



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission
instructions/

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

NA

Ontario

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Title - Sujet Job Hazard Analysis	
Solicitation No. - N° de l'invitation W7719-225557/A	Date 2022-03-11
Client Reference No. - N° de référence du client W7719-225557	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-201-8207	
File No. - N° de dossier TOR-1-44099 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-04-08 Heure Avancée de l'Est HAE	
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: Ramnarine, Vashti	Buyer Id - Id de l'acheteur tor201
Telephone No. - N° de téléphone (289) 772-7284 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE DRDC TORONTO RESEARCH CENTRE 1133 SHEPPARD AVE. WEST TORONTO Ontario M3K2C9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Requirement

The requirement is detailed under Article 6.2, Part 6 - Resulting Contract Clauses.

1.3 Debriefings

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

1.4 Epost Connect service

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

1.5 COVID-19 vaccination requirement

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (120) days

2.2 Submission of Bids – Epost only

2.2.1 Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFP.

TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca (*email address for epost Connect service*)

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 Instruction 2003, or to send offers 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 (6) days before the Request for Proposals closing date.

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

2.3 Former Public Servant

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

2.3.1 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.

2.3.2 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](#).

2.3.3 Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 _____.

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted.

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 TECHNICAL EVALUATION CRITERIA

Instructions:

Bidders must include one (1) copy of descriptive literature; for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein. It is requested that Bidders comment / cross reference the page number and highlight the specification in their technical data sheets or brochure to demonstrate and support their compliance for each of the Mandatory Technical Criteria.

MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

	Mandatory Technical Evaluation Criteria. Bidders must demonstrate each of the following:	Cross Reference Page #
M1	A university degree, college certificate or diploma in industrial hygiene or occupational health from a recognized Canadian Institution or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. To demonstrate, the bidder must provide a photocopy of degree, certificate or diploma from educational institutions.	
M2	Canadian Registered Safety Professional (CRSP) certification. To demonstrate, the bidder must provide a photocopy of certificate from the Board of Canadian Registered Safety Professionals.	
M3	Registered Occupational Hygienist (ROH) certification. To demonstrate, the bidder must provide a photocopy of certificate from the Canadian Registration Board of Occupational Hygienists.	
M4	Minimum of five years of experience with Job Hazard Analysis and Risk Assessment. a minimum of 5 cumulative years of experience, within the last 10 years from the date of solicitation closing. Experience in conducting a Job Hazard Analysis (JHA) in accordance with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulation (COHSR) XIX.	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- (i) The Bidder must submit all-inclusive rates in Canadian dollars, exclusive of applicable taxes.
- (ii) The extended price is established by multiplying the unit prices by the corresponding Estimated Usages (number of estimated assessments and number of estimated hours) per year.

- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included

4.2 Basis of Selection – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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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

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W7719-225557

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED A, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

The Term of the contract is from date of award to 31 March 2023 inclusive.

6.4.1 Period of the Contract

The Work is to be performed during the period of award of contract to 31 December 2022.

6.5 Authorities

6.5.1 Contracting Authority

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File No. - N° du dossier

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CCC No./N° CCC - FMS No./N° VME

The Contracting Authority for the Contract is:

Ms. Vashti Ramnarine

Acquisitions | Ontario Region - Approvisionnement | Région de l'Ontario
Public Services and Procurement Canada - Ontario Region / Government of Canada
Services publics et Approvisionnement Canada - Région de l'Ontario / Gouvernement du Canada
10th Floor, 4900 Yonge Street - 10^e étage, 4900 rue Yonge
Toronto, Ontario M2N 6A6
vashti.ramnarine@pwgsc-tpsgc.gc.ca / Tel: 289-772-7284 - / Tél: 289-772-7284

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ _____ (*insert the amount at contract award*). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17), Limitation of Price

6.7.3 Multiple Payments

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

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Visa Acquisition Card;
- ii. MasterCard Acquisition Card;
- iii. Direct Deposit (Domestic and International);
- iv. Electronic Data Interchange (EDI);
- v. Wire Transfer (International Only); or

6.7.5 Time Verification

SACC Manual clause C0711C (2008-05-12) Time Verification

6.7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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

6.10 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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the general conditions 2010C (2021-12-02), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated _____. (*insert at time of contract award*)

6.11 Inspection and Acceptance

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

6.12 Insurance

G1005C (2016-01-28), Insurance

6.13 Contrat de défense

Clause du Guide des CCUA A9006C (2012-07-16), Contrat de défense

6.14 Government Property

SACC Manual clause B6802C (2007-11-30) Government Property

6.15 Ressortissants étrangers (entrepreneur canadien OU entrepreneur étranger)

Clause du Guide des CCUA A2000C (2006-06-16), Ressortissants étrangers (entrepreneur canadien)
OU

Clause du Guide des CCUA A2001C (2006-06-16), Ressortissants étrangers (entrepreneur étranger)

6.16 SACC Manual Clause

A9068C (2010-01-11) Government Site Regulation

6.17 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".

Annex "A" **Requirement**

1. TITLE

JOB HAZARD ANALYSIS

Defence Research and Development Canada (DRDC) Toronto, Ontario has a requirement for the provision of one (1) Job Hazard Analysis (JHA).

2. BACKGROUND

Defence Research and Development Canada (DRDC) is the national leader in defence science and technology and developing and delivering technical solutions and advice to DND. DRDC services include joint force development science and technology, support to operations, and army science and technology.

It is DND policy to have an established hazard prevention component within its General Safety Program. One of the elements of a hazard prevention program is analysis to identify and assess health and safety hazards. Additionally, the Canada Labour Code Part II establishes the requirements to first identify hazards in the workplace, followed by elimination or control methods. Under S. 125(1) (s), the employer shall "ensure that every employee is made aware of every known or foreseeable health and safety hazard in the workplace".

In order to introduce and maintain a hazard prevention program, DRDC needs a Job Hazard Analysis (JHA) completed for all personnel employed at Toronto Research Centre (TRC). DRDC personnel engage with multiple risks, including biological, chemical and physical hazards that would benefit from a JHA.

3. OBJECTIVE

The objective is to seek out a qualified professional to identify and assess workplace hazards in the form of JHAS at the DRDC Toronto Research Centre and recommend the control measures to eliminate or reduce the hazard(s) to an acceptable degree of risk. These JHAS will form part of DRDC Toronto's Hazard Prevention Program and ensure legal and policy compliance.

4. ACRONYMS

DRDC	Defence Research and Development Canada
DND	Department of National Defence
TRC	Toronto Research Centre
SOW	Statement of Work
TA	Technical Authority
CA	Contracting Authority
JHA	Job Hazard Analysis
EHSO	Environment Health and Safety Officer
GSP	General Safety Program

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5. APPLICABLE DOCUMENTS & REFERENCES

Appendix A: Occupational Health and Safety Hazards

Appendix B: Sample Job Hazard

Annex A: Non-Disclosure

Annex B: Evaluation Criteria

Reference Documents

The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

REFERENCE	PROMULGATION	REFERENCE TITLE
R.S.C., 1985, c. L-2	2021-01-01	Canada Labour Code, Part II
SOR/86-304	2021-01-01	Canada Occupational Health and Safety Regulations
A-GG-040-001/AG-001	2016-02-01	General Safety Program – Policy and Program, Volume 1
C-02-040-009/AG-001	2012-06-01	General Safety Program – General Safety Standards, Volume 2
	2020-	Business Resumption Plan (BRP) Appendix A
	2020-	COVID-19 Self-Assessment Checklist

Figure A-2 DRDC Specifications, Standards, and Publications

6. SCOPE OF WORK

The Contractor must complete JHAs for up to 100 federally regulated employee positions. Positions include all DRDC, military members and HR-Civ staff that work out of TRC. Positions include both administrative and industrial tasks. Some industrial positions involve science and technology equipment both for on and off-site projects.

Using the results of the analysis, the Contractor must identify, assess and provide recommendations for the elimination or control of hazards.

In the event that 100 assessments cannot be completed, a list of essential positions that must receive and have a completed JHA will be provided to the contractor.

7. TASKS

The Contractor must provide JHAs for all DRDC TRC personnel, including military members and HR-Civ staff, which comprise of the following tasks:

7.1 Coordinate with DRDC EHSO to contact DRDC personnel, identify their position and its various components.

The Contractor must coordinate with DRDC EHSO to establish a schedule to arrange for JHA interviews. Contractor must maintain communication with EHSO throughout the employee interview process. The EHSO will be the point of contact for organizing and coordinating assessments for federal employees at

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DRDC TRC. The EHSO will be providing the Contractor with employee names, contact information and position information. The number of scheduled assessments may vary depending on external factors (time, employee and resource availability, etc.).

The Contractor must consult with DRDC personnel to identify their position and related tasks. To complete this task, the Contractor must ask questions that will yield data to fulfill the JHA requirements. This may include questions about specific position activities, workspace and environment. The Contractor must collect the job data during this task.

The Contractor must be available to come on site between 8:00 AM and 4:00 PM.

Due to the current COVID-19 posture, virtual options shall be considered where possible to limit interaction time between the Contractor and employees. Tasks that require physical observance to help complete the position's JHA, must be conducted in-person while following all Public Health Measures (PHMs).

The Contractor must collect and upload data to a Job Hazard Analysis table. The following data must be included:

- Job tasks
- Sequence of job tasks
- Hazards/potential accidents that can occur as a result of job tasks
- Hazard assessment
- Control measures to eliminate or mitigate identified hazards

Sample Job Hazard Analysis table included in Appendix A. The Contractor may make minor edits to the structure of the JHA table, but the content and table format must remain the same.

7.2 Identify and assess the hazards.

The Contractor must identify and assess hazards that may occur as a result of job activities. Contractor must classify hazards according to the Occupational Safety and Health Hazards in Annex B.

The Contractor must assess hazards based on the following Qualitative Assessment Criteria:

- Unacceptable. The proposed activity or task must not proceed until it has been reviewed. In this case, the Contractor must contact DRDC EHSO to proceed. Steps must be taken to eliminate the risk and if this is not possible, to introduce measures to control the risk by reducing it to the lowest level reasonably achievable.
- Undesirable. Action to eliminate or reduce the risk is required within a specific period. The Contractor must notify DRDC point of contact with a recommendation to eliminate or reduce the risk along with a timeline of when it must be implemented.
- Acceptable with Review. These risks shall be reasonably acceptable.
- Acceptable. No action is required dealing with acceptable risks but monitoring controls are maintained.

The Contractor must report hazards requiring urgent action to DRDC EHSO via email or phone call.

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7.3 Recommend the control measures to eliminate or reduce the hazard to an acceptable degree of risk.

The Contractor must provide expert advice to recommend control measures to eliminate or reduce the hazard to an acceptable degree of risk.

The Contractor must select control measures according to the Hierarchy of Control:

- a. Elimination or substitution
- b. Engineering controls
- c. Administrative controls
- d. Personal Protective Equipment

Controls must be included in both the JHA table and JHA report, which must be submitted to DRDC EHSO for appropriate action.

7.4 Attend a meeting that occurs every three weeks with DRDC stakeholders to discuss updates, progress and concerns/questions.

Meeting frequency is pre-determined, and additional meetings can be held as required.

7.5 Upon completion of project, submit a JHA report, a table of the JHA results and discuss findings with DRDC stakeholders.

The report must:

- Highlight safety sensitive positions;
- For each hazard, describe a list of corrective actions or recommendations;
- Provide mitigation practices for each hazard;
- Significant findings must be clearly stated in a section of the report;
- Include all content listed in the provided JHA table in *Appendix A* (position number, job sequence, tasks, etc.).

8. DELIVERABLES

8.1 DELIVERABLES FOR TASKS 7.1 – 7.3

The Contractor must attend meetings every three weeks, or as necessary. Meetings will be electronic via MS Teams.

8.2 DELIVERABLES FOR TASKS 7.1 – 7.3

The Contractor must complete a JHA table for all personnel positions. Each position must have a corresponding JHA Table. The Contractor must submit the completed table(s) in electronic format as a Microsoft Excel spreadsheet to the DRDC EHSO for retention. The table(s) must be written in English.

8.3 Deliverables for task 7.5

The Contractor must provide a draft final report to the TA. TA will review and provide comments to the Contractor. Draft report must be delivered as one copy written in English in an electronic format using Microsoft Word.

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8.4 Deliverables for task 7.5

Using comments from the Draft Report, the Contractor must submit and discuss findings through a JHA final report that will be submitted to DRDC stakeholders (CD, ADCSO, EHSO). The final report must be delivered as one copy written in English in an electronic format using Microsoft Word.

9. DATE OF DELIVERY

Deliverable	Delivery date
8.1	Kick-off meeting 10 days after Contract award and regular meetings every 3 weeks thereafter.
8.2	months after Contract award: (to be entered at contract award)
8.3	On or before: (to be entered at contract award)
8.4	On or before: (to be entered at contract award)

Contractor will have up to December 31, 2022 to complete this project.

10. LANGUAGE OF WORK

English

11. LOCATION OF WORK

Majority of the work must be performed at DRDC:

Defence Research and Development Canada – Toronto Research
Centre Building 201
1133 Sheppard Avenue
West Toronto, ON
M3K 2C9
Canada

As stated in section 7.1, some of the work will be completed virtually as a result of the COVID-19 pandemic.

12. TRAVEL

The Contractor is not required to travel.

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13. MEETINGS

13.1 Kick-off Meeting

Initial meeting will occur within 10 days of the contract award. The kick-off meeting must be conducted to review the contractual requirements and clarify, if required, the respective roles and responsibilities of the TA and the Contractor. Questions and concerns can be raised during this meeting.

Following the Kick-off Meeting, meetings will occur every 3 weeks in person on site, or virtually via MS Teams. A call-in number will be provided if MS Teams is inaccessible. Stakeholders include the Contractor, CD, ADCSO and EHSO.

- The Contractor may request a meeting with the DRDC TA to discuss issues as they are related to the performance of the Contract.

The exact date and time of the meetings will be mutually agreed upon between the Contractor and TA. Topics to discuss may include, but are not limited to:

- Status of all action or decision items including a list of outstanding activities;
- A description of any problems encountered that would likely require attention by DRDC;
- Any recommendations relating to the conduct of the work;

Appendix A

Sample Job Hazard Analysis Table

Job Hazard Analysis					
<i>Job:</i>	<i>Date:</i>	<i>Employee:</i> <i>Supervisor</i> :		<i>Position:</i>	
Job tasks	Sequence of JobTasks	Hazards/potential accidents	Hazard Classification (biological, chemical, etc.)	Hazard assessment	Control measures

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APPENDIX B – LIST OF HAZARDS

Hazard (see Notes)	Description
Biological	Risk presented by bacteria, or other micro-organisms.
Chemical – Corrosives	A chemical that causes damage when it comes into contact with skin, metal, or other materials. Acids and bases are examples of corrosives.
Chemical – Flammable	A chemical that results in combustion when exposed to a heat ignition source. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check Material Safety Data Sheets (MSDS) for flammability information.
Chemical – Toxic	A chemical that poses a risk to individuals by absorption through the skin, inhalation, or ingestion. It then enters the blood stream and can cause disease, illness, or death. The quantity of chemical exposure is critical in determining the potential for hazardous effects. Check MSDS, and/or other chemical hazard information.
Collision – Struck Against	Injury to a body part that results from contact with a surface when the individual initiated the action. (An example is when a screwdriver slips.)
Collision – Struck By	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
Electrical – Electrostatic Discharge/Static	The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of material that causes a discharge (spark) to the ground potentially resulting in the ignition of flammables or damage to electronics or the body's nervous system.
Electrical – Fire	Electrical power that results in electrical overheating or arcing to the point of combustion, ignition of flammables, or electrical component damage.
Electrical – Power Loss	Safety-critical equipment failure as a result of loss of power.
Electrical – Shock, Short Circuit	Contact with exposed conductors or a device that is incorrectly grounded (such as Short Circuit). An example would be a metal ladder coming into contact with power lines. Common house current (60 Hz alternating current) is very dangerous because it can cause heart rhythm disturbances.
Ergonomics – Human Error	A system design, procedure, or equipment that is error-provocative. (A switch goes up to turn something off.)
Ergonomics – Strain, Repetitive	Damage of tissue due to overexertion (sprains and strains) or repetitive motion due to improperly positioned equipment or furniture.
Excavation – Collapse	Soil collapse in a trench or excavation site as a result of improper or inadequate shoring. Soil type is critical in determining the hazard.
Explosion – Chemical Reaction	Self-explanatory.
Explosion – Over Pressurization	Sudden and violent release of a large amount of gas/energy due to a significant pressure difference (pressurization) such as rupture in a boiler or compressed gas cylinder.
Fire/Heat	Temperatures that can cause burns to the skin or damage to other organs. Fires require a heat source, fuel, and oxygen.
Mechanical – Failure	Self-explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
Mechanical – Stored Potential Energy	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.

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Mechanical – Vibration	Vibration that can cause damage to nerve endings, or material fatigue that results in a safety-critical failure. (Examples are abraded slings and ropes, weakened hoses and belts.)
Physical – Caught In, On, Between	Injury to a body part as a result of being caught in, on, or between objects in which the person initiated action.
Physical – Falls, Slips, Trips	Conditions that result in falls (impacts) from height or traditional walking

	surfaces (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges, etc.).
Physical – Sports Related	Injury to a body part as a result of sports related activities.
Physical – Submersion	Drowning, free moving solids, or exposure to oxygen deficient areas.
Physical – Noise	Continuous or Impact. Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information.
Physical – Poor Lighting	Lack of lighting or obstructed vision that results in an error or other hazard.
Physical – Temperature Extreme	Temperatures that result in heat stress, exhaustion, hypothermia (slowed metabolism).
Psychosocial – Psychological	Stress, harassment, burnout, workplace violence, or physical threat.
Radiation – Ionizing	Radiation sources can cause injury/illness through damage to living cells. These hazards are very unique and as such are regulated under strict Orders and Directives. The Director General Nuclear Safety (DGNS) regulates all DND and Royal Canadian Air Force nuclear activities and ionizing radiation sources, and provides specialized guidance and advice on how to conduct hazard risk assessments involving ionizing radiation sources.
Radiation – Laser	The emergence of high-powered, reasonably priced, and easily accessible military and industrial lasers has significantly increased the risk for both intentional and unintentional injury to DND/CF personnel.
Radio Frequency	Radio Frequency (RF) (Non-ionizing) Radiation. Absorption of electromagnetic radiation by the body causing tissue heating and induced electrical currents.
Weather Phenomena	Snow, rain, wind, ice, lightning, tornado, flood, etc.

NOTE

This list is not exhaustive, but is intended to be illustrative of the types of hazards that could be encountered in the DND Workplace.

ANNEX "B" BASIS OF PAYMENT

The pricing must be firm in Canadian currency and exclude HST. The pricing is for provision of services as detailed in the Statement of Work in Annex A.

The instructions in italics above will be deleted from any resulting contract (s)

The Estimated Usage provided in the pricing table below is for evaluation purposes only

Estimated # of Assessments = 170

Description	A <i>Estimated</i>	B One all-inclusive price (per assessment as described in Annex A)	C Extended Price (A x B)
The proposed work is the JHA must identify and assess workplace hazards in the form of JHAS for on and off-site projects as described in Annex "A" Statement of Work.	170/ Assessments	\$ _____ / per assessment	\$ _____
Additional time (per hour) if required to complete administrative and industrial tasks described in Annex	100/ hours	\$ _____ / per hr.	\$ _____
Final Report	1		\$ _____
Total Evaluated Cost: \$ _____ (Applicable Taxes extra)			

**At contract award, 'Total Evaluated Price' becomes 'Total Contract Price'.*

ANNEX « C » Security

ANNEX “D” to PART 1 OF THE BID SOLICITATION

COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- (a) fully vaccinated against COVID-19; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

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Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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ANNEX "E"

ELECTRONIC PAYMENT INSTRUCTIONS

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)

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W7719-225557

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Imran Tarmohamed	Acting Group Leader - EHSO	TARMOHAMED, IMRAN 280	Digitally signed by TARMOHAMED, IMRAN 280 Date: 2021.08.09 15:48:44 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
647-290-7078		imran.tarmohamed@forces.gc.ca	09/08/2021

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Sasa Medjovic	Senior security analyst	MEDJOVIC SASHA 234	Digitally signed by MEDJOVIC, SASHA 234 DN: cn=CA, o=GC, ou=HND-MON, ou=Personnel, ou=INTERN, cn=*, c=CA Reason: I am the author of this document Location: your signing location here Date: 2021.10.15 14:08:41 -04'00' Font PDF Editor Version: 11.0.0
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-996-0286		sasa.medjovic@forces.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☐ Yes
☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Emmanuel Conduah Contract Security Officer Emmanuel.Conduah@pwgsc-tpsgc.gc.ca	Title - Titre	Signature	
		Conduah	Digitally signed by Conduah, Emmanuel Date: 2021.11.01 13:18:29 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date