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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The attachments includes:

Attachment 1 to Part 3	Pricing schedule
Attachment 2 to Part 3	Electronic payment instrument
Attachment 1 to Part 4	Mandatory and point rated technical criteria
Attachment 1 to Part 5	List of names for integrity
Attachment 2 to Part 5	COVID-19 vaccination requirement certification
Attachment 3 to Part 5	Federal employment equity programs

The annexes include:

Annex A	Statement of Work
Annex B	Basis of payment
Annex C	Periodic report
Annex D	Security Requirements Check List

1.2 Summary

1.2.1 Project title

Environmental compliance, contaminated sites and Environmental assessments.

1.2.2 Description

Transport Canada (TC) is seeking consulting firms able to provide, upon request, various environmental services, for different locations across Quebec.

Transport Canada (TC) owns several port and airport facilities throughout Quebec and must ensure that these sites are well managed with regard to applicable environmental legislation. This legislation applies both to work carried out for maintenance and/or modification of these sites and to their operation. One of the challenges consists in improving the Ministry's environmental practices and in taking steps to mitigate the environmental impact of its activities on the sites it owns.

Whether to manage its operations and activities more soundly, adjudicate upon the environmental condition of one of its sites as part of a transfer, a lease or to develop a remediation project, the Ministry must conduct environmental site assessments (phase I, II or III ESA), environmental compliance audits (ECA), environmental monitoring or risk analyses for health and/or the environment for these port and airport facilities in the Quebec region.

TC's environmental affairs team wishes to develop standing offers to retain professional services in the environmental field.

To this end, the targeted services are divided into two parts and are associated with consulting services in "environmental compliance and contaminated sites management" and in "impact assessment and natural environment management."

1.2.3 Period of the Standing Offer

3 firm year and 2 one-year option periods

1.2.4 Trade Agreement

This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada-Colombia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Chili Free Trade Agreement and the Canada-Honduras Free Trade Agreement.

1.2.5 Postel connect

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.2.6 Covid-19 vaccination requirement

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 offer will render the offer non-responsive.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

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

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

[A7035T \(2007-05-25\)](#), List of proposed subcontractors

2.2 Submission of Bids

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

2.2.1 Epost Connect

Bidders choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: **Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/active>), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

2.2.2 Facsimile

Facsimile number: 418-566-6168.

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Offeror must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by hardcopy will not be accepted.

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Offerors should demonstrate their capability and describe the approach they will take in a comprehensive, concise and clear manner to perform the work.

The technical offer must be presented for each part separately:

Part #1 : Environmental compliance and contaminated sites management
Part #2 : Impact assessment and natural environment management

The technical offer must have a maximum of 44 pages for each part identifies, *Environmental compliance and contaminated sites management and Impact assessment and natural environment management*, all inclusive (in particular, the calculation of the number of pages must include the cover page, the table of contents, the list of abbreviations, text, tables, organization charts, résumé, graphics etc). If a technical offer exceeds 44 pages, all excess pages will not be considered for evaluation. The format of pages accepted for the offer is (8.5 X 11).

The technical offer includes the following:

- i. All the information required to demonstrate its conformity with the Mandatory an Point Rated Technical Criteria described in *Attachment 1 to Part 4 - Mandatory and Point Rated Technical Criteria*.
- ii. Each criterion should be addressed separately.
- iii. Offerors should submit their technical offer following the numbering and ordering of the mandatory and point rated technical evaluation criteria, as listed in *Attachment 1 to Part 4 – Mandatory and Point Rated Technical Criteria*.
- iv. **Résumés for the Proposed Resources:** The technical bid should include résumés for the proposed resources that demonstrate that each proposed resources meets the qualification requirements described in *Attachment 1 to Part 4 – Mandatory and Point Rated Technical Criteria* (including any educational requirements, work experience requirements, and professional designation or membership requirements, if applicable). With respect to résumés and resources:

-
- A) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
 - B) For any requirements that specify a particular time period of work experience (e.g., 24 months), Canada will disregard any information about experience if the experience claimed does not include the relevant dates (i.e., the start date and end date indicated in month and year).
 - C) For work experience to be considered by Canada, the Offeror must not simply indicate the title of the resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position.

Section II: Financial Offer

Offerors must submit their financial offer in Canadian dollars and in accordance with the Pricing Schedule detailed in *Attachment 1 to Part 3 – Pricing Schedule*. Offerors must include a single, firm hourly rate quoted in Canadian dollars in each cell requiring an entry in the pricing schedule.

Offerors must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and applicable taxes excluded.

When preparing their financial offer, Offerors should review clause 4.1.2, *Financial Evaluation*, of *Part 4 - Evaluation Procedures and Basis of Selection*.

All rates must be included: The financial offer must include all rates for the requirement described in this Request For Standing Offer for the entire period of the Standing Offer, including option years.

Rates not shown: If the Offeror leaves the field blank, Canada will consider the rate to be « 0,00\$ » for evaluation purposes and may ask the Offeror to confirm that the price is indeed « 0,00\$ ». No Offeror will be allowed to add or modify a price during this confirmation. If the offeror refuses to confirm that the price of a blank field is « 0,00\$ », their offer will be declared non-responsive.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3-Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3-Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

For each part where the offeror wishes to present an offer:

1. The offeror must complete this pricing schedule (e.i. *Table 1 and Table 2*) and include it in its financial offer once completed. As a minimum, the offeror must respond to this pricing schedule by including in its financial offer, for each of the periods specified below, its quoted all inclusive firm price (in Canadian dollars) proposed for each of the resource categories identified. The all inclusive firm price per hour should not include applicable taxes.
2. The volumetric data included in this pricing schedule are provided for offer evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the offer solicitation will be consistent with this data.

For Part #1 – Environmental compliance and contaminated sites management

The cumulative total of all resource categories will be calculated as follows:

Cumulative total for Project Director
+
Cumulative total for Project Manager
+
Cumulative total for Technicians
+
Cumulative total for Professional-Geologist / Hydrogeologist
+
Cumulative total for Professional-Accredited Environmental Verifier
+
Cumulative total for Professional-Specialist in risk analysis for health and the environment
+
Cumulative total for Professional-Specialist in Hydro-sedimentology
+
Cumulative total for Illustrators / Geomatician / Cartographers
+
Cumulative total for Administrative personnel

Cumulative total of all resource categories

Part #2- Impact assessment and natural environment management

The cumulative total of all resource categories will be calculated as follows:

Cumulative total for Project Director
+
Cumulative total for Project Manager
+
Cumulative total for Technicians
+
Cumulative total for Professional – Biologist
+
Cumulative total for Professional-Geologist / Hydrogeologist
+
Cumulative total for Illustrators / Geomatician / Cartographers
+
Cumulative total for Administrative personnel

Cumulative total of all resource categories

3. Total Bid Price for Evaluation Purposes = Cumulative total of all resource categories.

Each cumulative total by resource category will be calculated as follows:

$$g = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$$

TABLE1 – PART #1 ENVIRONMENTAL COMPLIANCE AND CONTAMINATED SITES MANAGEMENT

Resource categories	Level of effort	Firm prices per hour all inclusive					Cumulative total by resource category (g)
		Firm year Year #1 (b)	Firm year Year #2 (c)	Firm year Year #3 (d)	Optional year Year #4 (e)	Optional year Year #5 (f)	
	Estimated average annual level of effort						(g) = (a x b) + (a x c) + (a x d) + (a x e) + (a x f)
Project Director Name:	500 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Project Manager – Management of terrestrial contaminated sites Name:	2300 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Project Manager – Management of aquatic contaminated sites Name:	2300 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Technician #1 Name :	800 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Technician #2 Name :	800 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Professional : Geologist / Hydrogeologist	200 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Professional : Accredited Environmental Verifier	200 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Professional : Specialist in risk analysis for health and the environment	200 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Professional: Specialist in Hydro-sedimentology	150 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Illustrators / Geomatician / Cartographers	400 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Administrative personnel	350 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Total offer price for evaluation purposes							\$

TABLE 2 – PART #2 IMPACT ASSESSMENT AND NATURAL ENVIRONMENT MANAGEMENT

Resource categories	Level of effort	Firm prices per hour all inclusive					Cumulative total by resource category (g)
		Firm year Year #1	Firm year Year #2	Firm year Year #3	Optional year Year #4	Optional year Year #5	
	(a)	(b)	(c)	(d)	(e)	(f)	(g) = (a x b) + (a x c) + (a x d) + (a x e) + (a x f)
Project Director Name:	200 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Project Manager – Impact assessment Name:	800 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Project Manager – Management of the natural environment Name:	800 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Technician #1 Name :	450 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Technician #2 Name :	450 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Professional : Geologist / Hydrogeologist	50 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Professional : Biologist	1400 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Illustrators / Geomatician / Cartographers	600 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Administrative personnel	200 hours	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$
Total offer price for evaluation purposes							\$

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Id de l'acheteur - Buyer ID

QCL-058

N° CCC / CCC No./ N° VME - FMS

ATTACHMENT 2 TO PART 3 – ELECTRONIC PAYMENT INSTRUMENT

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Offeror Experience

Except where expressly provided otherwise, the experience described in the offer must be the experience of one or more of the following:

- a) The Offeror itself (which includes the experience of any companies that formed the Offeror by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
- b) The Offeror's affiliates (i.e. parent, subsidiary or sister corporations, maximum of 2), provided the Offeror identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criteria; or
- c) The Offeror's subcontractors, provided the Offeror includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

The experience of the Offeror's suppliers will not be considered.

4.1.1.2 Mandatory Technical Criteria

Refer to *Attachment 1 to Part 4 – Mandatory and point rated technical Criteria*.

4.1.1.3 Point Rated Technical Criteria

Refer to *Attachment 1 to Part 4 – Technical Criteria*. Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

4.1.2.1 For offer evaluation and Offeror selection purposes only, the evaluated price of an offer will be determined in accordance with the pricing schedule detailed in *Attachment 1 to Part 3 – Pricing Schedule*.

4.1.2.2 Mandatory Financial Criteria

Offerors must submit their financial offer in accordance with *Section II: Financial Offer of Part 3 – Offer Preparation Instructions*.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

4.2.1.1 To be declared responsive, an offer must:

- a) comply with all the requirements of the Request for Standing Offer; and
- b) meet all mandatory criteria; and
- c) obtain the required minimum of 48 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 82 points.

4.2.1.2 Offers not meeting 4.2.1.1 a) or b) or c) will be declared non-responsive.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40 % for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows:

***total number of points obtained / maximum number of points available
multiplied by the ratio of 60.***

4.2.1.5 To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 40 %.

4.2.1.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.7 Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three offers are responsive and the selection of the Offeror is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 82 and the lowest evaluated price is \$5,000,000.00.

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QCL-1-44095

Id de l'acheteur - Buyer ID
QCL-058
 N° CCC / CCC No./ N° VME - FMS

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		OFFEROR 1	OFFEROR 2	OFFEROR 3
Overall Technical Score		70 / 82	56 / 82	75 / 82
Offer Evaluated Price		5,500,000.00 \$	5,000,000.00 \$	6,000,000.00 \$
Calculations	Technical Merit Score	$(70 / 82) \times 60 = 51,22$	$(56 / 82) \times 60 = 40,97$	$(75 / 82) \times 60 = 54,87$
	Pricing Score	$5,000,000.00 \$ / 5,500,000.00 \$ \times 40 = 36.36$	$5,000,000.00 \$ / 5,000,000.00 \$ \times 40 = 40.00$	$5,000,000.00 \$ / 6,000,000.00 \$ \times 40 = 33.33$
Combined Rating		87,58	80,97	88,20
Overall Rating		2nd	3rd	1st

4.2.1.8

For each part (part #1 and part #2), the four (4) offerors with the highest score will be recommended for issuance of a standing offer. PWGSC intends to authorize a maximum of four (4) Standing Offers for each part, Environmental compliance and contaminated sites management and Impact assessment and natural environment management.

If an offeror qualifies for both part, a standing offer will be awarded with a total financial limitation combined with percentages, according to his ranking.

For example:

If an offeror rank second for part #1 and fourth for part #2. A single standing offer will be granted with the following financial limitation:

A total of 28% of the limitation of expenditure of part #1 and 16% of the limitation of expenditure of part #2.

Limitation of expenditure
Part #1: 3 000 000\$, applicable taxes extra
Part #2: 2 000 000\$, applicable taxes extra

Following the technical and financial offer's evaluation the allocation of call-ups (distribution of the total budget of the standing offer) will be made according to the ideal following distribution:

- 34% of the work assigned to the first ranked consultant;
- 28% for the second ranked consultant;
- 22% for the third;
- 16% for the fourth;

If less than four (4) consultants are retained, the % of work to be allocated will be distributed to the successful offerors using the following formula :

$$\text{The revised distribution \%} = \frac{\text{established \%}}{100 \text{ minus the \% to distribute}} \times 100$$

In the event that a consultant withdraws or that Canada terminates a standing offer during its term, the remaining residual amount of the financial limitation of the standing offer of this consultant will be divided equally proportionately and added to the financial limitation of the other qualified firms on the standing offer.

Canada intends to maintain the above balance when issuing call-ups, however this is not an obligation.

ATTACHMENT 1 TO PART 4 – MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. Services required

Any reference to “services required” in the technical and rated requirements refers to section 2 of the statement of work in Appendix A.

PART 1: Environmental compliance and management of contaminated sites

The services required presented in Part 1 should include:

1. Phase I Environmental site assessment (ESA);
2. Phase II Environmental site assessment (ESA);
3. Phase III Environmental site assessment (ESA);
4. Drafting and/or implementation of a detailed environmental characterization program or a detailed environmental monitoring protocol (short or long term) for all media types¹;
5. Environmental compliance audit (ECA) studies including oil tank audits; commercial or industrial site;
6. Drafting or update of environmental emergency measures plans (EEMP);
7. Contaminated sites management plan; environmental remediation;
8. Risk analyses study for human health and the environment.

PART 2: Impact assessment and natural environment management

The services required presented in part 2 should include:

1. Impact assessment (*Impact Assessment Act* – IAA);
2. Environmental monitoring of the application of environmental impact mitigation measures related to projects;
3. Monitoring of the efficiency of environmental impact mitigation measures;
4. Authorizations, approvals, permits and certificates of an environmental nature;
5. Characterization, sampling and/or inventory studies aimed at describing one or several biological or biophysical component(s) of various environments;
6. Identification of sites and/or projects with a potential for compensation and determination of the potential for development based on environmental study results, as well as implementation of surveillance and monitoring programs regarding compensation projects;
7. Conduct of related environmental studies and development of general application tools for natural environment protection, such as fauna or flora management plans.

2. Mandatory technical requirements

At the closing date and time of the call for tenders, the offeror must meet the mandatory technical requirements presented hereafter in Tables 1 and 2, and provide the documents needed to show it complies with these requirements. The offer must comply with all mandatory requirements. If this is the case, the technical offer will be considered admissible and will be assessed in accordance with rated requirements (technical requirement first, followed by financial requirements). Failure to comply with mandatory requirements will render the offer inadmissible. Each of the requirements should be addressed separately.

¹ Throughout the document, the term “media” refers to: soil, residual material, sediment, ground water, surface water, waste water, non-miscible phase product (floating or dense), air, etc.

In the *Reference* column of Tables 1 and 2, the offeror should indicate on which page(s) of its offer the requested information and documents are presented. The *Met (Y/N)* column will be completed by the assessment team.

The offeror must submit the names of key members of the team involved in this standing offer, who must meet the requested years of relevant² experience. Directors, project managers and technicians must be company employees. Other persons can be either employed or subcontracted. Therefore, the offeror must identify a distinct person for each of the key persons defined below

Part 1- Environmental compliance and management of contaminated sites

- One (1) project director with at least ten (10) years of relevant experience over the last fifteen (15) years
- Two (2) project managers with at least five (5) years of relevant experience over the last seven (7) years: **one (1) in contaminated terrestrial sites and one (1) in contaminated aquatic sites management**
- Two (2) technicians with at least five (5) years of relevant experience over the last seven (7) years.

Part 2- Impact assessment and management of the natural environment

- One (1) project director with at least ten (10) years of relevant experience over the last fifteen (15) years
- Two (2) project managers with at least five (5) years of relevant experience over the last seven (7) years: **one (1) in impact assessment and one (1) in the natural environment**
- Two (2) technicians with at least five (5) years of relevant experience over the last seven (7) years

Only offered resources meeting the mandatory requirements will be considered for obtaining a standing offer. The *resumes* (CV) of these resources (maximum of two pages per CV) must also be provided in the proposal.

The project director's tasks should include, but not be limited to:

- Coordinating TC call-ups by dedicating a qualified team to carry out the request;
- Managing potential conflicts between the project manager and TC;
- Ensuring the smooth progress of the project by supervising its evolution through the project manager;
- Representing the consultant, having the necessary authority to manage the entire project, including the assignment and supervision of tasks to the consultant's staff;
- Reviewing and signing off on deliverables;
- Representing the consultant regarding changes, extensions, or other negotiations related to the project.

² Relevant experience refers to experience in the services presented in Appendix A.

A project manager's tasks should include, but not be limited to:

Under the supervision of the project director, the project manager's responsibilities include, among others:

- Completing the call-ups assigned in accordance with its description and the standing offer;
- Being responsible for all decisions to be made pursuant to the project;
- Ensuring the smooth progress of the project down to the last details;
- Ensuring the efficient management, coordination and monitoring of the project (accomplishment of tasks, adherence to budgets, meeting the schedule and deadlines);
- Ensuring the economic and technical feasibility of the project in accordance with the established budget and methods;
- Developing and validating project objectives as well as the implementation plan;
- Approving the activities program and the detailed work plan;
- Supervising and coordinating the project completion team, including environmental professionals, technicians and subcontractors for the entire duration of the project;
- Managing issues and being involved in the resolution of conflicts;
- Producing the documents needed to complete the field work (e.g., permit requests, health and safety plans, etc.);
- Ensuring quality control;
- Reviewing and signing off on deliverables;
- Ensuring compliance with the various applicable requirements, such as those related to occupational health and safety;
- Participating in management and/or technical meetings, among others, between the consultant and TC;
- Acting as the primary contact with TC.

A technician's tasks should include, but not be limited to:

Under the supervision of the project manager, the technician's responsibilities include, among others:

- Ensuring that the various technical tasks assigned are carried out in order to complete the project;
- Assuming responsibilities related to aspects of the planning, organization, coordination and supervision of field work;
- Preparing the material required to conduct studies;
- Performing field work required during completion of the contract;
- Acting as the consultant's representative in the field, in particular with subcontractors;
- Ensuring compliance with health and safety requirements in the field;
- Compiling, organizing and processing collected data.

Other resources can also be useful to carry out these mandates, such as draftspersons and cartographers, other types of professionals, or any other resource considered useful to perform the services required.

PART 1 Environmental compliance and management of contaminated sites

TABLE 1

1. Mandatory technical requirements related to staff – PART 1		Reference	Met (Y/N)
1.1 Project director			
The technical proposal regarding the project director must meet mandatory requirements 1.1.1 to 1.1.4			
1.1.1	Provide the name of the offered resource		
1.1.2	<p><u>Education</u>: The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p>		
1.1.3	<p><u>Minimum experience</u>: The offered resource must have ten (10) years* of experience over the last fifteen (15) years* in carrying out environmental projects as a project director.</p> <p>The experience must cover elements 3 and 7 of the services required under part 1.</p> <p>* (start and end dates; MM/YYYY format)</p>		
<p><u>Instructions for requirement 1.1.4</u> To show that requirement 1.1.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.</p>			
1.1.4	<p><u>Minimum experience</u>: The offered resource must have completed at least four (4) environmental projects over the last ten (10) years* as project director, of which at least two (2) projects have been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p>		

TABLE 1 (continued)		Reference	Met (Y/N)
1. Mandatory technical requirements related to staff – PART 1			
1.2 Project manager – Management of terrestrial contaminated sites			
The technical proposal regarding the project manager must meet mandatory requirements 1.2.1 to 1.2.4			
1.2.1	Provide the name of the offered resource		
1.2.2	<p>Education: The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p>		
1.2.3	<p>Minimum experience: The offered resource must have five (5) years* of experience over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover elements 1-2-3-4 and 7 of the services required under part 1.</p> <p>* (start and end dates; MM/YYYY format)</p>		
Instructions for requirement 1.2.4			
To show that requirement 1.2.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.			
1.2.4	<p>Minimum experience: The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as project manager, of which at least one (1) project has been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p>		

TABLE 1 (continued)		Reference	Met (Y/N)
1. Mandatory technical requirements related to staff – PART 1			
1.3 Project manager – Management of aquatic contaminated sites			
The technical proposal regarding the project manager must meet mandatory requirements 1.3.1 to 1.3.4			
1.3.1	Provide the name of the offered resource		
1.3.2	<p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p>		
1.3.3	<p><u>Minimum experience:</u> The offered resource must have five (5) years* of experience over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover elements 1-2-3-4 and 7 of the services required under part 1.</p> <p>* (start and end dates; MM/YYYY format)</p>		
Instructions for requirement 1.3.4			
To show that requirement 1.3.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.			
1.3.4	<p><u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as project manager, of which at least one (1) project has been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p>		

TABLE 1 (continued)		Reference	Met (Y/N)
1. Mandatory technical requirements related to staff – PART 1			
1.4 Technician #1			
The technical proposal regarding the technician must meet mandatory requirements 1.4.1 to 1.4.4			
1.4.1	Provide the name of the offered resource		
1.4.2	<u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences.		
1.4.3	<u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a technician. The experience must cover elements 1-2-3-4 and 7 of the services required under part 1. * (start and end dates; MM/YYYY format)		
1.4.4	<u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as a technician. * (start and end dates; MM/YYYY format)		

PART 2 Impact assessment and management of the natural environment

TABLE 1 (continued)		Reference	Met (Y/N)
1. Mandatory technical requirements related to staff – PART 1			
1.5 Technician #2			
The technical proposal regarding the technician must meet mandatory requirements 1.5.1 to 1.5.4			
1.5.1	Provide the name of the offered resource		
1.5.2	<u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences.		
1.5.3	<u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a technician. The experience must cover elements 1-2-3-4 and 7 of the services required under part 1. * (start and end dates; MM/YYYY format)		
1.5.4	<u>Minimum experience:</u> The offered resource must have completed at least three (3) environmental projects over the last seven (7) years* as a technician. * (start and end dates; MM/YYYY format)		

TABLE 2

2. Mandatory technical requirements related to staff – PART 2		Reference	Met (Y/N)
2.1 Project director			
The technical proposal regarding the project director must meet mandatory requirements 2.1.1 to 2.1.4			
2.1.1	Provide the name of the offered resource		
2.1.2	<p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p>		
2.1.3	<p><u>Minimum experience:</u> The offered resource must have ten (10) years* of experience over the last fifteen (15) years* in carrying out environmental projects as a project director.</p> <p>The experience must cover element 1 of the services required under part 2.</p> <p>* (start and end dates; MM/YYYY format)</p>		
<p>Instructions for requirement 2.1.4 To show that requirement 2.1.4 is met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show acquired experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.</p>			
2.1.4	<p><u>Minimum experience:</u> The offered resource must have completed at least four (4) environmental projects over the last ten (10) years* as project director, of which at least two (2) projects have been presented by the firm (section 3.3).</p> <p>* (start and end dates; MM/YYYY format)</p>		

TABLE 2 (continued)		Reference	Met (Y/N)
2. Mandatory technical requirements related to staff – PART 2			
2.2 Project manager #1 – Impact assessment			
The technical proposal regarding the project manager must meet mandatory requirements 2.2.1 to 2.2.5			
2.2.1	Provide the name of the offered resource		
2.2.2	<p><u>Education</u>: The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p>		
2.2.3	<p><u>Minimum experience</u>: The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover at least elements 1 to 4 of the services required under part 2.</p> <p>* (start and end dates; MM/YYYY format)</p>		
Instructions for requirements 2.2.4 and 2.2.5			
To show that requirements 2.2.4 and 2.2.5 are met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.			
2.2.4	<u>Minimum experience</u> : The offered resource must have participated, as project manager, in carrying out at least two (2) environmental projects presented by the firm (section 3.3).		
2.2.5	<p><u>Minimum experience</u>: The offered resource must, have conducted at least three (3) environmental assessments of projects, over the last seven (7) years.*</p> <p>* (start and end dates; MM/YYYY format)</p>		

TABLE 2 (continued)		Reference	Met (Y/N)
2. Mandatory technical requirements related to staff – PART 2			
2.3 Project manager #2 – Management of the natural environment			
The technical proposal regarding the project manager must meet mandatory requirements 2.3.1 to 2.3.5			
2.3.1	Provide the name of the offered resource		
2.3.2	<p><u>Education:</u> The offered resource must have, as a minimum, a Bachelor's degree specializing in a field related to environmental sciences, conferred by a university recognized* by the Government of Canada.</p> <p>* The list of recognized organizations is published on the website of The Canadian Information Centre for International Credentials, at the following address: http://cicic.ca.</p>		
2.3.3	<p><u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out environmental projects as a project manager.</p> <p>The experience must cover at least elements 5 to 7 of the services required under part 2.</p> <p>* (start and end dates; MM/YYYY format)</p>		
<p>Instructions for requirements 2.3.4 and 2.3.5</p> <p>To show that requirements 2.3.4 and 2.3.5 are met, the offeror must provide project technical specifications (maximum of one page per project). The projects proposed to show experience must be completed by the closing date of the call for tenders. For each project proposed, the offeror must include the information indicated in section 3.3 of this document.</p>			
2.3.4	<p><u>Minimum experience:</u> The offered resource must have participated, as project manager, in carrying out at least two (2) environmental projects presented by the firm (section 3.3).</p>		
2.3.5	<p><u>Minimum experience:</u> Over the last seven (7) years, the offered resource must have completed at least three (3) characterization study projects of various biological or biophysical components as a project manager, that include the preparation of a study plan/protocol as well as data analysis and interpretation.*</p> <p>* (start and end dates; MM/YYYY format)</p>		

TABLE 2 (continued)		Reference	Met (Y/N)
2. Mandatory technical requirements related to staff – PART 2			
2.4 Technician #1			
The technical proposal regarding the technician must meet mandatory requirements 2.4.1 to 2.4.4			
2.4.1	Provide the name of the offered resource		
2.4.2	<u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences.		
2.4.3	<u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out biological or biophysical characterization projects as a technician. The experience must cover at least element 5 of the services required under part 2. * (start and end dates; MM/YYYY format)		
2.4.4	<u>Minimum experience:</u> Over the last seven (7) years, the offered resource must have completed, as a technician, at least three (3) characterization study projects of various biological or biophysical, which includes the application of a study plan/protocol as well as data analysis and interpretation.* * (start and end dates; MM/YYYY format)		

TABLE 2 (continued)		Reference	Met (Y/N)
2. Mandatory technical requirements related to staff – PART 2			
2.5 Technician #2			
The technical proposal regarding the technician must meet mandatory requirements 2.5.1 to 2.5.4			
2.5.1	Provide the name of the offered resource		
2.5.2	<u>Education:</u> The offered resource must have, as a minimum, a college diploma specializing in a field related to environmental sciences.		
2.5.3	<u>Minimum experience:</u> The offered resource must have five (5) years of experience* over the last seven (7) years* in carrying out biological or biophysical characterization projects as a technician. The experience must cover at least element 5 of the services required under part 2. * (start and end dates; MM/YYYY format)		
2.5.4	<u>Minimum experience:</u> Over the last seven (7) years, the offered resource must have completed, as a technician, at least three (3) characterization study projects of various biological or biophysical, which includes the application of a study plan/protocol as well as data analysis and interpretation.* * (start and end dates; MM/YYYY format)		

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QCL-1-44095

Id de l'acheteur - Buyer ID
QCL-058
N° CCC / CCC No./ N° VME - FMS

3. Rated technical requirements

Each offer meeting all above-mentioned mandatory requirements will be assessed and scored in accordance with the following rated technical requirements (items 3.1 to 3.3).

Table 3 indicates the maximum possible score as well as the pass mark to be obtained for the rated technical requirements described in the following sections. Table 3 should be completed to support the technical offer, for each of the parts for which the firm wishes to qualify.

Regarding requirements 3.2 and 3.3 of Table 3, the offeror should indicate in the *Reference* column on which page or pages of its offer the information and documents supporting the assessment of rated technical requirements are provided.

When applicable, a generic assessment grid will be used to determine the score for requirements. The score in this grid, presented in Table 4 at the end of this document, provides a maximum of 10 points for each identified requirement. The score obtained will then be weighted on the basis of the points presented in Table 3.

TABLE 3: Score associated with the rated technical requirements

RATED TECHNICAL REQUIREMENTS	MAXIMUM	REQUIRED PASS MARK	REFERENCE
3.1 CLARITY OF THE PROPOSAL	10	-	
3.1.1 Presentation and structure of the proposal	10	-	N/A
3.2 UNDERSTANDING OF THE MANDATE AND PLANNING	30	16	
3.2.1 Understanding of the scope of services	10	-	
3.2.2 Breakdown of tasks and operational structure	10	-	
3.2.3 Methods and tools associated with work execution	10	-	
3.3 PROJECTS BY THE FIRM	40	24	
3.3.1 Relevance (15 points)			
3.3.1.1 Project 1	1.5	-	
3.3.1.2 Project 2	1.5	-	
3.3.1.3 Project 3	1.5	-	
3.3.1.4 Project 4	1.5	-	
3.3.1.5 Project 5	1.5	-	
3.3.1.6 Project 6	1.5	-	
3.3.1.7 Project 7	1.5	-	
3.3.1.8 Project 8	1.5	-	
3.3.1.9 Project 9	1.5	-	
3.3.1.10 Project 10	1.5	-	
3.3.2 Diversity (15 points)			
3.3.2.1 Diversity of services required	10	-	
3.3.2.2 Diversity of the nature of projects	5	-	
3.3.3 Complexity (10 points)			
3.3.3.1 Project 1	1.0	-	
3.3.3.2 Project 2	1.0	-	
3.3.3.3 Project 3	1.0	-	
3.3.3.4 Project 4	1.0	-	
3.3.3.5 Project 5	1.0	-	
3.3.3.6 Project 6	1.0	-	
3.3.3.7 Project 7	1.0	-	
3.3.3.8 Project 8	1.0	-	
3.3.3.9 Project 9	1.0	-	
3.3.3.10 Project 10	1.0	-	
3.4 ASSETS	2	-	
Various aspects (0.5 pts. per aspect)	2	-	
TOTAL	82	48 *	

*The total does not correspond to the minimum required.

3.1 Clarity of the proposal

3.1.1 Presentation and structure of the proposal (10 points)

The submitted technical offer should contain all of the information requested in this document without containing any extra or irrelevant information. The presentation and structure of the technical offer document must be meticulous to allow for easy identification of chapters, sections and information. The quality of the offeror's proposal must meet the standards normally required for reports and studies produced in the field of environmental sciences. The structure of the offer should follow the order of mandatory and rated assessment requirements. Particular attention will also be given to the quality of the language used in terms of spelling, grammar and syntax.

This criterion will be evaluated using the generic grid provided in Table 4.

3.2 Understanding of the mandate and planning

3.2.1 Understanding of the scope of services (10 points)

The offeror should clearly show that it has understood the entire scope and breadth of the services required, to which may be associated methods, techniques, criteria, regulatory requirements, etc., that will impact the services to be performed and the deliverables to be produced.

This criterion will be evaluated using the generic grid provided in Table 4.

3.2.2 Breakdown of tasks and operational structure (10 points)

The offeror should clearly present how its work team will be structured to complete the various mandates that may be given and comply with constraints. It must explain how it will make sure to assign the best resources to the best location. In particular, in addition to the explanations that should be presented, an organizational chart should be provided to illustrate the structure and breakdown of tasks.

The operational structure should include, but not be limited to, key roles, roles and responsibilities, communication links, coordination features, monitoring, etc., within the framework of carrying out a mandate.

This criterion will be evaluated using the generic grid provided in Table 4.

3.2.3 Methods and tools associated with work execution (10 points)

The offeror should show that it understands the breadth of the services requested (Statement of Work) and the way in which they should be provided. The offeror should clearly describe the methods and tools that will be used to perform each step of a mandate. The methods and tools used can be associated with, but are not limited to, work planning, identification of issues and priorities, workload assessment, monitoring of tasks and activities, monitoring of budgets, the schedule and deadlines, etc.

This criterion will be evaluated using the generic grid provided in Table 4.

3.3 Projects by the firm

Through the description of ten (10) projects per part, the offerors should show the services provided during previous mandates, for a minimum of one project per required services type. The projects presented should have been carried out as principal expert (prime contractor) and successfully completed by the closing date of the standing offer request. The relevance, diversity and complexity of the projects presented will be assessed.

The proposed projects should meet the following conditions:

- Have been carried out over the last five (5) years* (final report delivery must have occurred between 2017 and the closing date of this standing offer request);
- The projects must have been carried out in Canada.

* (start and end dates; MM/YYYY format)

For each proposed project, presented on one page (max.), the offeror should include at least the following information:

- a) Title
- b) Objectives
- c) Project team
- d) Scope of work/services provided
- e) Description and specific characteristics of projects
- f) Location of the project
- g) Start and end dates of the project (day/month/year)
- h) The client (organization, client, person, responsible officer and contact information)

The information contained in the technical proposal should provide the data required to assess the relevance of projects (section 3.3.1), their diversity (section 3.3.2), and their complexity (section 3.3.3).

If more than ten (10) projects are presented, TC will only assess the first ten (10).

3.3.1 Relevance (15 points)

The relevance of the ten (10) projects submitted will be assessed according to how well they align with elements of the services required for each of the parts for which the projects are presented. A project will be considered relevant if it aligns directly with at least one element of the required services.

The score associated with relevance will be assessed as follows:

Relevant project = 1.5 points

Irrelevant project = 0 points

3.3.2 Diversity (15 points)

3.3.2.1 Diversity of services required (10 points)

Diversity will be assessed according to the number of elements in the services required covered by the services provided in the projects proposed by the firm. The score is determined according to the number of components covered in all ten (10) projects proposed for each part:

Part 1:

8 components = 10 points
7 components = 9 points
6 components = 8 points
5 components = 6 points
4 components = 4 points
3 components = 3 points
2 components = 2 points
1 component = 1 point

Part 2:

7 components = 10 points
6 components = 8 points
5 components = 6 points
4 components = 4 points
3 components = 3 points
2 components = 2 points
1 component = 1 point

3.3.2.2 Diversity of the nature of projects (5 points)

Diversity relative to the type of project for each part.

Part 1:

Diversity relative to the type of project will be assessed according to the following categories:

- a) Project carried out in an aquatic environment (sedimentary)
- b) Project carried out in a terrestrial environment
- c) Project carried out on port sites
- d) Project carried out on airport sites

The score will be determined according to the number of project types handled among the projects proposed by the firm:

4 types of projects = 5 points
3 types of projects = 4 points
2 types of projects = 2 points
1 type of project = 1 point

Part 2:

Diversity relative to the type of project will be assessed according to the following categories:

- a) Construction, rehabilitation, repair, demolition of port infrastructure (dock structures, breakwaters, etc.) or other water works;
- b) Dredging, disposal of sediments at sea;
- c) Compensation project in a marine environment;
- d) Construction / deconstruction of various infrastructure in an airport environment;
- e) Development of a fauna, flora or wetland management plan.

The score will be determined according to the number of project types handled among the projects proposed by the firm:

5 types of projects = 5 points

4 types of projects = 4 points

3 types of projects = 3 points

2 types of projects = 2 points

1 type of project = 1 point

3.3.3 Complexity (10 points)

The complexity of proposed projects will be assessed according to the features likely to impart a more complex character. The list below presents the features used to assess complexity:

Part 1:

- a) Technical or environmental project with a high level of difficulty (e.g., infrastructure demolition or construction, environmental reclamation, large scope of project, emerging contamination, innovative work method)
- b) Project with a complex level of logistics (e.g., remote regions, multidisciplinary, Indigenous components, multi-year projects, several stakeholders, public consultation, project garnering media attention)

The project complexity score will be determined as follows:

Project including item a) = 0.5 points

Project including item b) = 0.5 points

Project not including an item = 0 points

Scores will be added (item a + item b = 1 point)

Part 2:

- a) Presence of sensitive components, such as threatened, vulnerable or at-risk species, heritage components, protected areas, wetlands, requiring the application of special protection measures;
- b) Project including characterization or inventory work aimed at several biological components AND including a complex level of logistics (e.g., remote regions, use of innovative techniques, Indigenous components, etc.).

The project complexity score will be determined as follows:

Project including item a) = 0.5 points

Project including item b) = 0.5 points

Project not including an item = 0 points

Scores will be added (item a + item b = 1 point)

3.4 ASSETS (2 points)

The offeror should show to what extent it can integrate the aspects listed below in call-ups. Thus, the offeror must show that the firm has deployed one or more of the following items in its own operations/studies/projects, for 0.5 points per asset.

- Implementation of a “zero waste” method during projects;
- Substantial reduction in greenhouse gases (GHG) during projects;
- Ability to evaluate and integrate the impact of climate change in projects;
- Partnership with members of local Indigenous communities in developing or carrying out projects.

Table 4 – Generic grid

Rated requirement	Inadmissible	Unsatisfactory	Weak	Satisfactory	Good	Excellent
	0 point	2 points	4 points	6 points	8 points	10 points
3.1.1 Presentation and structure	Did not provide assessable information	The presentation and structure are unsatisfactory	The presentation and structure are weak	The presentation and structure are satisfactory	The presentation and structure are good	The presentation and structure are excellent
3.2.1 Understanding of the scope of services	Did not provide assessable information	The understanding of the scope of services is virtually nonexistent	Weak understanding of the scope of services	Satisfactory understanding of the scope of services	Good understanding of the scope of services	Excellent understanding of the scope of services
3.2.2 Breakdown of tasks and operational structure	Did not provide assessable information	The breakdown of tasks and the operational structure are unsatisfactory	The breakdown of tasks and the operational structure are weak	The breakdown of tasks and the operational structure are satisfactory	Good breakdown of tasks and operational structure	Excellent breakdown of tasks and operational structure
3.2.3 Methods and tools associated with work execution	Did not provide assessable information	The choice and description of methods and tools associated with work execution are unsatisfactory	Methods and tools associated with work execution are weak	Methods and tools associated with work execution are satisfactory	Good methods and tools associated with work execution	Excellent methods and tools associated with work execution

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all offerors must provide with their offer, the COVID-19 Vaccination Requirement Certification attached to this RFSO, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract. *Attachment 2 to Part 5 - COVID-19 Vaccination Requirement Certification*

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process. *Attachment 1 to Part 5 – List of names for integrity.*

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.3.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

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5.2.3.3 Language skills

The Offeror certify that he have the language skill required to execute the work stated in the Statement of Work.

Signature

Date

Certification

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

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ATTACHMENT 1 TO PART 5 – LIST OF NAMES FOR INTEGRITY

List of names for integrity verification form

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (optional):
Solicitation or transaction number:
Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

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List of names

Name	Title

Declaration

I, (name)_____, (position)_____, of (supplier's name)_____ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

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ATTACHMENT 2 TO PART 5 - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to _____ (*insert solicitation number*), warrant and certify that all personnel that _____ (*name of business*) will provide on call-up(s) issued against the Standing Offer resulting from this Request for Standing Offers who access federal government workplaces where they may come into contact with public servants will be:

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

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

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

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Standing Offer and any resulting call-ups (contracts). I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the period of the Standing Offer or call-up (contract). 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 Standing Offer and call-up (contract).

Signature: _____

Date: _____

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Optional

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

Initials: _____

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

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ATTACHEMENT 3 TO PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Offeror certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.2 Financial Capability

SACC Manual clause [M9033T](#) (2011-05-16) Financial Capability

6.3 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in article 7.7.1 .

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period: ***(Will be inserted at standing offer award)***

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer ***(Will be inserted at standing offer award)***

The period for making call-ups against the Standing Offer is from award to _____.

7.4.2 Extension of Standing Offer ***(Will be inserted at standing offer award)***

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

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Alexandra Parent
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch
General directorate of procurement

Telephone: 418 – 563 - 8334
E-mail address: Alexandra.Parent@tpsgc-pwgsc.gc.ca

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

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7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative *(To be filled out by the offeror)*

Name: _____
Title: _____
Organisation: _____
Address: _____
Telephone: _____
Facsimile: _____
Email : _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

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

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPSGC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 400 000 (Applicable Taxes included).

7.10 Financial Limitation (*Will be inserted at standing offer award*)

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

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

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the supplemental general conditions [4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules;
- d) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- e) the general conditions [2010B](#) (2021-12-02), General Conditions – Professional services (medium complexity)
- f) Annex « A », Statement of Work;
- g) Annex « B », Basis of Payment;
- h) Annex « C », Periodic report;
- h) Annex « D », Security Requirements Check List ;
- i) the Offeror's offer dated _____. (*Will be inserted at standing offer award*)

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 SACC Manual Clauses

[M3020C](#) (2016-01-28), Status of Availability of Resources – Standing Offer

7.12.2.1 Covid-19 vaccination requirement certification compliance – Standing Offers

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Offeror fails to comply with such Certification during the period of any resulting Contract (call-up).

Canada will also have the right to terminate any resulting Call-up for default if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Contractor fails to comply with such Certification during the period of the Contract (call-up).

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2021-12-02), General Conditions - Professional Services (Medium Complexity), 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, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period indicated in the call-up against the Standing Offer.

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Single Payment

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

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

7.5.2 Basis of Payment – Progress payment

1. Canada will make progress payments in accordance with the provisions detailed in the Call-up and with the payment provisions of the Standing Offer, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using any other document required by the Call-up have been submitted in accordance with the invoicing instructions provided in the Standing Offer;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Call-up;
 - d. all certificates have been signed by the authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Standing Offer upon completion and delivery of all work required under the Call-up if the Work has been accepted by Canada and a final claim for the payment is submitted.
 3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Call-up from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.5.3 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Call-up and the payment provisions of the Standing Offer, up to 90 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment and any other document required by the Call-up have been submitted in accordance with the invoicing instructions provided in the Standing Offer;
 - b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - c. all the certificates required have been signed by the respective authorized representatives;
 - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Standing Offer upon completion and delivery of all Work required under the Call-up if the Work has been accepted by Canada and a final claim for the payment is submitted.

7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.6 Invoicing Instructions

1. The Contractor must submit a claim for payment all applicable information detailed under the section entitled "Invoice Submission" of the general conditions. Invoices must not be submitted until all Work identified in the invoice is completed.
2. Each claim must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
4. Invoices must be distributed as follows :
 - a. The original must be emailed to the Project Authority identified under the section titled « Authorities » for certification and payment.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in article 7.7.1. The Contractor must maintain the required insurance coverage for the duration of the Standing offer. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Standing offer.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing offer 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 , 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.

7.7.1 Commercial general liability insurance

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.

7.8 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

1. Acronyms

Environmental Affairs (NHE)

Motor Vehicle Test Centre (MVTC)

Canadian Council of Ministers of the Environment (CCME)

Environmental Site Assessments (ESA)

Guidance and Orientation for the Selection of Technologies (GOST)

Canadian Environmental Protection Act (CEPA)

Impact Assessment Act (IAA)

Canadian Navigable Waters Act (CNWA)

Species at Risk Act (SRA)

Fisheries Act (FA)

Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC)

Sustainable Development Analysis Tool (SDAT)

Site Closure Tool (SCT)

Federal Contaminated Sites Action Plan (FCSAP)

Environmental Emergency Measures Plans (EEMP)

National Classification System for Contaminated Sites (NCSCS)

Transport Canada (TC)

Environmental Compliance Audit (ECA)

Scope of the standing offer

1.1 Objectives

Transport Canada (TC) is seeking consulting firms able to provide, upon request, various environmental services, for different locations across Quebec.

Thus, the consulting firms will be called upon to provide, on behalf of TC and as needed, the services listed in section 3 of this document. These services are required throughout the province of Quebec and will help support TC's Environmental Affairs (NHE) team.

1.2 Background

Transport Canada (TC) owns several port and airport facilities throughout Quebec and must ensure that these sites are well managed with regard to applicable environmental legislation. This legislation applies both to work carried out for maintenance and/or modification of these sites and to their operation. One of the challenges consists in improving the Ministry's environmental practices and in taking steps to mitigate the environmental impact of its activities on the sites it owns.

Whether to manage its operations and activities more soundly, adjudicate upon the environmental condition of one of its sites as part of a transfer, a lease or to develop a remediation project, the Ministry must conduct environmental site assessments (phase I, II or III ESA), environmental compliance audits (ECA), environmental monitoring or risk analyses for health and/or the environment for these port and airport facilities in the Quebec region. Moreover, in order to comply with environmental legislation, TC must, as part of the work required on its sites, conduct impact assessments in accordance with Section 82 of the *Impact Assessment Act* (IAA) and make sure to obtain all necessary authorizations for the work, such as authorizations in accordance with the *Fisheries Act*, the *Disposal at Sea Regulations*, etc. Operating these sites also involves making sure that operations are environmentally compliant with the *Species at Risk Act*, as well as the *Federal Policy on Wetland Conservation*, among others.

The targeted airport sites are: Chevery, Havre-Saint-Pierre, the Magdalen Islands, Lourdes-de-Blanc-Sablon, Schefferville, Sept-Îles, as well as the Mirabel, City of Québec and Pierre-Elliott-Trudeau national airports. The targeted port sites are: Baie-Comeau, Baie-Johan-Beetz, Blanc-Sablon, Cap-aux-Meules, Chandler, Harrington Harbour, Kegaska, La Romaine, La Tabatière, Les Méchins, Miguasha, Mont-Louis, Natashquan, Paspébiac, Portneuf, Pointe-au-Père, Saint-François-de-l'Île-d'Orléans, Saint-Augustin, Tête-à-la-Baleine and Vieux-Fort. It should be noted that any other TC facility in the Quebec province could be the subject of a study, except for areas covered by CLCA.

The Motor Vehicle Test Centre (MVTC) in Blainville and the Mirabel peat bog are also targeted by the services required.

Description of services required

TC's environmental affairs team wishes to develop standing offers to retain professional services in the environmental field.

To this end, the targeted services are divided into two parts and are associated with consulting services in "environmental compliance and contaminated sites management" and in "impact assessment and natural environment management."

These responsibilities are described in items 2.1 and 2.2.

2.1 PART 1: Environmental compliance and contaminated sites management

Standing offer call-ups could relate to one or several of the following part 1 services. All studies and activities must be conducted for both terrestrial and aquatic sites (sedimentary), and in accordance with environmental standards in effect.

BASIC SERVICES

- Conduct of a phase I environmental site assessment (ESA);
- Conduct of phase II and/or III ESAs;
- Drafting and/or implementation of a detailed environmental characterization program or a detailed environmental monitoring protocol (short- or long-term) for all media types³;
- Conduct of environmental compliance audit (ECA) studies including oil tank compliance; commercial or industrial site;
- Drafting or update of environmental emergency measures plans (EEMP);
- Contaminated sites management plan; environmental remediation;
- Risk analyses study for human health and the environment.

COMPLEMENTARY SERVICES

- Supervision of environmental remediation work;
- Integration of climate change considerations to the studies, in accordance with the FCSAP and the CCME publication (April 2021): *Guidance Document on Good Practices in Climate Change Risk Assessment*;
- Detailed analysis, compilation and synthesis of previous environmental studies and various documents;
- Drafting and/or implementation of a health and safety program related to the services required;
- Sampling of all media types;
- Conduct of chemical analyses of various media. The analyses must be carried out by an accredited laboratory using the methodologies required by the various reference guides provided by federal and/or provincial legislation while the interpretation of analytical results must be in accordance with requirements stated in the call-up. The chemical analyses detection limits must be less than or equal to the strictest federal and provincial requirements;
- Estimation of contaminated media volumes and/or description of associated management methods;
- Management of the traceability of excavated soils/sediments using the Traces Québec system;
- Development of detailed recommendations;
- Development of different remediation or risk management scenarios including budget estimates;
- Development of a contamination management plan including budget estimates;
- Providing expertise in general hydrogeology or contaminant hydrogeology;
- Conduct of hydrogeological studies in the presence or absence of contaminants (conceptual and/or digital runoff model); Conduct and supervision of oceanography, physics, hydrography, hydrology, sedimentology and sediment transport survey work, as well as physico-chemical characterization work of sediments and water;
- Provide a second expert opinion on existing environmental studies;
- Preparation of an estimate of environmental liabilities;
- Preparation and facilitation of a kick-off meeting and drafting of minutes;
- Drafting of a full report on the services provided;
- The offeror must be able to fill out the various federal government tools:
 - o the National Classification System for Contaminated Sites (NCSCS) developed by the Canadian Council of Ministers of the Environment (CCME)
 - o the Aquatic Sites Classification System (ASCS) developed for the Federal Contaminated Sites Action Plan (FCSAP);
 - o the Site Closure Tool (SCT) for federal contaminated sites;
 - o the Sediment Remediation Conceptual Cost Estimation Tool;

³ Throughout the document, the term "media" refers to: soil, residual material, sediment, ground water, surface water, waste water, non-miscible phase product (floating or dense), air, etc.

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- the Guidance and Orientation for the Selection of Technologies Tool (GOST; <https://gost.tpsgc-pwgsc.gc.ca/index.aspx?lang=eng>)
 - the Sustainable Development Analysis Tool (SDAT; <https://sdat.pwgsc.gc.ca/>).
- Participation in meetings/discussions with regulatory authorities or response to questions from regulatory authorities, such as Health Canada (HC), Environment and Climate Change Canada (ECCC), Fisheries and Oceans Canada (DFO), the Ministère de l'Environnement et de la Lutte contre les changements climatiques du Québec (MELCC) or during public information meetings or other;
 - Conduct of other environmental studies, draft reports/technical documents, preparation of PowerPoint technical presentations or other related work;
 - Preparation of training documents and/or updating of technical documents related to federal government tools and presentation to users.

2.2 PART 2: Impact assessment and natural environment management

Standing offer call-ups could relate to one or several of the following part 2 services. All studies and activities must be conducted in accordance with environmental standards in effect.

2.2.1 Impact assessment

2.2.1.1 Impact assessment (Impact Assessment Act – IAA)

- Preparation of impact assessment reports in accordance with Section 82 of the IAA, including the conduct of public and Indigenous consultations, and integration of the concerns raised in the reports.

2.2.1.2 Environmental monitoring of the application of environmental impact mitigation measures related to projects aimed at various environmental components;

- Based on impact assessment reports or other sources (such as a requirement issued by a regulatory authority), development of environmental monitoring plans applicable on the project job site;
- On-site environmental monitoring related to a project;
- Preparation of an environmental monitoring report related to a project.

2.2.1.3 Monitoring of the efficiency of environmental impact mitigation measures associated with projects aimed at various environmental components

- Based on impact assessment reports, environmental monitoring reports or other sources (such as a requirement issued by a regulatory authority), development of environmental monitoring programs of the efficiency of impact mitigation measures of a project;
- Implementation of environmental monitoring programs of the efficiency of the impact mitigation measures of a project;
- Preparation of a report on environmental monitoring programs of the efficiency of the impact mitigation measures of a project.

2.2.1.4 Authorizations, approvals, permits and certificates of an environmental nature

- *Fisheries Act (FA)*: Preparation of project review applications in accordance with the review request form under the FA and preparation of authorization requests in accordance with the Guide for submitting an application for authorization targeted in subsection 35(2)b) of the FA;
- *Canadian Environmental Protection Act (CEPA)*: Preparation of requests for a disposal at sea permit under the CEPA and in accordance with the *Disposal at Sea Permit Application Regulations* (SOR/2014-177);
- *Species at Risk Act (SRA)*: Preparation of permit applications under the SRA and in accordance with the Permits Authorizing an Activity Affecting Listed Wildlife Species Regulations (SOR/2013-140);
- Other regulatory considerations: Preparation of applications for authorizations, approvals, permits and certificates of an environmental nature other than the previous items;

2.2.2 Natural environment management

2.2.2.1 Characterization, sampling and inventories

Regarding various biological (including fauna and flora species subject to a protection status) or physico-chemical components of the environment, such as:

- Water
 - Air
 - Soil
 - Sediment
 - Terrestrial fauna
 - Aquatic fauna
 - Terrestrial flora
 - Aquatic flora
 - Wetlands
 - Other (bathymetry, hydrology, hydrodynamics, etc.)
- Preparation of plans and protocols for characterization, sampling and/or inventory studies;
 - Conduct of natural environment characterization studies, of sampling and/or inventory programs and, upon request, preparation of documents presenting results (tables, figures or other);
 - Conduct of analysis and/or interpretation of the results of characterization study, sampling and/or inventory results and preparation of reports and expert opinions;
 - Development of databases or dynamic cartography tools to present a review of knowledge of the various types of data collected during the characterization, sampling and/or inventory studies.

2.2.2.2 Compensation project

- Conduct of research aimed at identifying compensation sites and/or projects with a potential for achieving targeted compensation objectives (brief description of the project, assessment and feasibility grid, recommendations, etc.);

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- Determination of the development potential based on environmental and biophysical characterization study results (environmental study results interpretation and analysis to determine the project offering the best compensation potential, including an estimate of costs, monitoring and monitoring programs, etc.);
 - Implementation and performance of the monitoring program during conduct of the project (including drafting of monitoring reports);
 - Implementation and performance of the monitoring program during conduct of the project (including an environmental monitoring report presenting monitoring data, their interpretation, as well as compensation results obtained with regard to targeted objectives).

2.2.2.3 Conduct of related environmental studies and development of general application tools for the protection of the natural environment

- Review of knowledge and literature, risk assessment, communication products, and acquisition and analyses of various environmental data;
- Preparation of natural environment management tools applicable to TC programs or operational activities aimed at complying with laws, regulations, policies, guidelines or other applicable requirements related to environmental protection.

Performance of services

3.1 Preparation and kick-off

TC's officer in charge of the mandate will provide the targeted consulting firm with a description of work to be carried out and expected deliverables to help the firm prepare a complete work plan. This step will give rise to discussions that may include a first work meeting.

Generally, the work plan to be developed by the targeted firm will include, but not be limited to, the following components:

- Understanding the mandate;
- Project completion stages;
- Schedule and deadlines;
- Staff assigned to tasks (including their qualifications);
- Assessment of effort measured in time for each of the job categories involved;
- Budget assessment related to the effort calculated;
- Methods, indicators and steps expected in the quality assurance and control program.

Following acceptance of the work plan by TC, a kick-off meeting will be held. Generally, during this meeting, the stages, schedule, deadlines, costs, communication mechanisms, administrative aspects, field work coordination, etc., are examined in detail.

The resources that will be called upon to carry out the mandates are: project directors, project managers, technicians and environmental professionals.

A professional's tasks should include, but not be limited to:

Under the supervision of the project manager, the environmental professional's responsibilities include, among others:

- Participating in the analysis and assessment of approaches and options to conduct the project with regard to the part for which it has specific expertise (hydrosedimentary, hydrogeology, hydrology, risk analyzes for human health and the environment, environmental audit, biologist, EEMP, etc.);
- Developing a detailed work plan for its specific part and proposing this plan to the project manager for approval;
- Validating data, tables, graphs, diagrams, plans, etc., to ensure a detailed analysis and fair interpretation of aspects specifically related to its expertise and required for the study;
- Ensuring that all results obtained are complete, analyzed and processed in detail so that they meet objectives and comply with the statement of work specific to the call-up for its part;
- Preparing sections of the report specific to its field of expertise.

Other resources can also be useful to carry out these mandates, such as draftspersons and cartographers, other types of professionals, or any other resource considered useful to perform the services required.

3.2 Conduct of mandates

Throughout the execution of work, the consulting firm must report to TC's officer in charge of the mandate in accordance with the follow-up methods stated in the work plan. The follow-up could target, but is not limited to, work progress, expense updates, the schedule, deadlines, etc. The reports and follow-ups may lead to several discussions including meetings.

TC's officer in charge of the mandate must be notified immediately of any delay that may affect a deadline, in particular, the completion date of the work. Moreover, and just as rigorously, TC must be notified immediately of any known or expected issue that may affect the cost of the work. The firm will keep precise lists and statements of components that may have delayed the project or impacted its budget.

3.3 Health and safety

A health and safety plan specific to the site and activities in the work plan must be developed by the consulting firm for orders in which field work is required. The consulting firm will be responsible for the health and safety of workers carrying out the planned field activities, as well as the application of the safety plan during performance of the work. The plan must comply with the laws, regulations, codes and good practices applicable to all aspects of the project and the work carried out in the field. The firm is responsible for ensuring the health and safety plan's compliance. An emergency plan must also be included. The plan will be submitted to the TC representative prior to the start of field work.

Moreover, safety precautions must be applied, where appropriate, to protect users on those sites where work will be performed. In particular, signs, tape or fences must be installed to mark the perimeter of work areas. The list of safety precautions must also be given to TC's officer responsible for the mandate representative prior to the start of field work.

Upon submitting its offer, the qualified consultant firm takes responsibility for its staff and subcontractors, and for stakeholders whose firm has a link with the resulting contract. It agrees to take over all responsibilities normally assumed by the project manager under the *Act Respecting Occupational Health*

and Safety and to act as site supervisor, where appropriate. Consequently, before starting the work, the firm must in particular:

- Whatever the number of workers assigned to the job site, forward to the technical authority a safe work plan (health and safety plan) specific to the site before work begins. This plan must include a list of activities conducted in the mandate, risks and preventive measures taken in work areas and around them, in accordance with applicable regulations;
- Provide a certificate of mechanical inspection for machinery to be used on the job site;
- Ensure that all its workers, employees or subcontractors have received the training and information needed to perform the work safely;
- Ensure that all tools and required protective equipment are available, compliant with standards, laws and regulations in effect in Quebec, and are inspected and used adequately. The firm must also be in a position to provide the technical authority with proof of equipment approval and inspection, upon request;
- Comply at all times with the provisions of the Act Respecting Occupational Health and Safety, the Safety Code for the Construction Industry, the Canada Occupational Health and Safety Regulations and the Canada Labour Code – Part II. In the event of a variance between the requirements of these documents, apply the most stringent requirement;
- Inform its workers that they have the right to refuse any work that poses a danger to their health or safety;
- Mark out and barricade the work area, and control access to the site;
- In the event of an unforeseen event, take all measures necessary, including halting the work, to protect the health and safety of workers and the public. If appropriate, the firm must immediately communicate with the technical authority.

3.4 Quality assurance and control of services

Mechanisms to monitor the quality of services rendered will be established by PWGSC:

- Implementation of the “Vendor Performance Corrective Measure Policy” (available at buyandsell.gc.ca – Buyandsell.gc.ca).

3.5 Production of deliverables

The types of reports or other deliverables expected within this standing offer are presented in section 3.

The content and form of the documents to be delivered are specified by TC for each of the call-ups. In general, the firm must:

- Produce reports or other deliverables in French;
- As needed, the firm could be asked to produce an English version of the reports or other deliverables, or only parts thereof, upon request;
- The reports and other deliverables must be signed by the resources identified in the contract (project manager, environmental professional), as well as by the contributing expert (subcontracting), where appropriate;
- Unless otherwise indicated by TC, the firm will submit an electronic version of the reports and other deliverables, on a medium satisfactory to the TC representative (the medium can be specified on a case-by-case basis).

3.5.1 Preliminary versions

Unless otherwise indicated in writing by TC, and generally speaking, all deliverables must be submitted to TC's officer in charge of the mandate in MS WORD and Adobe Acrobat (PDF) non-protected electronic formats allowing comments to be added.

Under this standing offer, the "preliminary version" of reports and other deliverables refers to a complete version that complies with all TC quality requirements and deals with each of the mandate's components, as described in the statement of work and compliant with the work plan accepted by TC. This version must quality as "pre-final." Under those terms, a preliminary version submitted by the firm that does not meet these basic requirements could be returned forthwith to the firm for correction, without a detailed review by TC. Under these specific circumstances, no request for schedule or budget modification will be considered for this purpose.

With regard to preliminary versions deemed acceptable, TC will perform an exhaustive review of reports and other deliverables. Generally, the review will include the overall quality of the product, the clarity of statements, the organization of the text, tables, figures and appendices, as well as spelling and syntax. Furthermore, the detailed review will include the analysis of technical and scientific information, as well as conclusions and recommendations presented by the firm. In that respect, contexts, objectives, methodologies, work descriptions, results, interpretations, analyses, recommendations and conclusions will be reviewed in detail. It is in this context that TC requires that all reports and other deliverables be subjected to an exhaustive review and quality control at all levels prior to submission to TC's officer in charge of the mandate.

In addition to the review conducted by TC, other federal ministries or organizations can review the reports and other deliverables submitted by the firm.

Upon completion of the review, TC will provide the report or other deliverable to the firm, accompanied by comments from TC, its client and relevant authorities. Following receipt of the report or other deliverable with comments, a work meeting may be held, if required. The objective of this meeting will be to discuss the comments in order to agree on corrections to be made.

The revised and corrected version must include the modifications, as agreed with TC. If questions remain when preparing the corrected version, the firm must contact TC to obtain the necessary clarifications. Any comment or requested correction that has not been integrated into the revised and corrected version must be explained and justified to TC by the firm. Although TC believes that a single correction step will be sufficient to submit compliant and satisfactory deliverables, TC could request corrections and improvements more than once, depending on the level of quality and compliance of the submitted documents.

3.5.2 Final versions

Final reports must first be submitted to TC in a complete non-protected PDF version for approval before final printing.

If the content or quality of the deliverable submitted by the firm is not acceptable or does not include all requested corrections, TC reserves the right to request that the firm submit other final versions within the time limit set by TC, until the deliverable is deemed satisfactory.

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Unless otherwise indicated by TC:

- Final versions of deliverables must be submitted to TC in a single electronic format document.
- For printing purposes, photos and maps must be positioned on only one side of the page.
- Final versions must also be submitted in MS WORD, MS EXCEL or AUTOCAD electronic formats, non-protected, or any other original file format.

3.5.3 Other deliverables

Under certain circumstances, the firm may be asked to prepare a presentation and present the results of its work to various stakeholders, including federal ministries or agencies, provincial ministries, municipal organizations or members of the public, etc. These presentations could take place during a work meeting, formal meetings with regulatory authorities, public meetings, etc.

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ANNEX "B" - BASIS OF PAYMENT

1. **LABOUR** : Firm hourly rates, including overhead and profit, GST/HST extra, FOB destination (for goods), as follows.

PART #1 ENVIRONMENTAL COMPLIANCE AND CONTAMINATED SITES MANAGEMENT

Resource categories	Firm prices per hour all inclusive				
	Firm Period			Optional Period	
	Firm year	Firm year	Firm year	Optional year	Optional year
	Year #1	Year #2	Year #3	Year #4	Year #5
Project Director Name:	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Project Manager – Management of terrestrial contaminated sites Name:	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Project Manager – Management of aquatic contaminated sites Name:	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Technician #1 Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Technician #2 Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Professional : Geologist / Hydrogeologist	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Professional : Accredited Environmental Verifier	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Professional : Specialist in risk analysis for health and the environment	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Professional: Specialist in Hydro- sedimentology	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Illustrators / Geomatician / Cartographers	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Administrative personnel	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr

PART #2 IMPACT ASSESSMENT AND NATURAL ENVIRONMENT MANAGEMENT

Resource categories	Firm prices per hour all inclusive				
	Firm Period			Optional Period	
	Firm year	Firm year	Firm year	Optional year	Optional year
	Year #1	Year #2	Year #3	Year #4	Year #5
Project Director Name:	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Project Manager – Impact assessment Name:	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Project Manager – Management of the natural environment Name:	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Technician #1 Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Technician #2 Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Professional : Biologist	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Professional : Geologist / Hydrogeologist	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Illustrators / Geomatician / Cartographers	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Administrative personnel	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr

Note for field work only :

After a work period of 8 consecutive hours, the contractor may claim 1.5 times the hourly rate indicated in the table above for work time exceeding 8 hours. The project manager must authorize in advance this rate can be claimed.

2. TRAVEL AND LIVING EXPENSES :

a) Canada will not accept any travel and living expenses incurred by the contractor in carrying out the work, for :

(i) services rendered within the metropolitan community of Quebec, such as defined on the website : <http://www.cmquebec.qc.ca/communaute-metropolitainequebec/territoire> ; and

(ii) services rendered within the metropolitan community of Montreal such as defined on the website : http://cmm.qc.ca/fileadmin/user_upload/carte/2015_cmm_general_8x11.pdf ; and

(iii) services rendered within a radius of 50 km from the address of the company name of the Entrepreneur.

b) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified 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". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

c) All travel must have the prior authorization of the Technical Authority.

d) All payments are subject to government audit.

3. **MATERIAL, SUPPLIES AND EQUIPMENT** : at laid-down cost without mark-up

4. **SUBCONTRACTOR** : at laid-down cost without mark-up

PART #1 Environmental compliance and contaminated sites management

Total financial limitation for STREAM #1 (applicable taxes extra) :\$ _____
(Will be inserted at standing offer award)

PART #2 Impact assessment and natural environment management

Total financial limitation for STREAM #2 (applicable taxes extra) :\$ _____
(Will be inserted at standing offer award)

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ANNEX "C" – PERIODIC REPORT

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ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST



**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: **Transports Canada** 2. Branch or Directorate / Direction générale ou Direction: **Programmes**

3. a) Subcontract Number / Numéro du contrat de sous-traitance 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Nous souhaitons mettre en place une Offre à commande qui permettra des travaux d'échantillonnage des sols, de l'eau souterraine et de l'eau de surface, ainsi que des inventaires biologiques à l'intérieur des périmètres sécurisés des ports et aéroports exploités par TC au Québec. Ces travaux pourraient utiliser de la machinerie telle qu'une foreuse et une rétrocaveuse.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non 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. No / Non 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? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
--	--	--

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>
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PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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

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