categories:

- Senior Engineer/Investigator (more than 15 years of experience)
- Engineer/Investigator (less than 15 years of experience)
- Technician (high school degree) and/or Technologist (post-secondary degree)

The Contractor must explain the relevance of the participation of each optional person and present proof of competence (CV, diploma) related to the project. Note: contractor has the possibility to hire more than one (1) person in the same employee category.

1.6 REFERENCE DOCUMENTATION

The Contractor must declare in its bid that he will perform all the work requested (Table 1) according to the following references:

- 1.6.1** ISO 9352:2012 - Plastics-Determination of resistance to wear by abrasive wheels
- 1.6.2** IALA E-108(Dec 2009) - Recommendations for the surface colours used as visual signals on aids to navigation.
- 1.6.3** ASTM D2244, Standard Practice for Calculation of Color Tolerances and Color Differences from Instrumentally Measured Color Coordinates.
- 1.6.4** ASTM D2565- Standard Practice for Xenon-Arc Exposure of Plastics Intended for Outdoor Applications

Section 2 TASK LIST

At the request of the CCG, the contractor must provide all services necessary to complete the tasks detailed in Table 1.

Table 1 Task Descriptions.

Task #	Description
0	Project planning
0.1	Perform a detailed task analysis to identify the needs of each.
0.2	Define the potential difficulties and problems of each task.
0.3	Plan the order of priority in which the tasks should be completed in order to be as efficient as possible throughout the project.
0.4	Prepare an initial report detailing the procedure for developing the project.
1	Materials Analysis
1.1	Grinding of plastics material
1.2	Pulverization of plastics material
1.3	Perform Differential Scanning Calorimetry (DSC)
1.4	Perform Oxidative-Induction Time (OIT-ASTM D3895)
1.5	Perform Dry Powder mixing of red and green recycled buoy plastics
1.6	Machining of plastic samples for testing
1.7	Compression Moulding of Pulverized samples for Tensile, IZOD Impact, Gardner Impact, and Rheology
1.8	Perform Oxidative-Induction Time OIT (ASTM D3895) on samples
1.6	Perform Tensile testing in accordance with ASTM D638
1.9	Perform Impact testing in accordance with IZOD Notched Impact ASTM D256
1.10	Refrigeration of samples for Impact testing
1.11	Perform a Striker Impact test (ASTM D5420)
1.12	Perform a Rheology amplitude and frequency sweeps on plastics moulded samples
1.13	Perform a UV aging Analysis

Task #	Description
1.14	Perform colour testing using a Colourimeter
1.15	Perform Twin Screw Extrusion Compounding of new and recycled resins.
1.16	Perform Lab scale rotomoulding of plastics samples
1.17	Perform Abrasion Testing in accordance with ASTM D4060 or ISO 9352 on plastic samples.
1.18	Search for companies in Canada for regrinding / compounding / pulverization and rotomoulding.
1.19	Block of 20 hours of work to make adjustments, at the request of the CCG.
2	Progress Report
2.1	<p>Without limitation, prepare a report (written in English or French) containing the following aspects:</p> <ul style="list-style-type: none"> • Methodology (measuring instruments, assembly, photos, etc.); • Results from the task (according to the request), including figures and tables; • Conclusion and recommendations.
2.2	At the request of the CCG, translate the report into English or French.
3	Procedures Manual
3.1	<p>Prepare a procedures manual detailing plastics formulations for the reuse of old Red and Green (or any other colour dictated by the CCG) plastics for new plastics parts production covering the following aspects:</p> <ul style="list-style-type: none"> • Introduction • Red Plastic- Precise blend of old and new plastics material as well as any special instructions required for the reformulation of new blended plastic material. • Green Plastic- Precise blend of old and new plastics material as well as any special instructions required for the reformulation of new blended plastic material.
4	Research and development activities on plastics
4.1	Consulting services on eco-responsible plastic designs
4.2	Consulting services on the circular economy of plastics

LAB ANALYSIS ON BUOY PLASTICS

Task #	Description
4.3	Analysis of plastics and their ability / ease to be recycled, and identify the business sectors that can accept these plastics and their state of purity.
4.4	Identification of companies authorized to recycle all types of plastic in Canada.

Section 3 DELIVERABLES AND SCHEDULE

3.1 CONDUCT OF WORK AND COMMUNICATION

During the completion of the mandate, communications between CCG and the Contractor may be oral or by email.

Any communication that requires a decision must be directed to the Technical Authority. All deliverables listed in Section 2 must be sent to the Technical Authority. Acceptance of this work will be ensured by the Technical Authority.

3.2 SCHEDULE

The Contractor must provide the CCG with a typical schedule for completing each task listed in Section 2.

3.3 WORK PROGRESSION

The contractor must inform the CCG by email of the progress of the work.

3.4 CCG BASE ACCESS

No work will take place at the CCG Bases.

3.5 TRAVEL

No travel is anticipated under this mandate.

3.6 LANGUAGE

All communication, both orally and in writing, must be held in English or French. Technical documents prepared within this mandate, such as reports, must be written in English or French.

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorization de tâche <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
---	--

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:

Insert Option 1 or 2:

Option 1:

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :

Insérer l'option 1 ou 2

Option 1 :

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date