



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy:</p> <p>soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Comprehensive Review of Storage Tank Systems</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000063226</p>	
	<p>Date of Bid solicitation – Date de la demande de soumissions April 20, 2022</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p style="text-align: center;">on 2022-05-16</p> <p style="text-align: center;">at – à 2:00 P.M.</p>	<p>Time Zone – Fuseau horaire EDT</p>
	<p>F.O.B – F.A.B See Herein</p>	
	<p>Address Enquiries to - Adresser toutes questions à Teresa Olson</p>	
	<p>Email Address – Adresse courriel teresa.olson@ec.gc.ca</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2023-03-31</p>	
	<p>Destination of Services / Destination des services See herein</p>	
	<p>Security / Sécurité THIS REQUIREMENT CONTAINS PROVISIONS FOR SECURITY.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</p>		
<p>Signature</p>	<p>Date</p>	



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the List of Suppliers, Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

- 1.2.1 Environment and Climate Change Canada requires a comprehensive review on some aspects of the *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations* (SOR/2008-197) (Regulations), with associated tasks and deliverables, as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from date of award to March 31, 2023.
- 1.2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.5 The requirement is subject to the provisions of the Canada–Korea Free Trade Agreement.



1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

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

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

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

Delete: In its entirety

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

Delete: In their entirety

Insert: “Deleted”

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

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

Insert: “Deleted”

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

Delete: In its entirety

Insert: “Deleted”



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

Delete: "sixty (60) days"

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

2.2 SACC Manual Clauses

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

2.3 Submission of Bids

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

2.4 Former Public Servant – Competitive Bid

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

Definitions

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

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

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

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



Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.6 Applicable Laws

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

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

2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.8 Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

2.9 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy in PDF format)
Section II: Financial Bid (1 soft copy in PDF format)
Section III: Certifications (1 soft copy in PDF format)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders; and
- (3) print on both sides of the paper.

Note for electronic submission of bids:

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

Email Address: soumissionsbids@ec.gc.ca

Attention: *Teresa Olson*

Solicitation Number: 5000063226

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

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

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's



responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

3.1.2 Price Breakdown

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

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (c) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (d) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (e) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

3.1.3 Bidders should include the following information in their financial bid:

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



3.1.4 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$100,000.00 (Option periods and Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.2. Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment "1" to Part 4.

4.3. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

The maximum funding available for the Contract resulting from the bid solicitation is \$100,000.00 (Option periods and Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.4 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for criteria numbers RT1-RT3 and RT4-RT7 for the technical evaluation, and
 - d. obtain the required minimum of 134 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 198 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



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

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



**ATTACHMENT “1” TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered. Bidders must provide resumes and photocopies/scans of certificates and diplomas, as applicable, for the proposed resources. No more than 1 resume shall be provided for each resource category. Resumes must each be limited to 5 pages maximum, additional pages will not be evaluated. Note: Certificates and Diplomas are not included in the 5 pages.		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT1	The bidder must include a Senior Licenced Professional Engineer as part of the project team with a minimum of 12 years’ experience within the last 15 years from solicitation posting date as a licensed professional engineer in the petroleum/electrical/chemical equipment industry.	Bidder must provide a copy of the resource’s P. Eng License, and resume demonstrating experience in relevant Engineering disciplines including mechanical and/or electrical.
MT2	The Bidder must have a resource recognized by province where the Bidder is located (example, in Quebec: Régie du bâtiment du Québec (RBQ), in Ontario: <u>Technical Standards and Safety Authority</u>) for conducting compliance reviews on petroleum equipment installations and/or a resource with a minimum of ten (10) years’ experience in petroleum equipment installation.	Bidders must identify the resource to perform this work and provide a copy of their recognition documentation and/or proof of experience with their resume.
MT3	The Intermediate Professional Engineer must have : a) a minimum of five years’ experience within the last 15 years from solicitation posting date demonstrated in providing engineering services, and b) hold at a minimum a University (PhD, Graduate, Undergraduate, degree) Bachelor’s Degree or a College or CEGEP diploma/Certificate from a recognized* institution.	Bidder must provide resume demonstrating experience and copy(ies) of certificates and/or diplomas.
MT4	The Junior Resource must have: a) at least two years years’ demonstrated experience within the last 5 years from solicitation posting date in performing related services; and b) must hold, at a minimum, a University (PhD, Graduate, Undergraduate, degree) Bachelor’s Degree or a College or CEGEP diploma/Certificate from a recognized* institution.	Bidder must provide resume demonstrating experience and copy(ies) of certificates and/or diplomas.
MT5	The bidder must meet the security requirements as	



	specified in the solicitation.	
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Point Rated Technical Criteria

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and Statement of Work as described in Annex “A”, and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach, in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (RT) and Scores		Minimum Mandatory Number of Points	Maximum Number of Points
RT1	Project Understanding	34 points	50 points
RT2	Methodology		
RT3	Work Plan and Project Schedule		
RT4	Senior Professional Engineer	100 points	148 points
RT5	Intermediate Professional Engineer		
RT6	Junior Engineering Graduate		
RT7	Project Manager		
Overall Minimum Mandatory Score		134	198

Point Rated Technical Criteria (RT)			
For the purpose of the point rated technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates, and suppliers will be considered.			
#	Point Rated Technical Criterion	Available Points	Weighting (Points)
RT1	Project Understanding The Bidder’s proposal should indicate a clear understanding of the Work.	15 points	<p>The proposal is very comprehensive, succinct and clearly indicates that the bidder has an excellent understanding of the Scope of Work by explaining in bidder’s own words each main project specific task. (15 points)</p> <p>The proposal indicates that the bidder has a good understanding of the Scope of Work by explaining in bidder’s own words most of main project specific tasks. (12 points)</p> <p>The proposal indicates that the bidder has a satisfactory understanding of the Scope of Work by explaining most of main project specific tasks however may lack adequate</p>



			<p>understanding in one or more area. (9 points)</p> <p>The proposal is poorly developed and/or incorporates excessive blocks of text that have been copied directly from the request for proposal, demonstrating that the bidder has a poor understanding of the Scope of Work. (0 points)</p>
RT2	<p>Methodology</p> <p>The Bidder's proposal should clearly indicate the proposed methodology for completing the work and tasks outlined in the Statement of Work.</p>	15 points	<p>The methodology is clear, logical, comprehensive and exceeds expectations in meeting project objectives and fulfilling each task under the Statement of Work. Potential challenges are identified where appropriate and accompanied by descriptions of how they will be addressed with realistic and innovative solutions that respect the available budget and timing for this work. (15 points)</p> <p>The methodology is clear, logical and meets expectations in achieving project objectives and fulfilling each activity under the Statement of Work. (12 points)</p> <p>The methodology is satisfactory and meets the project objectives but lacks detail regarding how some project activities will be fulfilled. (10 points)</p> <p>The methodology is weak and confusing and is not expected to meet the project objectives as key details are lacking, for example (0 points)</p>
RT3	<p>Work Plan and Project Schedule</p> <p>The Bidder's proposal should clearly indicate the work plan and project schedule to meet the tasks and deliverables identified in the Statement of Work.</p>	15 points	<p>The work plan and project schedule are complete, very clear, logical and are expected to meet the objectives and Statement of Work of the project; challenges are clearly identified and addressed. No Project Tasks and Deliverables are missed and meet the Request for Proposal. (15 points)</p> <p>The work plan and project schedule are complete and are expected to meet the objectives and Statement of Work of the project; challenges are identified and addressed. (12 points)</p> <p>Some elements of the work plan and/or project schedule are not well defined, but overall, they are expected to meet the objectives and Statement of Work of the project. (10 points)</p> <p>The work plan and/or project schedule are incomplete and/or poorly constructed and are not expected to meet the objectives and Statement of Work of the project. (0 points)</p>

The Bidder's Proposed Resources			
Experience			
#	Point Rated Technical Criterion	Available Points	Weighting (Points)
RT4	Senior Professional Engineer (P.Eng)		
RT4.1	Demonstrated experience of the Senior Professional Engineer in participating into the delivery of Environmental Compliance Audit related to Fuel Storage Tank Compliance in federal and provincial jurisdictions	15 points	<p>5 or more relevant projects over the past ten years (since 2012) – for those 5 projects a minimum of 3 must be federal projects and a minimum of 2 must be provincial projects (15 points)</p> <p>3 or 4 relevant projects over the past ten years (since 2012) minimum 2 federal projects and 1 provincial project (10 points)</p> <p>2 relevant projects over the past ten years (since 2012) - minimum</p>



			<p>1 federal project and 1 provincial project (6 points)</p> <p>Less than 2 relevant projects – Senior P.Eng has not demonstrated success on relevant projects over the past ten years (since 2012) (0 points)</p>
RT4.2	The Senior Professional Engineer should have demonstrated experience in participating into the drafting/review of Installation and Removal <u>Specifications</u> related to Fuel Storage Tank Systems.	15 points	<p>4 or more relevant projects over the past ten years (since 2012) – minimum 3 federal projects and 1 provincial project (15 points)</p> <p>2 to 3 relevant projects over the past ten years (since 2012) – minimum 2 federal projects and 1 provincial project (10 points)</p> <p>1 relevant federal project over the past ten years (since 2012) (6 points)</p> <p>Less than 1 relevant project (0 points)</p>
RT4.3	The Senior Professional Engineer should have demonstrated experience in participating in the delivery of Fuel Storage Tank Installation(s).	10 points	<p>3 or more relevant projects – minimum 2 federal projects and 1 provincial project (10 points)</p> <p>2 or fewer relevant projects - minimum 1 federal project and 1 provincial project (6 points)</p> <p>No demonstrated success on relevant projects over the past five years (0 points)</p>
RT4.4	The Senior Professional Engineer should have experience in participating in/diverse associations and/or committees related to the storage tank systems industry. (eg. Underwriters Laboratories of Canada (ULC), National Fire Code of Canada (NFC), Canadian Standards Association B139 Installation Code for Oil Burning Equipment (CSA B139), NACE, American Petroleum Institute, Canadian Petroleum Contractor Association (CPCA) and members of other similar provincial associations.)	6 points	<p>Experience with at least 4 Canadian or International committees and/or associations (6 points)</p> <p>Experience with at least 2 Canadian or International committees and/or associations (3 points)</p> <p>No experience with Canadian or International committees and/or associations (0 points)</p>
RT5	Experience of the Intermediate Professional Engineer		
RT5.1	The Intermediate Professional Engineer should have demonstrated experience in participating in the delivery of Environmental Compliance Audit related to Fuel Storage Tank Compliance in federal and provincial jurisdictions.	12 points	<p>5 or more relevant projects over the past ten years (since 2012) – for those 5 projects a minimum of 3 must be federal projects and a minimum of 2 must be provincial projects (12 points)</p> <p>3 or 4 relevant projects over the past ten years (since 2012) minimum 2 federal projects and 1 provincial project (8 points)</p> <p>2 or under relevant projects over the past ten years (since 2012) - minimum 1 federal project and 1 provincial project (4 points)</p> <p>Less than 2 relevant projects over the past ten years (since 2012) (0 points)</p>
RT5.2	The Intermediate Professional Engineer should have demonstrated experience in participating into the drafting/review of Installation and Removal <u>Specifications</u> related to Fuel Storage Tank Systems.	12 points	<p>4 or more relevant projects over the past ten years (since 2012) – minimum 3 federal projects and 1 provincial project (12 points)</p> <p>2 to 3 relevant projects over the past ten years (since 2012) – minimum 2 federal projects and 1 provincial project (8 points)</p> <p>1 relevant federal project over the past ten years (since 2012) – (2</p>



			<p>points)</p> <p>No demonstrated success on relevant projects (0 points)</p>
RT5.3	The Intermediate Professional Engineer should have demonstrated experience in participating in the delivery of Fuel Storage Tank Installation(s).	10 points	<p>3 or more relevant projects – minimum 2 federal projects and 1 provincial project (10 points)</p> <p>2 or fewer relevant projects - minimum 1 federal project and 1 provincial project (6 points)</p> <p>No demonstrated success on relevant projects over the past five years (0 points)</p>
RT5.4	The Intermediate Professional Engineer should have experience in data collection to conduct research and analysis similar to the work included in this scope of work.	12 points	<p>5 or more relevant projects (12 points)</p> <p>3 or 4 relevant projects (8 points)</p> <p>1 or 2 relevant projects (4 points)</p> <p>No demonstrated success on relevant projects (0 points)</p>
RT6	Experience of the Junior Resource		
RT6.1	The Junior Resource should have demonstrated experience in participating into the delivery of Environmental Compliance Audit related to Fuel Storage Tank Compliance in federal jurisdictions	10 points	<p>5 or more relevant projects over the past ten years (since 2011) – (10 points)</p> <p>3 or 4 relevant projects over the past ten years (since 2011) (6 points)</p> <p>2 or under relevant projects over the past ten years (since 2011) - (2 points)</p> <p>No demonstrated success on relevant projects over the past ten years (since 2011) (0 points)</p>
RT6.2	The Junior Resource should have experience in data collection to conduct research and analysis similar to the work included in this scope of work.	10 points	<p>5 or more relevant projects (10 points)</p> <p>3 or 4 relevant projects (6 points)</p> <p>1 or 2 relevant projects (2 points)</p> <p>No demonstrated success on relevant projects (0 points)</p>
RT7	Experience of the Project Manager		
RT7.1	The Project Manager should have experience in leading projects relevant to this scope of work and demonstration of successful achievement. The resource proposed as Project Manager may be a resource already proposed under another criteria (RT4, RT5, or RT6). Projects identified for other criteria may be used again for RT7.1, if applicable.	20 points	<p>Project manager has 9 or more years of experience in planning and coordination of project management activities including financial and planning aspects and producing or coordinating drafts and preparing project documents and reports demonstrated in their resume (20 points)</p> <p>Project manager has ≥ 6 to < 9 years of experience in planning and coordination of project management activities including financial and planning aspects and producing or coordinating drafts and preparing project documents and reports demonstrated in their resume (15 points)</p> <p>Project manager has between ≥ 3 to < 6 years of experience in planning and coordination of project management activities including financial and planning aspects and producing or coordinating drafts and preparing project documents and reports demonstrated in their resume (10 points)</p> <p>Project manager has demonstrated less than three years of experience in planning and coordination of project management activities including financial and planning aspects and producing or coordinating drafts and preparing project documents and reports demonstrated in their resume (0 points)</p>



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1. Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (2020-05-28). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2. Additional Certifications Required Precedent to Contract Award

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

5.2.1. Status and Availability of Resources

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



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

5.2.2. Education and Experience

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



PART 6 – SECURITY REQUIREMENTS

6.1. Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (iv) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (v) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT

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

Title:

7.1. Statement of Work

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

7.2. Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), *Canada to own Intellectual Property Rights in Foreground*

7.3. Security Requirement

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

The Contractor/Offeror MUST adhere to the following clauses:

1. The Contractor/Offeror personnel requiring access to **PROTECTED A** information, assets or sensitive site(s) MUST EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS** ^(CSM 4.2), granted or approved by the CSP, PSPC.
2. The Contractor/Offeror MUST use the ECCC provided or specified IT system(s) to create, process and store **PROTECTED** information and to access ECCC information systems. The ECCC provided IT System(s) must be used at a location within Canada. Organizations must not use their own IT system in support of this contract to store/process/create protected or classified information; to do so will constitute a breach of one or more of the terms of this contract.
3. The Contractor/Offeror MUST ensure that their personnel have been briefed on their responsibilities for the handling and safeguarding **PROTECTED** information and assets and comply with Chapter 6 and Annex C of the Contract Security Manual.
4. The Contractor/Offeror MUST report to ECCC any security incidents and changes in circumstances and behaviors¹ that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.

¹ Reporting incidents: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/signalement-reporting-eng.html>



- 5. Subcontracts which contain security requirements MUST NOT be awarded without the prior written permission of CSP/PSPC or ECCC.
6. The Contractor/Offeror MUST comply with the provisions of the Security Requirements Check List (SRCL).

7.4. Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

7.5. Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Teresa Olson
Title: Team Manager
Environment and Climate Change Canada
Procurement and Contracting Division

E-mail address: Teresa.olson@ec.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

To be determined

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Address: _____

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

7.6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be



reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7. Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the Basis of Payment at Annex B.

7.8. Invoicing Instructions

7.8.1 Milestone Payments

7.8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document 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) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

7.8.2 SACC Manual Clauses

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

7.9. Certifications and Additional Information

7.9.1 Compliance

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

7.10. Applicable Laws

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

7.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), *Canada to own Intellectual Property Rights in Foreground*;



- (c) the general conditions 2035 (2021-12-02), General Conditions - Professional Services (High Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated *to be determined*.

7.12. Insurance

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

7.13. Dispute Resolution

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



ANNEX "A"

STATEMENT OF WORK

1. BACKGROUND INFORMATION

The Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197) (Regulations) establish technical standards for the design, installation, maintenance and removal of storage tank systems. They also prohibit releases of petroleum and allied petroleum products to the environment.

Only authorized personnel can install storage tank systems, and owners must keep records of the system's design and installation for the duration of its lifetime. Storage tank systems must have an identification number obtained through the Federal Identification Registry for Storage Tank Systems administered by ECCC. Only storage tanks with visible identification numbers can receive transfers of petroleum and allied petroleum products.

All components of a storage tank system must carry a certification mark showing that they meet the standards set out in section 14 of the regulations. Underground and aboveground storage tank systems must have the following: corrosion protection, spill containment, containment sumps (as applicable), liquid-tight and vapour-tight connections, overfill protection, and double-walled underground tanks or secondary containment for aboveground tanks.

Leak detection is required for storage tank systems installed before June 12, 2008 and leaking components must be removed from service immediately.

A product transfer area must be designed such that it will contain any product releases that might occur during product transfer and an emergency plan must be in place. Owners/operators must report any releases to the environment.

At the end of its life, a storage tank system must be permanently withdrawn and removed by a person approved to do so.

ECCC is currently carrying out an internal review of the Regulations that would include the identification of area of improvement. Given that the Regulations are more than 13 years old, the review will help determine if certain requirements of the Regulations have become problematic as applied in the current context of petroleum and allied petroleum installations, as well as their management.

2. OBJECTIVES

The purpose of this project is to review and compare various jurisdictional regulations, codes, guidelines etc., that apply to the installation, identification/registration, operation, management, inspection and withdrawal/removal of fuel storage systems that are subject to the Regulations. The goal of the project is to support ECCC's review of current requirements and technologies from Canadian and international jurisdictions. In addition, this project will support ECCC to flag issues with the current implementation of the Regulations. Overall, this project will allow for the continued protection of Canada's environment and the health of Canadians by reducing the risk of contaminating soil and groundwater from spills and leaks from storage tank systems containing petroleum products and allied petroleum products.

ECCC requires a Contractor to carry out a comprehensive review of the implementation of the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations. Its findings could allow ECCC to assess the performance of the Regulations based on today's context.

Note: Installations regulated under the National Energy Board Act or the Canada Oil and Gas Operations Act are excluded from the study.



3. REFERENCE DOCUMENTS

The Departmental Representative will provide documents to assist the Contractor to perform the Desktop Review. Some of these documents include:

- Study of current and emerging technologies in the storage tank industry
- Summary of Federal and Provincial Storage Tank Regulations in Canada
- Summary of partial US Storage Tanks Regulations Review
- Summary of implementation issues
- Handbook of standards
- Regulatory Framework
- Other internal documents

ECCC is committed to ensuring that all federal environmental laws, regulations, and standards are consistent with territorial, provincial, national and international environmental standards during the performance review of the Regulations, wherever appropriate.

The Contractor must consider the following Acts, Regulations, Codes, Standards, Other Recognized Documents related to storage tank systems as part of the scope of work, but are not limited to:

- Canadian Acts and their Regulations
- Canadian Standards (ULC, CGSB, etc.,)
- Canadian Codes (NFC, CSA, etc.,)
- Provincial Acts and their Regulations
- American Acts and their regulations
- International Standards (UL, ISO, API, STI, NEMA, FTPI, EI)
- Other relevant Canadian, American and international guidelines

The Contractor must consider all aspects of tank system's operations, including the manufacturing, testing, installation, maintenance, inspection and removal. This will also include system components. Please refer to the Regulations for the definition of a *storage tank system*.

4. SCOPE OF WORK

The scope of work for this project will address the main objectives stated above. The Contractor will conduct work aimed at meeting the requirements by taking a logical, structured and cost effective approach. The Contractor must consider the following key concepts and consult with diverse stakeholders (associations, provincial jurisdictions, committees, etc.) to be able to meet the project objectives:

- Effectiveness of the Regulations;
- Unintended impacts, such as barriers to trade or innovation;
- References to current technical standards;
- Cost-effectiveness of the Regulations implementation; and
- Climate change.

Project specific details, tasks and deliverables are defined below:

4.1 Assessment: Types of Storage Tank Systems (STS) and Their Applications

As part of this assessment, the contractor must:

1. Perform a desktop review of the available documentation and a consultation with key organizations;
2. Identify types of STS and petroleum/allied petroleum products being stored and used in Canada, organized by regulated group types, if known (i.e. Indigenous groups, federal house, third party on federal and Indigenous lands, and federal works and undertakings);



3. Clearly outline the advantages and disadvantages of each type of STS, including piping and other components associated with typical installation, considering the geographical location;
4. Present the information with images and explain why they have identified particular pros and cons;
5. Make recommendations against certain types of installations based on the location and associated risk for contamination.

4.2 Petroleum and Allied Petroleum Storage Tank System Requirements Compilation

The Contractor must review and compile all the governing acts, regulations, codes, standards and best management practices (BMPs) that apply to petroleum products and allied petroleum product storage tanks, outlining existing requirements among different jurisdictions. It will assist ECCC to identify the differences between existing federal regulatory requirements and those that are provincial and international and those considered best management practices (BMPs)². The compilation document must describe requirements between federal, provincial, relevant international³ and codes related to the management of fuel storage tank systems. Therefore, the Contractor must compare and summarize by type of requirements (see next paragraph for the list) the different consulted documents. Additionally, the Contractor is to ensure that personnel of varying levels of technical knowledge, ranging from students to senior risk managers, would be able to understand this compilation document.

The compilation document will support ECCC to assess the Regulations on its performance and implementation challenges. This review must focus on current and future technologies in the storage tank system industry that are or could be applicable to the Canadian market. This document is to provide reference for relevant fuel storage tank requirements for each system characteristic that exists in other jurisdictions on:

- identification, registration,
- operation and maintenance,
- leak detection,
- emergency plans,
- standard operating procedures,
- transfer areas,
- installation,
- commissioning,
- as-builts/record drawing,
- temporary withdrawal,
- permanent withdrawal from service, removal and
- record keeping.

The compilation document is to help ECCC have the best and most up-to-date tools to support Canadians in governing fuel storage systems in order to prevent environmental damage in the form of releases, spills and fires. In addition, the document will assist ECCC to consider **stricter requirements** in ensuring safe operation of allied/petroleum equipment, as well as protecting the occupants of buildings, gas stations, etc., for the ongoing internal review.

4.2.1 Excel Spreadsheet

As part of the review and development of the compilation, the Contractor must:

1. Identify the most stringent requirements among the diverse jurisdictions for each system characteristic (e.g. identification, leak tests, operation, tanks, piping, corrosion protection, secondary containment, etc.) and summarize the findings in a single Excel spreadsheet file;

² BMP means in this context: current common practices used by the industries (petroleum contractors) that are not "mandatory" by law.

³ International means, at a bare minimum, the American jurisdictions and other relevant European jurisdictions (stricter requirements or BMP)



- a. Summary and instruction tabs shall also be present. The requirements must be in different tabs and organized by system type (underground and aboveground):
 - i. Summary of similarities and divergence
 - ii. Instructions (how to use the document)
 - iii. 13 Provincial/Territorial tabs with differences from the Regulations requirements, when applicable
 - iv. Relevant International tabs with differences from the Regulations requirements, when applicable
 - b. Insert a rationale and impacts of the most stringent requirement organized by requirement type (advantages vs disadvantages)
 - c. References to regulations, codes and standards, etc., shall be present beside all requirements listed in the document.
2. Assess inspection requirements in the Regulations and provide 3 options for improving inspection requirements for each type of component (e.g. tank, piping, spill box, pumps, etc.) while considering the most stringent requirements among all jurisdictions reviewed for this project;
 3. Identify current issues with delivering record drawings and As-builts as per existing Regulations, as well as provide 3 options that consider the most stringent requirements among all jurisdictions that would not cause issues with Professional Engineering Associations;
 4. Review if any other jurisdictions, or other codes and standards have similarity with section 15 (product transfer area) and provide options to make the section more prescriptive based on current industry practices;
 5. Provide input regarding challenges on the roles and responsibilities of implementing the emergency plan before the first fill prior to the completion of the construction project cycle;
 6. Provide input on potential environmental impacts for STS exempted from the Regulations, supported by any relevant studies;
 7. Provide pros and cons on the concept of variance (design) and the expertise required to provide variance to owner;
 8. Identify which tank, piping and components, part of the *Assessment: Types of Storage Tank Systems and Their Applications (4.1)*, are not being considered in the existing Regulations and provide rationale about considering their inclusion;
 9. Provide input on the current definition of the petroleum product being set at 70% (thinking about waste oil); according to the industry, does the current definition exclude some products being stored that is considered petroleum or allied petroleum product in the industry?
 10. Research/review the most common design, installation and operation failures in the industry, including associated recommendations to reduce risks, supported by any relevant studies.

4.2.2 Word Report

The Contractor is to summarize their main analysis and key findings of the compilation exercise in a Word document. In doing so, ECCC can effectively assess the performance of the Regulations by providing insight to suggestion that may improve future Regulations:

- The Contractor must consider the best practice sources for system design, installation, operation, and removal: standards, manufacturer's instructions, other industry best practices, regulatory requirements, etc. including best practices that respond to changes in climate.

The Contractor shall include the following sections in the Word report, but are not limited to:

1. Cover Page
2. Introduction
3. Scope of Work
4. Methodology (how the work was done based on specific references)
5. Main Findings
6. Conclusion
7. Limitations, if any
8. Appendices; References and other relevant documents



The Contractor must provide sources and references.

4.3 Standards Review

The Contractor must update and develop the list of Canadian and International standards applicable to petroleum products and allied petroleum products to ensure ECCC considers the best existing technologies. (Refer to Handbook of standards from Reference Document section) The standards review must present a compilation of current standards and other recognized documents, guidelines, etc., regarding the manufacturing, installation, containment, corrosion, leak detection, maintenance and recommended methods of repairing, and specifications of factory-made and on-site assembled storage tanks and appurtenances for petroleum, used oil and allied petroleum products subject to the definition of the Regulations.

The intention of the standards review is to provide a quick reference to relevant documents and outlines, as a minimum, the following:

- Table of Contents
 - Standards are primarily grouped by Organization, and also organized by the type of system/component such as tanks, piping, sump, oil-water separator, leak detection, spill containment, water bottom, overfill device, dike, pumps, vents;
- Title of the referred Document;
- Mention if incorporated by reference (from the Regulations) and any other reference to incorporation from other Codes/Standards/Guidelines when applicable;
- Scope of the Document;
- Construction or properties of materials, where applicable;
- Testing required, where applicable;
- Marking, where applicable; and
- A Diagram illustrating the history of the Document (i.e. show the trend/evolution of standards) such as when they were first issued, when they were modified and when they were amalgamated/abandoned (and in the case of amalgamation, to what standard). There could be one diagram per Organization.
- Advantages vs. disadvantages

The Contractor must consider the industry plans for upcoming technologies and any financial impacts expected for technologies not listed in standards incorporated by reference in the Regulations or other financial impacts due to existing requirements.

The Contractor is to summarize relevant findings so that ECCC can effectively assess the performance of the Regulations. ECCC will consider advantages and disadvantages of technologies, including their related cost benefits analysis, as well as the effectiveness and stringency of the proposed standards.

Refer to **Error! Reference source not found.** Documents for existing documents to support with this task.

5. PROJECT TASKS AND DELIVERABLES

5.1 Meeting Minutes and Written Follow-ups

The Contractor is required to prepare meeting minutes, or a written follow-up for all meetings. The Contractor will also provide Draft minutes to the Departmental Representative no later than two business days after all meeting dates (“meeting” also includes telephone conversations where a written follow-up is sufficient). The Contractor shall prepare all meeting and Draft minutes.

5.2 Kick-off Meeting



The Contractor and Departmental Representative will coordinate a kick-off meeting to present the project and project stakeholders to each other in addition to setting expectations before launching the project. The Contractor will briefly describe their course plan outline and confirm the project deliverable timelines during this meeting. Moreover, the Contractor must discuss any expected challenges within two weeks of the contract award.

5.3 Desktop Review

The Contractor shall complete a desktop review of various sources of information to be prepared for the Outline of Draft Report & Review Meeting Deliverable. The Department Representative will provide the Contractor with the pertinent documentation after the contract award and prior to the desktop review. A review of information provided by the Departmental Representative will be necessary to complete the desktop review. The Contractor will have three weeks to perform the Desktop review. The 3 weeks time limit will start as soon as Departmental Representative provides internal and external documents for Contractor to review. The Department will provide a laptop with VPN access for Protected A information. The Contractor must return all documents and laptop, with the final deliverables, in good condition.

5.4 Draft Report Outline & Review Meeting

The Contractor shall complete an outline of the draft compilation (as per 4.2) and standards review (as per 4.3) based on the discussions held during the kick off meeting and will submit to Departmental Representative for review. The Contractor will hold a meeting with the Technical Authority to review the outline. The Departmental Representative and the Contractor will agree upon this outline after the review meeting. Following the agreement, the format and outline will be used as the basis for the project- within three weeks of the Desktop Review.

5.5 Deliverables Summary – Assessment, Legislative Framework and Standards Review

The Contractor must submit the Draft electronically (i.e. Word, Excel, PowerPoint, or PDF) to the Departmental Representative for review and comments within twelve weeks of the Draft Report Outline & Review Meeting.

The feedback process concerning the Draft Deliverables may include, but not exceed, one round of consolidated iterations.

Following the round of commenting, the Contractor is to incorporate comments in the Drafts, and a revised draft electronic copy using track changes to show the changes to the Drafts will be submitted to Departmental Representative for review and approval prior finalizing the Draft. If comments were not all addressed or not properly addressed, the Contractor must rework.

If the Departmental Representative has no comments on the Draft Deliverables, the Contractor may prepare the Final Deliverables.

5.6 Presentation

This presentation provides a Microsoft Teams discussion between the Contractor, ECCC (Regulators and Compliance Promotion) and other Client Management Teams to present the final draft deliverables; including main findings. Final comments from ECCC are to be considered for the final documents during this presentation meeting. The Contractor should prepare a PowerPoint presentation within two weeks of the comments from Departmental Representative on the Draft Deliverables submission.

5.7 Final Deliverables

Following the incorporation of the comments and approval of Draft Deliverables by the Departmental Representative, the Contractor will submit the Final Deliverables to the Departmental Representative, in



electronic copy (in editable MS Word, Excel, pdf. or PowerPoint). The Contractor must forward all working paper documents with the Final Deliverables, as they remain the property of ECCC. The Contractor must submit each Final Deliverable to the Departmental Representative (electronic copy - MS word, pdf. or PowerPoint)

6. WORK SCHEDULE

The project will start upon contract award (approximately April 2022). The Contractor shall update the Departmental Representative on the project status and any factors that may influence the planned schedule, budget or deliverables.

The following table defines key deliverables, including milestone due dates: refer to section project tasks and deliverables for additional details.

Milestone	Deliverables	Due Date
1. Project Start Up	1.1 Proposal evaluation and contract Award	Approx. April 2022
	1.2 Kick-off meeting	Within two weeks of Contract Award
2. Desktop Review	2.1 Review	Within three weeks when Departmental Representative provides documents
	2.2 Draft Report Outline & Review Meeting	Within three weeks of Review
3. Draft Deliverables	3.1 Draft deliverables submission by the Contractor to Departmental Representative	Within twelve weeks of the Draft Report Outline & Review Meeting
	3.2 Submission of comments on Draft Deliverables by Departmental Representative to Contractor	Within three weeks of receipt of the Draft Deliverables
	3.3 Incorporation of comments on Draft Deliverables by the Contractor and submission to Departmental Representative with track changes	Within two weeks following the receipt of Departmental Representative comments
	3.4 Presentation	Within two weeks of the comments from Draft Deliverables submission.
	3.5 Review and approval of Contractor Draft Deliverables by Departmental Representative	Within ten business days following the receipt of Draft Deliverables with track changes based on the Presentation inputs
4. Final Deliverables	4.1 Final Deliverables submission by Contractor to Departmental Representative	Within two weeks following of the submission of Departmental Representative Draft Deliverables approval



Milestone	Deliverables	Due Date
5. Project Closure	Expected before December 2022	

7. Responsibilities of Project Authority

The Project Authority will be responsible for providing guidance to the Contractor as required, and accepting and approving Contractor deliverables. The Project Authority will:

- Provide existing systems documents to Contractor;
- Provide input, answer questions, evaluate deliverables and participate in meetings; and
- Provide comments on draft documents and submitted deliverables.

8. Official Languages

The work will be performed in English or French.

The department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Department Representative before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

9. Location of Work

Work will be performed at the Contractor's location.

10. Travel

Travel is not required to perform the Work.

11. Sustainable Procurement Considerations

The Contractor should make an effort to ensure that their operations and performance of the Work align with the Treasury Board Policy on Green Procurement and Greening Government Strategy. Procurement documents will specify the green procurement criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards

The following green procurement criteria and standards must form part of the Work:

- Provide all correspondence and deliverables including (but not limited to) documents, reports and invoices in electronic format.
- If correspondence and deliverables are not provided in electronic format, all documents must be printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.



ANNEX "B"

BASIS OF PAYMENT

1. For the Work described in the Statement of Work at Annex A:

1.1 In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, a firm price, to a limitation of expenditure of \$to be determined. Customs duties are included, and Applicable Taxes are extra.

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

2. **Limitation of Expenditure**

2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ to be determined. Customs duties are included and the Applicable Taxes are extra.

2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

3. **Schedule of Milestones**

During the period of the Contract, for work performed in accordance with the Contract, the Contractor will be paid as specified below:

- 25% (to a maximum of \$to be determined (excluding GST/HST) upon completion of, delivery and acceptance of deliverables associated with Milestones 1 & 2;
- 40% (to a maximum of \$to be determined excluding GST/HST) upon completion of, delivery and acceptance of deliverable 3.1 associated with Milestone 3;
- 10% (to a maximum of \$to be determined excluding GST/HST) upon completion of, delivery and acceptance of deliverable 3.4 associated with Milestone 3;
- 25% (to a maximum of \$to be determined excluding GST/HST) upon completion, delivery and acceptance of deliverables associated with Milestones 4 & 5.



4. Prices listed below for each task are firm, all-inclusive prices, including but not limited to: professional fees, materials and equipment, travel, as well as any administrative expenses such as overhead, insurance or training, required to complete the work. All taxes extra.

Invoices must itemize expenses. Refer to Part 7 Sections 7 and 8.

TABLE A			
Milestone	Deliverable	Firm Price for Milestone	% of Contract Value
All tasks associated with 1. Project Start Up and 2. Desktop Review	As per Annex A, 1.1 Kick-off meeting, 2.1 Review, 2.2 Draft Report Outline & Review Meeting	\$ _____ <i>(to be inserted by bidder)</i>	25%
All tasks associated with 3.1, 3.2 and 3.3 of 3. Draft Deliverables	As per Annex A, 3.1 Draft deliverables submission by the Contractor to Departmental Representative, 3.2 Submission of comments on Draft Deliverables by Departmental Representative to Contractor, and 3.3 Incorporation of comments on Draft Deliverables by the Contractor and submission to Departmental Representative with track changes	\$ _____ <i>(to be inserted by bidder)</i>	40%
All tasks associated with 3.4 of 3. Draft Deliverables	As per Annex A, 3.4 Presentation	\$ _____ <i>(to be inserted by bidder)</i>	10%
All tasks associated with 4. Final Deliverables and 5. Project Closure	As per Annex A, 4.1 Final Deliverables submission	\$ _____ <i>(to be inserted by bidder)</i>	25%
Total Evaluated Price		\$	100%
Taxes (@ ___%)		\$	
Total Estimated Contract Value		\$	



TABLE B - Price Breakdown

Bidders are requested to provide a breakdown of costs associated with the completion of each Task identified in Table A, as per below:

	Description	Resource(s)	Estimated Level of Effort (e.g.number of hours/days A	Firm per diem/hourly rate B	Total (A x B)
Milestones 1 & 2					
Milestone 3					
Milestone 4					
Milestone 5					



ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 5000063226
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	ECCC	2. Branch or Directorate / Direction générale ou Direction Plastics and waste Management Directorate
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail

Waste Programs would like to solicit Environmental Professional Services to perform a comprehensive review related to the implementation of the Storage Tank Systems for Petroleum Products and Allied Petroleum Products (SOR/2008-197) that came into force June 12, 2008. There have been moderate changes in the industry since the Regulations came into force. Its findings will support ECCC to assess the performance of the Regulations based on today's context. The goal of the project is to support ECCC's review of current requirements and technologies from Canadian and international jurisdictions. In addition, this project will support ECCC to flag issues with the current implementation of the Regulations.

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

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

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

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



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

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 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 EMBLEMES			

ECCC will provide a laptop with VPN access for Protected A information

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																

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

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

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

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