



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy:</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Geostationary Operational Environmental Satellites (GOES-R) Network Maintenance</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000063154</p>	
	<p>Date of Bid solicitation – Date de la demande de soumissions 2022-03-25</p>	
	<p>Bid Solicitation Closes - La demande de soumissions prend fin</p> <p>at – à 2:00 P.M. on – le 2022-04-20</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Daylight time (EDT)</p>
	<p>F.O.B – F.A.B Destination</p>	
	<p>Address Enquiries to - Adresser toutes questions à Angela Quan Angela.Quan@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required – Livraison exigée See Statement of Work herein.</p>	
	<p>Destination of Services / Destination des services See Statement of Work herein.</p>	
	<p>Security / Sécurité There is a security requirement associated with this solicitation.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>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)</p>		
<p>Signature</p>	<p>Date</p>	



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Attachment 1 to Part 3, Financial Bid Presentation Sheet

List of Annexes:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Insurance requirements
- Annex E Supplier list of names
- Annex F Certificate of Vaccination Against Covid-19 – Supplier



PART 1 - GENERAL INFORMATION

1.1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachment includes the Financial Bid Presentation Sheet.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Insurance Requirements, the Supplier list of names, the Certificate of Vaccination Against Covid-19 – Supplier and any other annexes.

1.2. Summary

1.2.1 Environment and Climate Change Canada requires for professional services to support and maintain the Geostationary Operational Environmental Satellites (GOES-R) reception systems to ensure a high standard of operations of the reliability and sustainability of the network for the Meteorological Service of Canada (MSC) critical weather forecasting and environmental monitoring programs. This contract consists of two parts. The first part is a guaranteed annual preventative routine maintenance. The second part is timely and efficient technical support services including but not limited to repairs and upgrades to the satellite reception systems in case of an operational malfunction and consulting services, both on an as-needed basis. All details are provided in the Statement of Work, Annex A to the bid solicitation. The contract period will be for three (3) years from May 1, 2022 to April 30, 2025 with additional two (2) option years.

1.2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security



screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- 1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement and the Canada–Panama Free Trade Agreement.
- 1.2.6 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC *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.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety



Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2. SACC Manual Clauses

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

2.3. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.4. Former Public Servant – Competitive Bid

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not



include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#) 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#) , , 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.5. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

2.6. Applicable Laws

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

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

2.7. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.8. Bid Challenge and Recourse Mechanisms

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy in PDF format by email)

Section II: Financial Bid (1 electronic copy in PDF format by email)

Section III: Certifications (1 electronic copy in PDF format by email)

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Angela Quan

Solicitation Number: 5000063154

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid,



Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.3 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the Dorval (QC), Downsview (ON), and Vancouver (BC) Regions.
- (ii) travel between the successful bidder's place of business and the Dorval (QC), Downsview (ON), and Vancouver (BC) Regions; and
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private



vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.4. Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



**ATTACHMENT 1 TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete the Financial Bid Table provided below for the contract years and option years.

The Bidder's prices must be submitted based on the hours of work described below. The price must be stated per year and not include GST/HST. Overhead and profit are to be included in the firm hourly rates. FOB destination, Canadian customs duties and excise taxes included.

The volumetric data are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

Table 1. CONTRACT YEAR 1 – From May 1, 2022 to April 30, 2023

Item	Description	Volumetric data (Estimated Quantity)	Unit of Issue	Firm Unit Price	Total Estimated Cost
Pricing Schedule 1 - Regular annual preventative technical maintenance					
The Contractor will be paid the following firm price for work performed in accordance with the Statement of Work at Annex A.					
1.	Two (2) annual routine preventative maintenance visits at each of the four (4) GOES-R reception stations				\$ _____
Pricing Schedule 2 - Additional work "As and When Required"					
The Contractor will be paid the following firm hourly rates for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
2.	Consulting services on satellite data reception equipment, future installations, upgrades and/or modernization of the current network	10	hours	\$ _____ / hr	\$ _____
3.	Technical expert support and/or repairs and upgrades of the GOES-R satellite reception systems for known and/or unforeseen issues stations	55	hours	\$ _____ / hr	\$ _____
4.	Annual Travel Cost				Up to a maximum of \$ 7,500.00
TOTAL YEARLY COST - Year 1					\$ _____



Table 2. CONTRACT YEAR 2 - From May 1, 2023 to April 30, 2024

Item	Description	Volumetric data (Estimated Quantity)	Unit of Issue	Firm Unit Price	Total Estimated Cost
<p>Pricing Schedule 1 - Regular annual preventative technical maintenance The Contractor will be paid the following firm price for work performed in accordance with the Statement of Work at Annex A.</p>					
1.	Two (2) annual routine preventative maintenance visits at each of the four (4) GOES-R reception stations				\$ _____
<p>Pricing Schedule 2 - Additional work "As and When Required" The Contractor will be paid the following firm hourly rates for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.</p>					
2.	Consulting services on satellite data reception equipment, future installations, upgrades and/or modernization of the current network	10	hours	\$ _____ / hr	\$ _____
3.	Technical expert support and/or repairs and upgrades of the GOES-R satellite reception systems for known and/or unforeseen issues stations	55	hours	\$ _____ / hr	\$ _____
4.	Annual Travel Cost				Up to a maximum of \$ 7,500.00
TOTAL YEARLY COST - Year 2					\$ _____



Table 3. CONTRACT YEAR 3 – May 1, 2024 to April 30, 2025

Item	Description	Volumetric data (Estimated Quantity)	Unit of Issue	Firm Unit Price	Total Estimated Cost
<p>Pricing Schedule 1 - Regular annual preventative technical maintenance The Contractor will be paid the following firm price for work performed in accordance with the Statement of Work at Annex A.</p>					
1.	Two (2) annual routine preventative maintenance visits at each of the four (4) GOES-R reception stations				\$ _____
<p>Pricing Schedule 2 - Additional work “As and When Required” The Contractor will be paid the following firm hourly rates for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.</p>					
2.	Consulting services on satellite data reception equipment, future installations, upgrades and/or modernization of the current network	10	hours	\$ _____ / hr	\$ _____
3.	Technical expert support and/or repairs and upgrades of the GOES-R satellite reception systems for known and/or unforeseen issues stations	55	hours	\$ _____ / hr	\$ _____
4.	Annual Travel Cost				Up to a maximum of \$ 7,500.00
TOTAL YEARLY COST - Year 3					\$ _____



Table 4. OPTION YEAR 1- From May 1, 2025 to April 30, 2026

Item	Description	Volumetric data (Estimated Quantity)	Unit of Issue	Firm Unit Price	Total Estimated Cost
<p>Pricing Schedule 1 - Regular annual preventative technical maintenance The Contractor will be paid the following firm price for work performed in accordance with the Statement of Work at Annex A.</p>					
1.	Two (2) annual routine preventative maintenance visits at each of the four (4) GOES-R reception stations				\$ _____
<p>Pricing Schedule 2 - Additional work "As and When Required" The Contractor will be paid the following firm hourly rates for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.</p>					
2.	Consulting services on satellite data reception equipment, future installations, upgrades and/or modernization of the current network	10	hours	\$ _____ / hr	\$ _____
3.	Technical expert support and/or repairs and upgrades of the GOES-R satellite reception systems for known and/or unforeseen issues stations	55	hours	\$ _____ / hr	\$ _____
4.	Annual Travel Cost				Up to a maximum of \$ 7,500.00
TOTAL YEARLY COST – Option Year 1					\$ _____



Table 5. OPTION YEAR 2- From May 1, 2026 to April 30, 2027

Item	Description	Volumetric data (Estimated Quantity)	Unit of Issue	Firm Unit Price	Total Estimated Cost
<p>Pricing Schedule 1 - Regular annual preventative technical maintenance The Contractor will be paid the following firm price for work performed in accordance with the Statement of Work at Annex A.</p>					
1.	Two (2) annual routine preventative maintenance visits at each of the four (4) GOES-R reception stations				\$ _____
<p>Pricing Schedule 2 - Additional work "As and When Required" The Contractor will be paid the following firm hourly rates for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.</p>					
2.	Consulting services on satellite data reception equipment, future installations, upgrades and/or modernization of the current network	10	hours	\$ _____ / hr	\$ _____
3.	Technical expert support and/or repairs and upgrades of the GOES-R satellite reception systems for known and/or unforeseen issues stations	55	hours	\$ _____ / hr	\$ _____
4.	Annual Travel Cost				Up to a maximum of \$ 7,500.00
TOTAL YEARLY COST - Option Year 2					\$ _____



Table 6. SUMMARY:

Periods of contract	Total Cost
TOTAL YEARLY COST - Year 1: From May 1, 2022 to April 30, 2023	\$ _____
TOTAL YEARLY COST - Year 2: From May 1, 2023 to April 30, 2024	\$ _____
TOTAL YEARLY COST - Year 3: From May 1, 2024 to April 30, 2025	\$ _____
TOTAL YEARLY COST – Option Year 1: From May 1, 2025 to April 30, 2026	\$ _____
TOTAL YEARLY COST – Option Year 2: From May 1, 2026 to April 30, 2027	\$ _____
GRAND TOTAL FOR THE 5 YEARS Bid Price For Evaluation All prices to include travel costs and excluding taxes.	\$ _____
Applicable taxes	\$ _____
Total including taxes	\$ _____



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. Introduction

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

4.1.2. Evaluation Process

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into four stages:

- i. Evaluation of compliance with the Mandatory Technical and Financial Evaluation Criteria
- ii. Evaluation of the Point-Rated Technical Evaluation Criteria
- iii. Evaluation of the Financial Bid
- iv. Basis of Selection of the winning bidder

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

4.2. Technical Bid Evaluation Criteria

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work.

For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal cooperative program at a post-secondary institution. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid



does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual’s position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual’s length of experience.

It’s the bidder’s responsibility to ensure that a sufficient level of information is included in the proposal to allow the evaluation team to make an accurate assessment of the bid.

4.2.1. Mandatory Technical Evaluation Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

Mandatory Technical Evaluation Criteria	Compliant (Yes / No)
<p>M1. Each of the proposed resources must have a minimum of five (5) years of experience within the last ten (10) years from bid closing date working in the maintenance and operation of satellite direct readout reception systems used for meteorological data acquisition, as described in the Statement of Work.</p> <p>The proposal must demonstrate that the proposed resource possesses the qualifications by providing a detailed résumé of all project team’s members including the Project Authority.</p> <p>The Bidder must include the following information:</p> <ul style="list-style-type: none"> • the project name; • the client organization; • the project dates and duration; • a brief project description; • the roles and responsibilities of the bidder and the proposed resources including their expertise and contributions to the project; and • the name, title and telephone number and/or email address of the client’s project authority or authorized representative. 	

A negative response to any of the mandatory requirements will result in the disqualification of the bid without any other consideration.



4.2.2. Point-Rated Technical Evaluation criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

For the bid to be valid, the bidder must obtain a minimum pass mark of **25 points** score within the technical evaluation based on the following grid. Bids that obtain less than 25 points will be considered non-responsive.

Criteria #	Point-Rated Criterion	Maximum Points	Points awarded	Reference (Page # & Project # of bid confirming that the criteria has been met)
R1	<p>The Bidder should demonstrate, using project description(s), that the proposed resources have experience with maintenance and operation of satellite direct readout reception systems used for meteorological data acquisition, including:</p> <ul style="list-style-type: none"> • Performing on-site satellite hardware maintenance • Drafting satellite network maintenance documentation and reporting • Providing satellite network maintenance troubleshooting and improvement recommendations <p><u>Points Allocation:</u></p> <ul style="list-style-type: none"> • 5-10 years experience inclusively = 5 points • 11-15 years experience inclusively = 10 points • More than 15 years experience = 15 points 	15 points		
R2	<p>The Bidder should demonstrate that the proposed resources have experience in satellite direct readout reception equipment and networks for meteorological applications installation and/or modernization such as expert advice on satellite data reception equipment, future installations, upgrades and/or modernization of the current network.</p> <p><u>Points Allocation:</u></p> <ul style="list-style-type: none"> • No experience = 0 point • Less than 5 years experience = 5 points • 5 to 10 years experience inclusively = 10 points • More than 10 years experience = 15 points 	15 points		
R3	<p>The Bidder should have experience working with federal government departments or agencies in operational and business transformation/modernization projects or initiatives related to satellite data reception equipment and</p>	15 points		



	<p>networks for meteorological applications.</p> <p><u>Points Allocation:</u></p> <ul style="list-style-type: none"> • No experience = 0 point • Less than 5 years experience = 5 points • 5 to 10 years experience inclusively = 10 points • More than 10 years experience = 15 points 			
<p>Total Score Minimum Pass Mark: 25/45</p>		<p>Maximum points available: 45 points</p>		

4.3. Financial Bid Evaluation

4.3.1. Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below.

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

Mandatory Financial Criterion	Compliant (Yes / No)
<p>MF1. The total cost of the Bid must not exceed \$25,000.00 CAD per year including travel cost allowances and excluding applicable taxes.</p>	

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The Total Bid Price for Evaluation will be established as per the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3. Bidders must complete all cells within Attachment 1 to Part 3 in order for their bid to be deemed responsive.

Note: a cell cannot remain blank. If an amount of \$0.00 or NIL is provided in the Bid for a portion of the Work, the Bidder must understand that all related work must be performed for the dollar value indicated in the Bid (i.e. \$0).

The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.



For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

Failure to complete Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3, as per the instructions above, will render the bid non-responsive.

4.4. Basis of Selection

Highest combination of technical merit (70%) and Price (30%)

The selection will be based on the highest responsive combined rating of technical merit and Price. The ratio will be 70% for the technical merit and 30% for the price.

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory technical and financial evaluation criteria; and
 - (iii) obtain the required minimum of 25 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 45 points;
- (b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{45} \times 70\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\% = \text{XXX}$$



Total Score = Technical Score + Financial Score

Example of calculation

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		40/45	30/45	25/45
Bid Evaluated Price		\$100,000.00	\$110,000.00	\$140,000.00
Calculations	Technical Merit Score	$40/45 \times 70 = 62.22$	$30/45 \times 70 = 46.67$	$25/45 \times 70 = 38.89$
	Pricing Score	$100/100 \times 30 = 30$	$100/110 \times 30 = 27.27$	$100/140 \times 30 = 21.43$
Combined Rating		92.22	73.94	60.32
Overall Rating		1 st	2 nd	3 rd



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1. Certifications Required Precedent to Contract Award

5.1.1. Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

The Bidder must complete the attached "Supplier List of Names" in Annex E.

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.



5.2.1. 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

5.3. Certifications Required with the Bid

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

5.3.1. 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 in Annex F, 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.



PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1. Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) 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.
- (c) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract.

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



PART 7 - RESULTING CONTRACT

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

7.1. Statement of Work

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

7.2. Standard Clauses and Conditions

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

7.2.1. General Conditions

2035 (2021-12-02), General Conditions - Professional Services (High Complexity), as modified below, apply to and form part of the Contract.

7.2.2. Supplemental General Conditions

4013 (2021-11-29) - Compliance with on-site measures, standing orders, policies, and rules

7.3. Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
4. The contractor/offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Contract Security Manual (latest edition)

7.3.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4. Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from May 1, 2022 to April 30, 2025 inclusive.



7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5. Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Angela Quan

Procurement Specialist
Environment and Climate Change Canada
Procurement and Contracting Division
105 McGill, 5th Floor, Montreal QC H2Y 2E7
E-mail address: Angela.Quan@ec.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be completed at contract award.)

Name: _____

Title: _____

Organization: _____



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

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

(To be completed at contract award.)

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

7.6. Proactive Disclosure of Contracts with Former Public Servants

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

7.7. Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(To be completed at contract award)*. Customs duties are included and Applicable Taxes are extra.

7.7.2 Travel and living expenses

The Contractor will be reimbursed up to a maximum of **\$7,500.00 per year** excluding taxes for authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with meal allowances and the use of a private vehicle that are specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and other provisions of the Directive that refer to "travellers" rather than those refer to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.



All travel must be approved in advance by the Technical Authority. All payments are subject to government audit.

7.7.3 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*To be completed at contract award*). Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability 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:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Terms of Payment

H1008C (2008-05-12) Monthly Payment

7.7.4 Time Verification

C0711C (2008-05-12) Time Verification

7.8. Invoicing Instructions

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.

1. Each invoice must be supported by:
 - a. copy of time sheets to support the time claimed;
 - b. copy of the release document and any other documents as specified in the Contract;
 - c. copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;



- d. copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9. Compliance

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

7.10. Applicable Laws

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

7.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4013 (2021-11-29) - Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions 2035 (2021-12-02);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) Annex E, Supplier list of names;
- (i) Annex F, Certificate Of Vaccination Against Covid-19 – Supplier;
- (j) the Contractor's bid dated _____, as clarified on _____ or, as amended on _____.
(*To be completed at contract award.*)

7.12. Insurance Requirements – Specific requirement

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.



The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13. 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” STATEMENT OF WORK

Title: Geostationary Operational Environmental Satellites (GOES-R) Network Maintenance

1.0 Purpose

To provide professional services to support the maintenance of Environment and Climate Change Canada’s (ECCC) GOES-R satellite reception network.

2.0 Background

The Meteorological Service of Canada (MSC), a branch of Environment and Climate Change Canada (ECCC), maintains and operates four (4) satellite reception stations to receive meteorological satellite data broadcast from the National Oceanic and Atmospheric Administration’s (NOAA) Geostationary Operational Environmental Satellites (GOES)-R Series of satellites. These satellites provide near-continuous information for the MSC’s weather forecasting and environmental monitoring programs. The MSC currently operates four (4) GOES-R reception stations at three (3) sites: Dorval (QC), Downsview (ON), and Vancouver (BC). The MSC’s GOES-R antenna reception systems require routine maintenance and expert support to ensure the reliability and sustainability of the network.

2.1 Objective

The objective of this contract is to ensure that ECCC’s mission critical satellite network for the reception, processing and delivery of GOES-R meteorological satellite data is properly maintained to a high standard of operations. A portion of the contract is guaranteed work (2 annual preventative maintenance visits per station), while the remainder of the contract is for timely and efficient support services in case of an operational malfunction, support services for unforeseen maintenance, and consulting services for future planning and investment in the network. All contract elements besides the annual preventative maintenance visits are required on an as-needed basis. The duration of the contract will be three (3) years from May 1, 2022 to April 30, 2025 with two (2) additional option years.

2.2 Description of GOES-R Satellite Reception System

The physical infrastructure that makes up a single GOES-R reception station is broken down into two subcomponents – the antenna system and the receiving electronics system. In further detail, each GOES-R station consists of, at minimum:

- 1) A fiberglass reflector dish, approximately 5 m in diameter,
- 2) Legs, mount hardware, and cables,
- 3) An outdoor control unit that is used to physically point the antenna,
- 4) An indoor control unit that is used to physically point the antenna,
- 5) An FLB (filter low noise amplifier and block converter),
- 6) A receiver/demodulator



The receiver/demodulator sends raw satellite signal data to Government of Canada IT server infrastructure that processes the satellite signal into Level 1B and Level 2 satellite data products. Maintenance of these IT systems is the responsibility of the Government of Canada and not a deliverable for the Contractor.



Figure 1 GOES-R Satellite Reception Antenna (reflector dish)



Figure 2 - GOES-R receiver/demodulator



3.0 Scope of work

3.1 Tasks

The work may include, but is not necessarily be limited to:

- Regular annual preventative technical maintenance. Specifically, two (2) annual routine maintenance visits at each of the four (4) GOES-R reception stations, located at three (3) sites across Canada.
- Technical expert support, and/or repairs of the GOES-R satellite reception systems for known and/or unforeseen issues on an as and when required basis. A timely response is expected. This work includes but not limited to repairs, upgrades, modifications and/or testing for the existing stations.
- Consulting services, as they relate to the GOES-R network or other satellite antenna reception activities for ECCC. This work could include, but not limited to, expert advice on satellite data reception equipment, future installations, upgrades and/or modernization of the current network.

4.0 Deliverables

The contractor must provide detailed work reports of the work completed, to the Technical Authority following any site visits. The reports should also identify any arising issues and the appropriate recommendations to address and resolve. There are no security concerns with the content of these reports and can therefore be transmitted to the Technical Authority in electronic format.

5.0 Execution

The work to be performed includes the supply of the labour, equipment and materials necessary to carry out the work mentioned in order to maintain ECCC's GOES-R satellite reception network for the duration of the agreement.

All services should be conducted in coordination with the Technical Authority. For preventive maintenance, a regular schedule should be agreed upon between contractor and Technical Authority. For a service request, a time and date should be coordinated before the site visit.

The annual preventive maintenance service portion of the contract should identify current state of the GOES-R system as well as any defects and/or potential issues, to ensure the resilience and optimal functionality of the GOES-R satellite reception network. The on-call portion of the contract will be actioned to handle any known issues and/or unforeseen issues with the GOES-R satellite reception network including repairs and upgrades that cannot be executed during the maintenance service site visit.

The supplier must perform at least all the prescribed tasks, according to the established frequencies, for all the preventative maintenance visits.



5.1 Preventative maintenance Service

Routine maintenance visits at each of the four (4) GOES-R satellite reception stations identified in this document, will be completed twice (2) annually in order to mitigate the effects of normal wear and tear, thus preventing breakdowns and equipment being put out of service. These activities include, but are not limited to:

- Conducting visual and physical inspection of the full system and station (including, but not limited to antenna hardware, electronics, infrastructure, instrumentation, mechanics), checking for damage, deterioration, malfunction and/or other issues.
- Performing routine maintenance care on the full system (including, but not limited to cleaning and greasing parts, and testing the full operational capacity of the system, including the antenna, feed, system parts, control checks, readouts, and conducting calibration/validation when necessary).
- Liaising with IT infrastructure personnel to ensure systems are operating normally and identify and address any issues and/or concerns.
- Summarizing and reporting findings and recommendations to the Technical Authority including identify outstanding maintenance issues and estimated time schedule, facility and/or capital issues, system parts.

5.2 For Service calls (phone/email)

The Contractor must perform, at its own expense, interventions relating to service calls and diagnosing a problem.

5.3 For Service requests (on-site)

The contractor guarantees to be on site, at the time agreed for the meeting between the Technical Authority and the Contractor, but not exceeding 4 hours. The appointments should be scheduled in a timely manner to limit impact to the satellite receiving station network operations.

5.4 For Consultation Services

The Technical Authority and the Contractor agree in writing on the amount of time required for the specific request on new satellite data reception equipment, future installations, upgrades and/or modernization of the current network

5.5 Work Schedules

The majority of preventive maintenance work must be performed during normal working hours. If an interruption is necessary during work undertaken during normal working hours, it cannot be made without the approval of the Technical Authority who determines a favorable period in case of acceptance.

Normal working hours are 6 a.m. to 6 p.m. on working days, that is, Monday to Friday, excluding statutory holidays.



6.0 Government Supplied Materials

The Contractor will be responsible for providing personal protective equipment, specialized hand tools and power tools.

The cost for any rental of large equipment required during maintenance activities will be provided by ECCC.

7.0 Official Languages

The work will be completed in English.

8.0 Work Location

Work will be conducted primarily on-site at any of the ECCC GOES-R satellite reception stations. The MSC currently operates four (4) GOES-R reception stations at three (3) sites:

- Dorval Site: 2121 route Transcanadienne, Dorval, QC, H9P 1J3
- Downsview Site: 4905 Dufferin St, Toronto, ON, M3H 5T4
- Vancouver Site: 101-401 Burrard St., Vancouver, BC, V6C 3S5

8.0 Security requirements

Reliability status is required. Escort for Contractor is required to access GOES-R satellite systems.

9.0 Travel

Travel is required to perform the work.

10.0 Accessibility Considerations

All written reports should be created in a format that is accessible, as per the Accessibility, Accommodation, and Adaptive Computer Technology Program (AACT).



ANNEX "B"
BASIS OF PAYMENT

(to be completed at contract award)



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

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

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 Change Canada	Environment and Climate	2. Branch or Directorate / Direction générale ou Direction Meteorological Service of Canada
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBD	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work/ Brève description du travail Professional services to support the maintenance of ECCC's GOES satellite reception network on an as and when required basis, including preventative maintenance, repairs, upgrades, modifications or testing for the existing stations at 3 ECCC locations - CMC-Dorval (QC), Downsview (ON), and Vancouver (BC).		
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? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

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

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? 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? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? 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? No Yes
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? 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? No Yes
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? 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? No Yes
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? 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? No Yes
 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? Non Oui

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

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

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	LOGMIC TOP SECRET / OGMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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ANNEX "D" **INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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



**ANNEX "E"
SUPPLIER LIST OF NAMES**

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹ / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹

* Informations obligatoires / Mandatory Information

*Dénomination complète de l'entreprise / Complete Legal Name of Company	
*Nom commercial / Operating Name	
*Adresse de l'entreprise / Company's address	*Type d'entreprise / Type of Ownership
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
*Membres du conseil d'administration² / Board of Directors² (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)	
Prénom / First name	Nom / Last Name
	Position (si applicable) / Position (if applicable)



¹ **Liste des noms** : Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

List of names: All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding 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;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors



ANNEX "F"
CERTIFICATE OF VACCINATION AGAINST COVID-19 - SUPPLIER

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

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of
November 15, 2021; 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 as of November 15, 2021 that have been
presented to and approved by Canada;
until such time that Canada indicates that the vaccination requirements of the Government of
Canada's 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 contract period. Canada reserves the right to ask for additional information to verify the
certifications. Failure to comply with any request or requirement imposed by Canada will
constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own 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.