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NHQContracting@CSC-SCC.gc.ca

**REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES**

[Regional Master Standing Offer \(RMSO\)](#)
[Offre à commandes maître régionale \(OCMR\)](#)

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
correctionnel Canada, autorise par la présente, une
offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments — Commentaires :

**Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :**

Telephone # — N° de Téléphone : _____

Fax # — No de télécopieur : _____

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Reflective Parkas for Men	
Solicitation No. — N°. de l'invitation 21C30-21-2999310	Date: March 22, 2022
Client Reference No. — N°. de Référence du Client	
GETS Reference No. — N°. de Référence de SEAOG PW-22-00990517	
Solicitation Closes — L'invitation prend fin at / à : 2 :00 p.m. On / Le :April 22, 2022	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: x Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Linda.mandeville@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 438-357-6503	Fax No. – N° de télécopieur: NA
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas de dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	

Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom	Title / Titre

Signature	Date

(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	



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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

- (i) The Correctional Service of Canada (CSC) requires inmate reflective parkas for men, in various sizes. For this purpose, a complete assembly service is required. These items are products for inmates at various institutions across Canada. The parkas must be compliant with the specifications, the applicable tables and drawings, the size chart and the sealed sample.
 - The Identified User authorized to make call-ups against the Standing Offer is:
Correctional Service of Canada, CORCAN in the Quebec and Pacific Region.
 - The period of the Standing Offer is from award date to May 31st, 2023 with an additional two (2), one (1) year periods.

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.



4. Debriefings

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

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

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the email address indicated on page 1 of the request for standing offer.

Due to the nature of the request for standing offer, CSC will not accept offers submitted in hard copy or by facsimile.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? YES () NO ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES () NO ()

If so, the Offeror 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.



4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec or those in British Columbia.

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Offerors should submit their technical offer and financial offer in two (2) separate documents.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a. Bidder must be able to perform the full scope of work described in Annex A,
- b. Conformity to the preselected mandatory technical criteria which are included in Annex C – Evaluation Criteria.
- c. Acceptance of the terms and conditions as mentioned in the RFSO.

1.1.2 Mandatory Technical Criteria Evaluation Method

- a. At bid closing date, **bidders must provide a letter indicating** their ability to perform the work described in Annex A and their ability to meet the production and delivery schedule.
- b. After the closing date but prior to Standing Offer award, they will be evaluated according to the mandatory specifications preselected in Annex C – Evaluation criteria.

Note: The evaluation of all the mandatory technical criteria at Annex C will be done on a pass / fail basis.

- c. If a supplier is unable to demonstrate that their product meet the performance criteria mentioned at Annex C, this will render their bid non-compliant

Note 1:

To be considered, all these criteria have to be respected in order to facilitate evaluation of the next steps.

IN THE ABSENCE OF THIS INFORMATION, THE PROPOSAL WILL BE REJECTED.

1.1.3 Next Steps: Conformance to the quality test (Physical technical evaluation)

As part of the technical evaluation to confirm the bidder's capacity of meeting the technical requirements, **one (1) pre-award sample** (size large) **of the winter parka** must be assembled and presented for conformance testing of the product, upon a written request from Contracting Authority mentioned in this file.

This sample is to be presented after the bid closing date but before the issuance of the Standing Offer.



CORCAN will provide material and accessories for the assembly of a parka, size large, as stipulated herein Annex A within SIX (6) weeks AFTER bid closure. Additionally, CORCAN will supply one (1) sealed reference sample of a fully assembled parka, size large.

After reception of the materials and sealed reference sample, **the bidder will have 21 days to deliver the pre-award sample**. The pre-award sample must be compliant with Annex A, (including, Technical Specifications, drawings, sizing chart and CORCAN's sealed sample) and be fully representative of the offer. Should any discrepancies arise between CORCAN's assembled parka sample and the Statement of Work, the prevailing specification will be the Statement of Work.

The sample submitted by the Bidder, the sealed reference sample, and all raw materials will remain the property of Canada. The sealed reference sample, and any unused materials provided must be returned to CORCAN along with the bidder's pre-award sample free of charge to Canada.

Failure to return the sealed reference sample or any unused materials within the specified time frame will result in the bid being declared non-responsive and the supplier will be charged for the cost of the unreturned goods belonging to Canada.

Delivery address for sample/material:

Correctional Services Canada

CORCAN/ Federal Training Center Att: Production supervisor - CORCAN textile 205 Montée St-François Laval, QC, H7C 2S3

** Failure to submit the required pre-award sample within the specified time frame or non conformance of the pre-award samples to the technical requirement will result in the bid being declared non-responsive.

The pre-award sample will be evaluated for quality of workmanship and conformance to specified materials and measurements. The requirement for a pre-award sample will not relieve the successful bidder from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request for Proposal and any resultant contract.

Rejection of the pre-award sample will be the basis of declaring of the proposal non-responsive.

Important note:

The fabric for the pre-award sample of the standing offer **will be provided by CORCAN** after bid closing to bidders who have submitted their bid accompanied by a letter as mentioned in point 1.1.2 evaluation method for the mandatory technical criteria – a).

Note 2:

Only those proposals that meet all the mandatory criteria of the RFSO will be subject to further evaluation, which is the financial evaluation.

1.2 Financial Evaluation

1.2.1 SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer of PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

2.1 Basis of Selection – Mandatory Technical Criteria Only



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



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

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

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.



1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Certification of samples and production

The bidder certifies that:

() The fabricator who manufactured the pre-award samples will remain unchanged for the evaluation, pre-production samples and for the production of the contract quantity.

Name of fabricator: _____

1.4 Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6- STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 There is no security requirement applicable to the Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award date to May 31, 2023.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Linda Mandeville
Title: Senior Procurement Officer
Correctional Service of Canada



Branch or Directorate: Contracting and Material Services
Telephone: 438-357-6503
E-mail address: linda.mandeville@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

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

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

5.3 Offeror's Representative

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

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: 2012-2](#) of the Treasury

7. Identified Users

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

Correctional Service of Canada
CORCAN Quebec and Pacific Regions

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

10. Financial Limitation

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



The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C; 2021-12-02), General Conditions – Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ .

12. Certifications and Additional Information

12.1 Compliance

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

13. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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



3. Term of Contract

3.1 Production and Delivery Time Limit

The work must be completed in accordance with the call-up against the Standing Offer. The **assembly and delivery** of the parka must be completed within ten (10) weeks following the issuance of a call-up for services.

3.2 Preparation for delivery

The Offeror must prepare the items for delivery in accordance with Annex A and the call-up.

3.3 Shipping instruction – delivery to destination

The goods must be dispatched to the point of destination specified in the contract and delivered:

- a) Delivered Duty Paid (DDP) Montreal, QC and Vancouver BC under Incoterms 2000 for shipments from a commercial contractor.

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

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



5.3 Multiple Payments

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

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

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract (will be filled out upon award)

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed and the detailed information as specified in the Standing Offer Annex A – invoicing.
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:



- 8.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 8.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 8.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 8.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.

11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 11.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.



12. Health and Labour Conditions

- 12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 12.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.
- 12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

14. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

15. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the



administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Privacy

16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



Annex A – Statement of Work

BACKGROUND

CORCAN – Correctional Service of Canada (CSC) requires inmate reflective parkas for men, in various sizes. For this purpose, a complete assembly service is required. These items are products for inmates at various institutions across Canada. The parkas must be compliant with the specifications, the applicable tables and drawings, the size chart and the sealed sample.

SUPPLIES

Material supplied by CORCAN/CSC:

- Green twill fabric;
- Quilted insulated lining;
- Reflective band;
- Black cuff tube;
- Green plastic zipper;
- Green button 4 holes;
- Pattern in electronic format (MDL), Pictogram and size charter;
- Size labels to sew inside the garment.

Material supplied by the supplier:

- Markers;
- Polycore 50 6524 100% polyester
- Polyplus 40 Black 100% polyester
- Polycore 50 FSD407 100% polyester
- Transparent poly bags;
- Self-adhesive labels to place on the transparent poly bags;
- Shipping boxes;
- Pallets for transportation;
- Any other required supplies.

Production and Delivery Time Limit

The work must be completed in accordance with the call-up against the Standing Offer. The **assembly and delivery** of the parka must be completed within **ten (10) weeks** following the issuance of a call-up for services.

DESCRIPTION OF TASKS – Inmate Parkas for men

Product description:

CORCAN requires an assembly of men's parkas; this includes cutting the fabric according to the pictogram, pattern and size charter supplied by CORCAN. The parka features a front zipper, a buttoned front wind flap, two pockets with a buttoned flap, a lined / insulated hood with extending into single-piece sleeves, which are equipped with a windproof cuff. An overview of the tasks to be performed can be found in "Table 1" and detailed information on the tasks will be found below, and within the technical drawings.

Cutting:

Components of the garment must be cut from the same piece of material. Component parts of each garment must be cut in the lengthwise direction of the material.

Seaming and Stitching:

All seams and stitching must be in accordance with CAN/CGSB-54.1-M.90 stitch type 301, unless otherwise specified, and have 3-4 stitches per cm (8-10 per inch). Seams must be securely backstitched at all ends.

Serging:



All joining seams of the lining must be serged with the 5 thread overlock machine serger. The folded cuff should be serged using the 3 thread overlock machine serger. There must be no less than 3 stitches per cm (7 per inch).

Bartacks:

Bartacks must be 1.3 cm (1/2") in length and have no less than 20 cover stitches. They must be placed at top ends of pocket openings.

Side fastener:

The centre front must have a side fastener inserted between the shell and the facing/lining.

Storm flap:

A top storm flap must be formed by the extension of the left forepart when the slide fastener is closed, and must extend from the neck seam to the bottom edge of the jacket. The flap must finish 8.3 cm (3 1/4") wide, be faced with shell fabric, be interlined and topstitched 7 mm (1/4") gauge along centre front edge. Four (4) buttonholes must be sewn in the flap. Buttons must be positioned and sew on the right front body to correspond to the buttonholes.

Collar:

The collar must be made in two sections, interlined with insulating material and lined with body lining/ the collar shell material and lining must form an integral part of the body of the jacket. An extension must measure 8.3 cm (3 1/4") deep, and must extend 2 cm (3/4") from centre front seam, and must correspond to the front wrap of the parka. One button must be centered on the right front extension point of the collar. The button must be secured through all plies. A buttonhole, as specified, must be inserted in the opposite extension point.

Lower Patch Pockets:

Must finish 23 cm (9") wide x 26 cm (10 1/4") long and must be attached by a 6 mm (1/4") gauge topstitch. A 1 cm (3/8") vertical bartack must be placed at each end of the openings.

Pocket Flaps

Must be located above patch pockets and must finish 23.6 cm (9 1/4") wide x 8 cm (3 1/4") side length x 12 cm (4 3/4") centre length.

Sleeves:

The sleeves must be one piece set in type.

Storm cuffs:

Must be attached to sleeve lining by a single needle lockstitch. The raw edge must be overlocked with matching thread.

Lining:

The lining fabric will be supplied by CORCAN and will have the following characteristics:

Insulation: as specified, must be quilted to the lining in a diamond pattern of approximately 9 cm (3 1/2") side lengths. The scrim must face the shell.

Right front facing: Must be an interlined facing of shell fabric finishing 8.3 cm (3 1/4") wide. The facing must extend from the neck seam to the bottom edge of the jacket.

Buttonholes:

Must be eyelet type, "cut before" or "cut after" opening, gimp reinforced with no less than 10 stitches per cm (25 per inch). The ends must be cross over. The buttonholes must be sized to accommodate a 25 mm button.

Hems:

Must be double folded and stitched to finish 13 mm (1/2") wide for sleeves and 19 mm (3/4") for body.

Sizing:

Jackets must be sized in accordance with the measurement chart as seen in "Table 2."



Labelling:

Each jacket must be permanently identified with a label supplied by CORCAN, sewn on all four sides at the centre back neck.

Table 1 – Additional information: tasks to be performed
Thread and machine requirements

NB	DESCRIPTION OF THE PROCEDURE	MACHINE	THREAD	ADDITIONAL DIRECTIVES
	Receive and separate the cut			
	PREPARATION			
1	Cut the knitted cuff, fold in half and overlock	Overlock 3 threads	Polyplus 40	Cut the cuff at 7"
2	Fold the pocket according to the notch at ¼" and fold again at ½"	Plain 301	Polycore 50 6524	
3	Sew the pocket flap at ⅜"	Plain 301	Polycore 50 6524	
4	Fold and topstitch the flap at ¼"	Plain 301	Polycore 50 6524	
5	Overlock the top of the flap	Overlock 3 threads	Polycore 50 6524	
6	Sew the zipper onto the shell	Plain 301	Polycore 50 6524	
7	Trace a horizontal line across the front of the parka			There are notches on each side to indicate where the line must be drawn
8	Sew the reflective strip onto the front and back of the parka	12 Needle machine	Polycore 50 FSD407	
9	Position the pockets according to the small holes on the front, turn and overlock at ¼"	Plain 301	Polycore 50 6524	
10	Bartack the pocket	Bartack machine	Polycore 50 6524	
11	Sew the flap on at ⅜"	Plain 301	Polycore 50 6524	
12	Topstitch the flap at ¼"	Plain 301	Polycore 50 6524	
13	Bartack the flap	Bartack machine	Polycore 50 6524	
14	Assemble the collar with the lining	Overlock 5 threads	Polyplus 40	
	ASSEMBLY OF THE SHELL			
1	Assemble the shoulders, sleeves and collar	Plain 301	Polyplus 40	
2	Close the sides	Plain 301	Polyplus 40	



ASSEMBLY OF THE LINING				
1	Assemble the shoulders, sleeves and collar	Overlock 5 threads	Polyplus 40	
2	Sew in the tag while closing the sides	Overlock 5 threads	Polyplus 40	Place it at 6" from the bottom, left side
3	Attach pre-assembled cuff to lining of the sleeve, sewing four inches from bottom edge of sleeve lining.	Plain 301	Polyplus 40	
MID-PRODUCTION				
1	Do a mid-production inspection			
2	Assemble the lining with the shell	Plain 301	Polycore 50 6524	
3	Topstitch the shell at 1/16"	Plain 301	Polycore 50 6524	Along the front opening
4	Cut at the collar and turn it			Make sure to point out the corners
5	Topstitch along the sides of the coat at 1/4"	Plain 301	Polycore 50 6524	
6	Overlock the cuff at 1/2" in width	Plain 301	Polycore 50 6524	
7	Fold the bottom at 1/4", fold again at 1/2" on the lining and sew	Plain 301	Polycore 50 6524	
8	Bartack the edge of the bottom	Bartack machine	Polycore 50 6524	
9	Mark the placement of the buttonholes			
10	Make the buttonholes	Buttonhole Machine Reg.	Polycore 50 6524	The exterior sizing of the stitching for the buttonhole must be at 1 1/4" wide and the slit must be 1" wide
11	Mark the placement of the buttons on the front of the parka			The first button is 5 1/4" from the bottom, the other three buttons have a distance of 7 3/8" between them. They are all 1" from the edge (without the zipper)
12	Mark the placement of the buttons on the collar			The button on the collar is found 1 1/4" from the seam between the collar and the coat
13	Mark the placement of the buttons on the pockets			The buttons on the pockets are found 3" from the edge, in the center of the pocket
14	Attach the buttons	Buttonhole Machine Reg.	Polycore 50 6524	
INSPECTION				
	Final inspection of the parka			



Table 2: Sizing Chart: Parka
All Measurements are in Inches

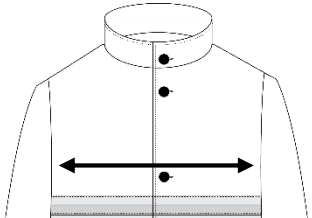
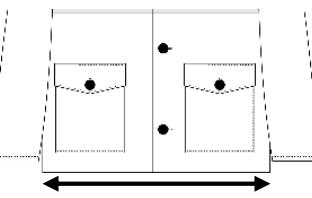
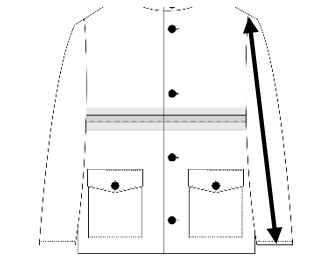
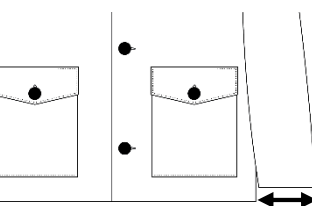
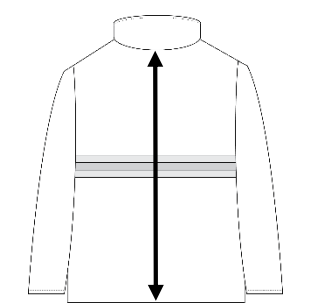
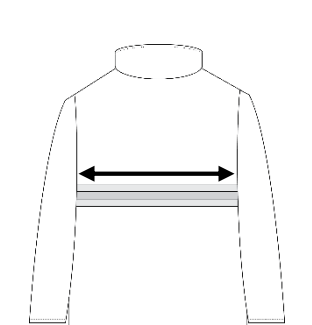
Sizes	Chest Size	Bottom	Back Length	Back Width	Sleeve Length	Sleeve Opening
(34-36) SMALL	44	48	31½	17¼	34¾	13¾
(38-40) MEDIUM	48	52	31¾	18¼	35½	13¾
(42-44) LARGE	52	56	32¼	19¼	36¼	14¼
(46-48) XLARGE	56	60	32¾	20¼	37	14½
(50-52) 2XLARGE	60	64	33	21¼	37¾	14¾
(54-56) 3XLARGE	64	68	33¾	22¼	38½	15¼
(58-60) 4XLARGE	68	72	33¾	23¼	38½	15½
(62-64) 5XLARGE	72	76	34¼	25¼	38½	16
(66-68) 6XLARGE	76	80	34½	26¼	38½	16¾
Tolerance	±1	±1	±1/2	±1/2	±1/2	±1/4
	A	B	C	D	E	F

ADDITIONAL INFORMATION

* All of these measurements are in inches *

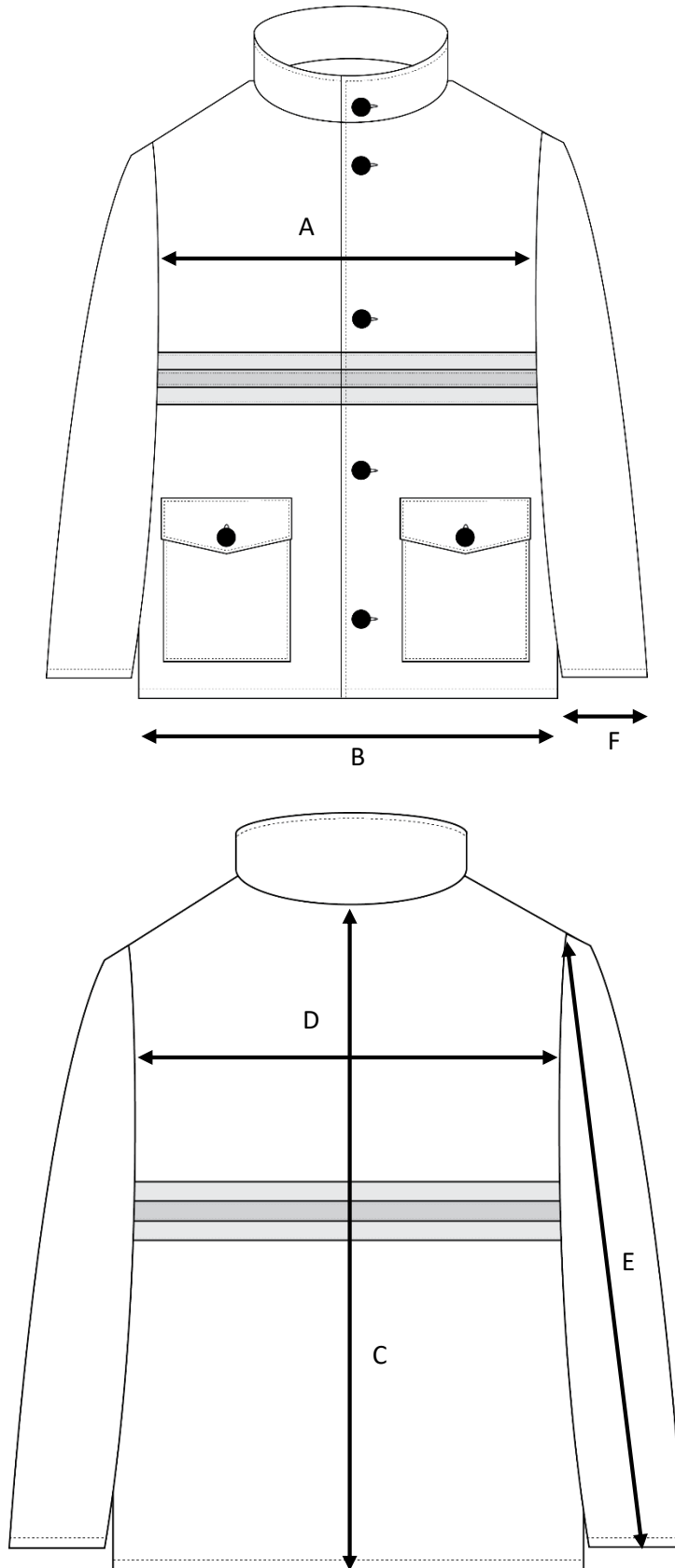
- 1" = 2.54cm
- For the sleeve opening, the measurement is taken flat
- See next page for schema

Drawing 1: Measurement Guide
To correspond with sizing chart

<p>CHEST SIZE</p>		<ul style="list-style-type: none"> • Place the parka flat on the table • Measure 1 " lower than the armhole and lateral junction • Final measurement = measurement obtained x1
<p>BOTTOM</p>		<ul style="list-style-type: none"> • Place the parka flat on the table • Measure along the bottom of the parka • Final measurement = measurement obtained x2
<p>SLEEVE LENGTH</p>		<ul style="list-style-type: none"> • Place the parka flat on the table • Measure from the side point of the armhole to the end of the hem • Final measurement = measurement obtained x1
<p>SLEEVE OPENING</p>		<ul style="list-style-type: none"> • Place the parka flat on the table • Measure the opening of the sleeve from the center of the sleeve to the side seam of the sleeve (underarm) • Final measurement = measurement obtained x2
<p>BACK LENGTH</p>		<ul style="list-style-type: none"> • Place the parka flat on the table • Place the measuring tape on the medial back (center), measure straight down (do not include the collar in this measurement) • Final measurement = measurement obtained x1
<p>BACK WIDTH</p>		<ul style="list-style-type: none"> • Place the parka flat on the table • Measure the distance between the narrowest parts of the sleeves • Final measurement = measurement obtained x1



Drawing 2: Nomenclature
To correspond with sizing chart



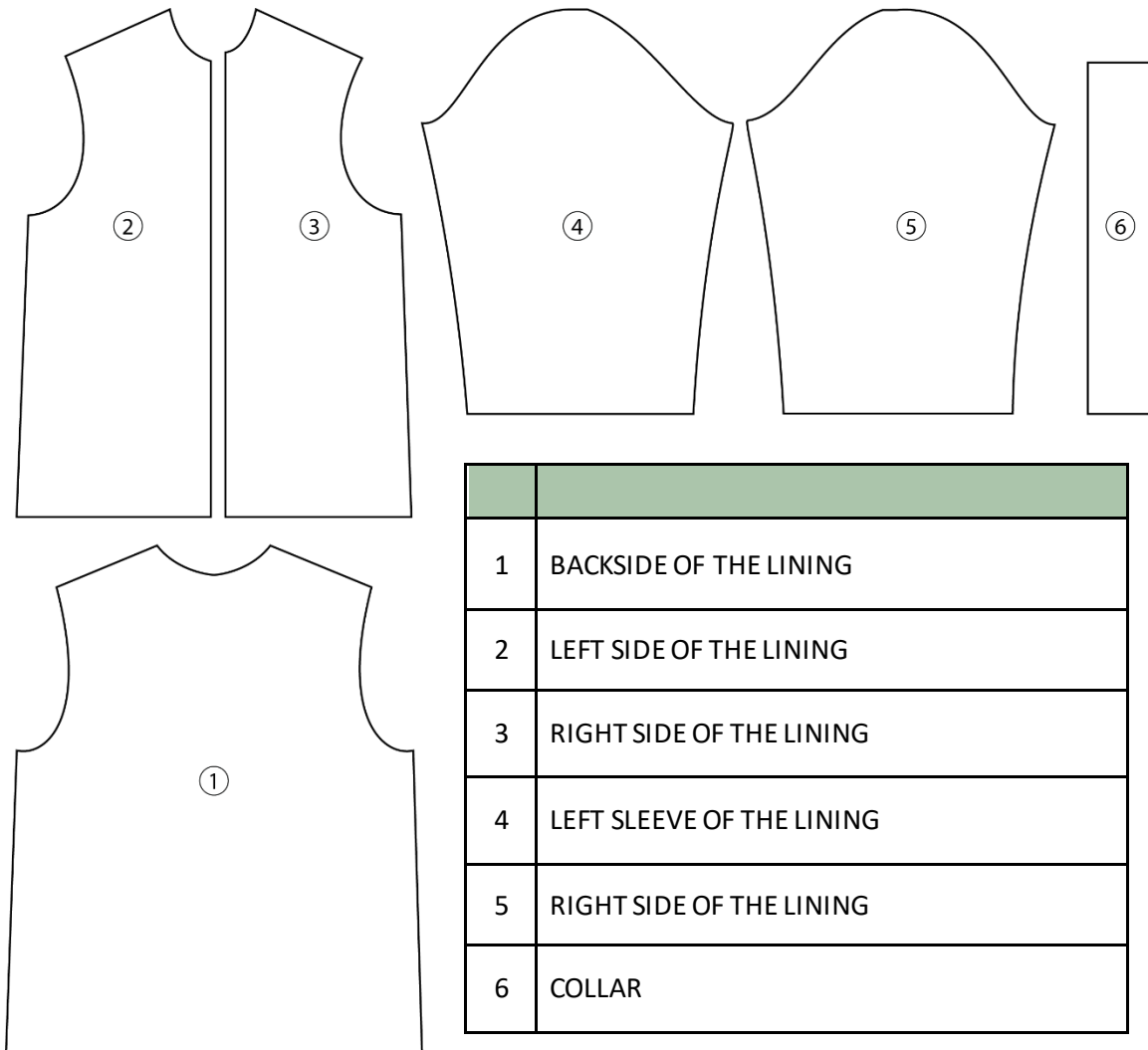


Drawing 3
Nomenclature of the Shell Pieces



1	BACK OF THE SHELL
2	RIGHT SLEEVE
3	LEFT SLEEVE
4	COLLAR
5	FRONT LEFT SIDE FACING
6	FRONT RIGHT SIDE FACING
7	RIGHT SIDE OF THE FRONT SHELL
8	LEFT SIDE OF THE FRONT SHELL
9	POCKET FLAP x4
10	POCKET x2

Drawing 4
Nomenclature of the lining



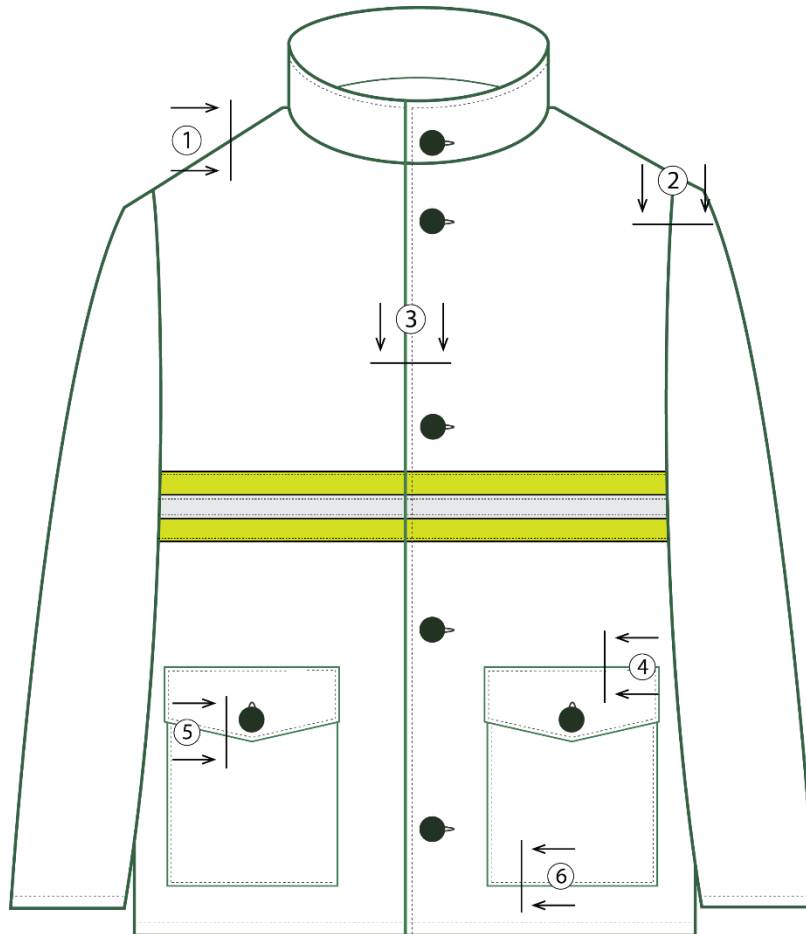
1	BACKSIDE OF THE LINING
2	LEFT SIDE OF THE LINING
3	RIGHT SIDE OF THE LINING
4	LEFT SLEEVE OF THE LINING
5	RIGHT SIDE OF THE LINING
6	COLLAR

Table 3: *Description of accessories*

Thread	<ul style="list-style-type: none"> • Polycore 50 Color : 6524
	<ul style="list-style-type: none"> • Polyplus 40 Color : Black
	<ul style="list-style-type: none"> • Polycore 50 Color : FSD407
Zipper	<ul style="list-style-type: none"> • Green plastic zipper 8315A529
Knit	<ul style="list-style-type: none"> • Black cuff tube 8305C015
Buttons	<ul style="list-style-type: none"> • Buttons 4 holes green plastic (40 lines)
Tag	<ul style="list-style-type: none"> • Always verify product code matches size



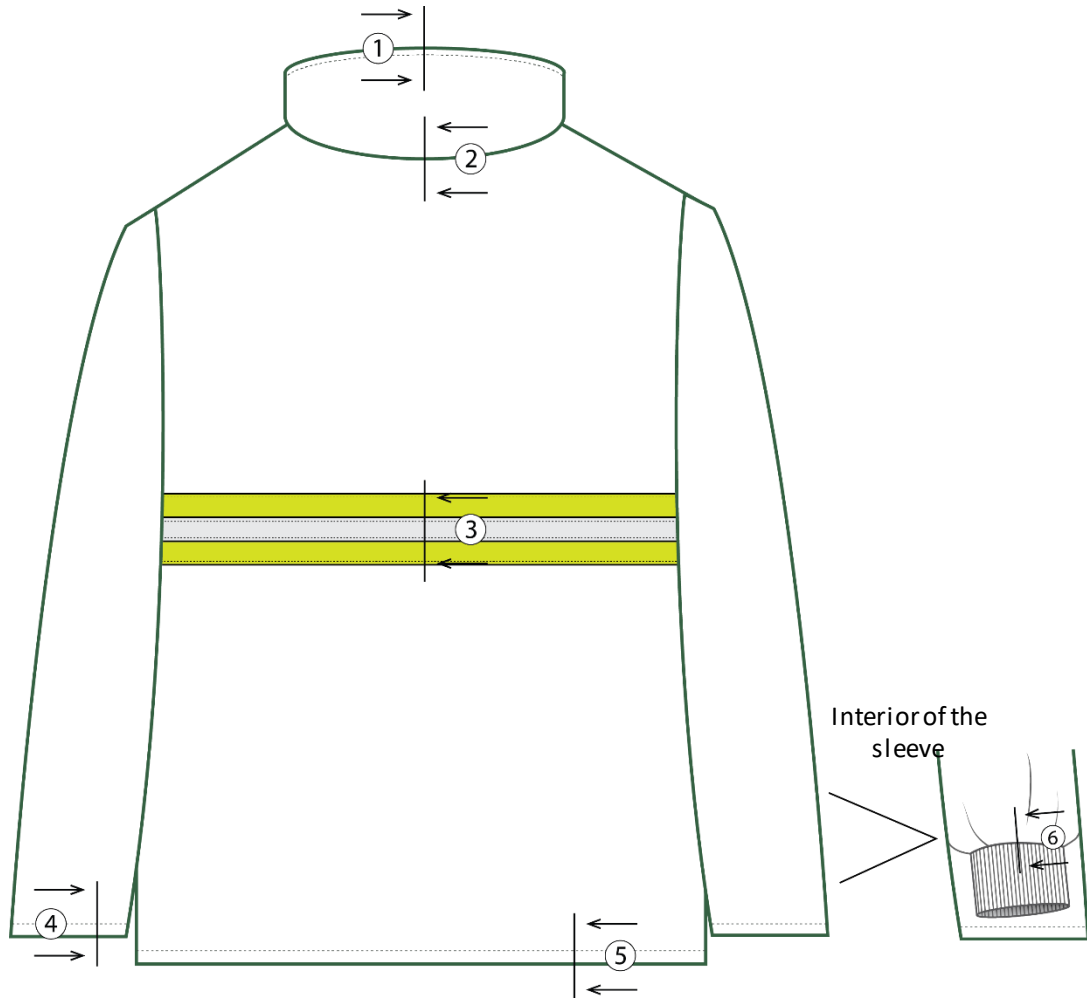
Drawing 5: Front View
Technical Drawing with necessary operations




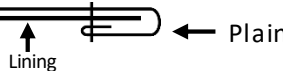
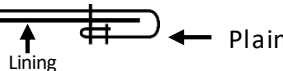
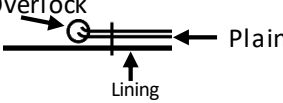


NB	Operation	Section	Type of Machine	Machine Ref.	Comments
1	Sew together the shoulders of the front and back		Plain (301)	Brother DH4-B48001	The facing and the lining are not sewn together
2	Attach the sleeves on to the parka		Plain (301)	Brother DH4-B48001	The facing and the lining are not sewn together
3	Assemble the liner with the shell	Plain	Plain (301)	Brother DH4-B48001	
4	Sew the top of the pocket flap to the front of the parka	Plain	Plain (301)	Brother DH4-B48001	
5	Sew together the two pieces of the flap	Plain	Plain (301)	Brother DH4-B48001	
6	Sew the front of the pocket on the parka	Plain	Plain (301)	Brother DH4-B48001	



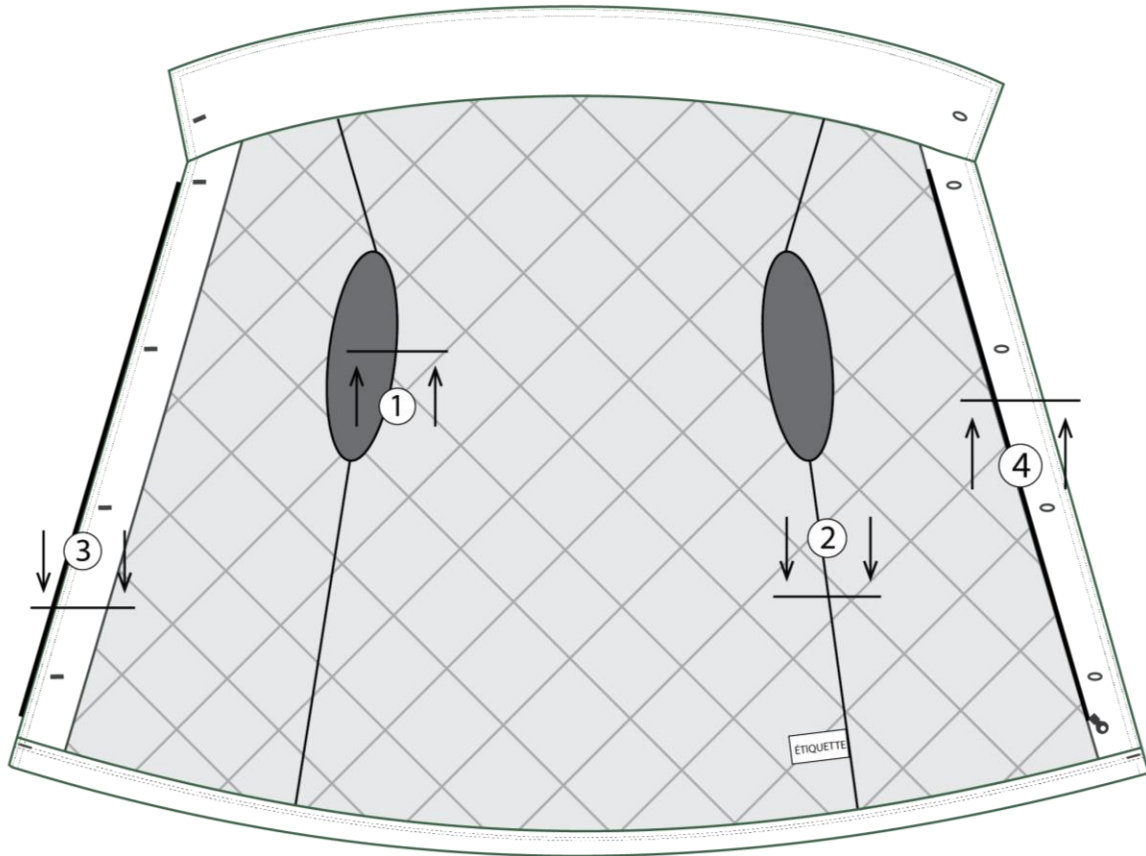
Drawing 6: Back View
Technical Drawing with necessary operations



NB	Operation	Section	Type of Machine	Machine Ref.	Comments
1	Sew the collar	 Plain	Plain 301	Brother DH4-B48001	
2	Assemble the interior and exterior of the collar with the lining	 Plain	Overlock 5 threads	Juki MO-6714S	
3	Sew on the reflective strip on the front and back of the parka	 Plain Lining	12 Needle machine		
4	Double fold the shell of the sleeve and attach to the lining	 Plain Lining	Plain 301	Brother DH4-B48001	
5	Hem the bottom	 Plain Lining	Plain 301	Brother DH4-B48001	
6	Overlock the cuff and sew to the lining inside the sleeve	 Overlock Lining Plain	Plain 301 - Overlock 3 threads	Brother DH4-B48001 -	



Drawing 7: Inside View
Technical Drawing with necessary operations



NB	Operation	Section	Type of Machine	Machine Ref.	Comments
1	Sew together the front, the back and the sleeves		Plain (301)	Brother DH4-B48001	The shell and lining are not sewn together in this area
2	Sew the lining sections together. Sew the shell sections together		Plain (301)	Brother DH4-B48001	The shell and lining are not sewn together in this area
3	Sew the zipper onto the center flap and assemble the interior and exterior sections of the shell	<p>Overlock Plain Lining</p>	Plain 301 - Overlock 5 threads	Brother DH4-B48001 - Juki MO-6714S	
4	Sew the zipper onto the center flap and assemble the interior and exterior sections of the shell	<p>Plain Lining Zipper</p>	Plain 301	Brother DH4-B48001	



SPECIFIC CONDITIONS

Pre-production sample

- One (1) sample, **Large size**, of parka is required prior to start the full production.
- The pre-production sample will be representative of the final product as described in the Statement of Work and Technical Specifications, and the sealed sample.
- The pre-production sample will be manufactured from the fabric supplied by CORCAN and materials provided by the supplier, as specified in the Statement of Work for parkas.
- The pre-production samples will be provided free of charge and will remain the property of Canada.

Quality insurance

- The supplier will be responsible of all inspections and necessary testing to demonstrate that the finished good is compliant to all specifications stated in the Statement of Work, the Technical Specifications and the size chart.

Packaging

- The parkas must be folded using the best commercial standards.
- The parkas must be shipped in batches of ten (10) parkas per shipping box.
- Goods must be packaged in accordance to the established commercial standards to ensure they arrive at their destination in good condition and in accordance with CORCAN instructions.

Delivery instructions

- Shipping boxes must be identified by size and placed on pallets for delivery.
- The weight of the pallets must not exceed 45 kilos (The weight of the finished goods and that of the pallets could go up to a maximum of 350 kg per pallet).
- Each shipment must include a detailed packing slip indicating the content of each box.
- Delivery expenses must be paid by the supplier.
- The institution is equipped with an unloading dock and the unloading of the goods will be completed by CORCAN.
- Delivery is from Monday to Thursday 7:15 to 10:45 a.m. and 1:00 to 2:30 p.m.

Delivery address:

CORCAN Textile
Federal Training Center
205 Montée St-François
Laval, QC
H7C 2S3
Attn: Production supervisor - CORCAN textile

CORCAN Textile
33737 Dewdney Trunk Road,
Mission, BC
V2V 4L8
Attn: Production supervisor - CORCAN textile



**Annex B
Proposed Basis of Payment
Inmate Parka**

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

For the execution of the Work as described in Annex A – Statement of Work, the Contractor will be paid an all Inclusive firm unit price, applicable taxes extra.

CORCAN will order on an as and when needed basis. No minimum orders will be provided for any sizes.

Firm period - Date of award to May 31, 2023

<i>Item No.</i>	<i>Size</i>	<i>Maximum Estimated Quantities</i> A	<i>Unit price</i> B	<i>Total</i> C (A x B = C)
1	(34-36) SMALL	300	\$ _____ / unit	\$ _____
2	(38-40) MEDIUM	500	\$ _____ / unit	\$ _____
3	(42-44) LARGE	1000	\$ _____ / unit	\$ _____
4	(46-48) XLARGE	1000	\$ _____ / unit	\$ _____
5	(50-52) 2XLARGE	800	\$ _____ / unit	\$ _____
6	(54-56) 3XLARGE	300	\$ _____ / unit	\$ _____
7	(58-60) 4XLARGE	300	\$ _____ / unit	\$ _____
8	(58-60) 5XLARGE	200	\$ _____ / unit	\$ _____
9	(66-68) 6XLARGE	200	\$ _____ / unit	\$ _____
10	Freight charges (FOB Destination)	1	\$ _____ / lot	\$ _____
Total Column C				\$ _____



2.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 4.2 of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Unit price, in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

Option 1 – June 1, 2023 to May 31, 2024

<i>Item No.</i>	<i>Size</i>	<i>Maximum Estimated Quantities</i> A	<i>Unit price</i> B	<i>Total</i> C (A x B = C)
1	(34-36) SMALL	300	\$ _____ / unit	\$ _____
2	(38-40) MEDIUM	500	\$ _____ / unit	\$ _____
3	(42-44) LARGE	1000	\$ _____ / unit	\$ _____
4	(46-48) XLARGE	1000	\$ _____ / unit	\$ _____
5	(50-52) 2XLARGE	800	\$ _____ / unit	\$ _____
6	(54-56) 3XLARGE	300	\$ _____ / unit	\$ _____
7	(58-60) 4XLARGE	300	\$ _____ / unit	\$ _____
8	(58-60) 5XLARGE	200	\$ _____ / unit	\$ _____
9	(66-68) 6XLARGE	200	\$ _____ / unit	\$ _____
10	Freight charges (FOB Destination)	1	\$ _____ / lot	\$ _____
Total Column C				\$ _____



Option 2 – June 1, 2024 to May 31, 2025

<i>Item No.</i>	<i>Size</i>	<i>Maximum Estimated Quantities</i> A	<i>Unit price</i> B	<i>Total</i> C (A x B = C)
1	(34-36) SMALL	300	\$ _____ / unit	\$ _____
2	(38-40) MEDIUM	500	\$ _____ / unit	\$ _____
3	(42-44) LARGE	1000	\$ _____ / unit	\$ _____
4	(46-48) XLARGE	1000	\$ _____ / unit	\$ _____
5	(50-52) 2XLARGE	800	\$ _____ / unit	\$ _____
6	(54-56) 3XLARGE	300	\$ _____ / unit	\$ _____
7	(58-60) 4XLARGE	300	\$ _____ / unit	\$ _____
8	(58-60) 5XLARGE	200	\$ _____ / unit	\$ _____
9	(66-68) 6XLARGE	200	\$ _____ / unit	\$ _____
10	Freight charges (FOB Destination)	1	\$ _____ / lot	\$ _____
Total Column C				\$ _____

Grand total – firm year + options 1 to 2	\$ _____
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Expenses and fees:

ONLY the expenses invoiced at the above bid rates shall be paid. Bid rates include EVERYTHING that is necessary to perform the work in accordance with expected services. This includes but is not limited to administration fees and expenses; profit; transportation of labour, equipment and/or materials and any other necessary service delivery expenses.



3.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$<To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

4.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

- 1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

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

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

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



**Annexe C
Technical Evaluation**

The technical specifications for the evaluation and pre-production sample are listed in the table below.

The pre-production sample must contain the following technical specifications: Parka, for one (1) men size Large

The required fabric for the manufacturing of the evaluation sample, including the required accessories will be provided by CORCAN/CSC. Additionally, an already-assembled prototype will be provided for reference. The prototype must be returned to CORCAN/CSC along with the pre-award sample for bids to be compliant.

No.	Criteria	Specifications	Tolerance	Result	Compliance
1	Chest	52 inches	± ½ inches (± 1.3 cm)		
2	Bottom Edge	56 inches	± ½ inches (± 1.3 cm)		
3	Back length	32 ¼ inches	± ½ inches (± 1.3 cm)		
4	Back width	19 ¼ inches	± ½ inches (± 1.3 cm)		
5	Sleeve length	36 ¼ inches	± ½ inches (± 1.3 cm)		
6	Cuff width	14 ^{1/8} inches	± ¼ inches (± .65 cm)		
7	Collar	(3 1/4") deep, extends (3/4") from centre front seam	± ½ inches (± 1.3 cm)		
8	Pockets	9 inches wide, 10¼ inches long, with pocket flaps	± ½ inches (± 1.3 cm)		
9	Pocket Flaps	9 ¼ inches wide 3 ¼ inch side length 4 ¾ inch center length	± ½ inches (± 1.3 cm)		
10	Visual Inspection	Compliance with all other technical requirements as outlined in Annex A: Statement of Work			

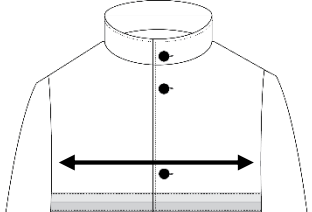
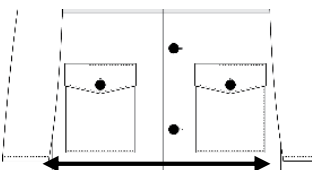
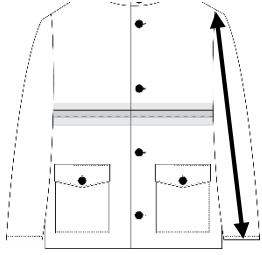
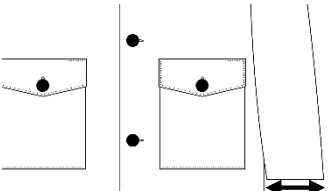
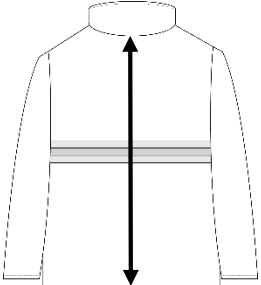
*** Note : see next page for measurements specifications**

Production supervisor CORCAN textile

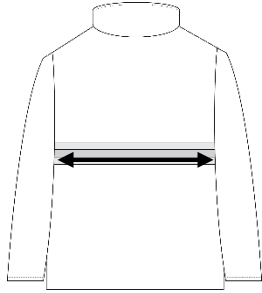
Date



Measurements specifications

Chest		<ul style="list-style-type: none">• Place the coat flat on the table• Measure 1 " lower than the junction of the armhole and the side• Final measurement = measurement obtained x1
Bottom Edge		<ul style="list-style-type: none">• Place the coat flat on the table• Measurement along bottom of closed garment• Final measurement = measurement obtained x2
Sleeve length		<ul style="list-style-type: none">• Place the coat flat on the table• Measure from the side point of the armhole to the end of the hem• Final measurement = measurement obtained x1
Cuff width		<ul style="list-style-type: none">• Place the coat flat on the table• Measure the sleeve opening from the center of the sleeve to the side seam of the sleeve (underarm)• Final measurement = measurement obtained x2
Back length		<ul style="list-style-type: none">• Place the coat flat on the table• Measure from the collar seam in the center of the back to the worked bottom of the garment• Final measurement = measurement obtained x1



Back width		<ul style="list-style-type: none">• lace the coat flat on the table• Measure the distance between the seams of the armhole at the narrowest part of the back• Final measurement = measurement obtained x1
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