

Solicitation No. - N° de l'invitation
1000364673
Client Ref. No. - N° de réf. du client
1000364673

Amd. No. - N° de la modif.
File No. - N° du dossier
1000364673

Buyer ID - Id de l'acheteur
DFZ109
CCC No./N° CCC - FMS No./N° VME

**RETURN BID TO/ RETOURNER LES
SOUMISSIONS À :**

Canada Border Services Agency
Contracting Bids Receiving
Attention:

By e-mail to:
[CBSA-ASFC Solicitations-
Demandes de soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

**Request for Proposal
Demande de proposition**

**Proposal to: Canada Border Services
Agency (CBSA)**

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

**Proposition à : l'Agence des services
frontaliers du Canada (ASFC)**

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

Issuing Office – Bureau de distribution

Canada Border Services Agency – Agence des
services frontaliers du Canada
355 North River Road – 355 Rue North River
17th Floor – 17^{ième} étage
Ottawa ON K1A 0L8

Title — Sujet: Sports Services for the Canada Borders Services Agency (CBSA) - Rigaud	
Solicitation No. — N° de l'invitation 1000364673	Date: April 22, 2022 22 avril 2022
Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At /à: 02:00 PM (hours/heures)	<input type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est)
On/le : May 17, 2022 / 17 mai 2022	<input checked="" type="checkbox"/> EDT (Eastern Daylight Saving Time)/HAE (heure avancée de l'Est)
F.O.B. — F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other — Autre: <input checked="" type="checkbox"/>	
Address Enquiries to — Adresser toutes questions à: All communications related to this solicitation must be sent to: EMAIL: CBSA-ASFC Solicitations- Demandes de soumissions@cbsa-asfc.gc.ca	
Attn: Marie-France Chrétien	
Telephone No. — No de téléphone: 514-210-5405	FAX No. — No de télécopieur :
Destination - of Goods and or Services: Destination – des biens et ou services : Canada Border Services Agency (CBSA) — Agence des services frontaliers du Canada (ASFC)	
Instructions: See Herein — Voir aux présentes	
Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. — No de téléphone:	FAX No. — No de télécopieur :
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY.....	4
1.3 DEBRIEFINGS.....	5
PART 2 - BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF BIDS.....	6
2.3 FORMER PUBLIC SERVANT.....	7
2.4 ENQUIRIES - BID SOLICITATION.....	8
2.5 APPLICABLE LAWS.....	8
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	8
PART 3 - BID PREPARATION INSTRUCTIONS	10
3.1 BID PREPARATION INSTRUCTIONS.....	10
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE.....	12
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	14
4.1 EVALUATION PROCEDURES.....	14
4.2 BASIS OF SELECTION.....	14
ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION, MANDATORY REQUIREMENTS.....	15
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	17
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	17
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	17
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS	19
6.1 SECURITY REQUIREMENTS.....	19
PART 7 - RESULTING CONTRACT CLAUSES	20
7.1 STATEMENT OF WORK.....	20
7.2 STANDARD CLAUSES AND CONDITIONS.....	20
7.3 SECURITY REQUIREMENTS.....	20
7.4 TERM OF CONTRACT.....	21
7.5 AUTHORITIES.....	21
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	22
7.7 PAYMENT.....	22
7.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	24
7.9 APPLICABLE LAWS.....	24
7.10 PRIORITY OF DOCUMENTS.....	24
7.11 FOREIGN NATIONALS (CANADIAN CONTRACTOR).....	24
7.12 INSURANCE.....	24
7.13 DISPUTE RESOLUTION.....	24
7.14 GOVERNMENT SITE REGULATIONS.....	25
ANNEX "A"	26
STATEMENT OF WORK.....	26
ANNEX A - APPENDIX A.1.....	30
ANNEX "B"	31

Solicitation No. - N° de l'invitation
1000364673
Client Ref. No. - N° de réf. du client
1000364673

Amd. No. - N° de la modif.
File No. - N° du dossier
1000364673

Buyer ID - Id de l'acheteur
DFZ109
CCC No./N° CCC - FMS No./N° VME

BASIS OF PAYMENT	31
ANNEX "C"	33
SECURITY REQUIREMENTS CHECK LIST.....	33
ANNEX "D"	36
COVID-19 VACCINATION REQUIREMENT CERTIFICATION	36

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 Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and any other annexes.

1.2 Summary

- 1.2.1 The purpose of this solicitation is to respond to a need of the Canada Border Services Agency (CBSA) College located in Rigaud, Quebec, to provide training and development to all of its clients and employees. The College is the agency responsible for the training and development of all its border services officers. Although the College's primary role is to provide services to CBSA employees, it may also provide facilities to other federal organizations.

The solicitation is for the award of one (1) one-year contract with five (5) one-year option periods that will allow Canada to extend the term of the contract.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.3 This procurement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Colombia Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement and the World Trade Organization-Agreement on Government Procurement (WTO-AGP).

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- a) In section 05, Submission of bids, subsection 2.d) is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Canada Border Services Agency receiving the bids as specified on page 1 of the bid solicitation.
- b) In section 05, Submission of bids, subsection 4 is amended as follows:

Delete: 60 days
Insert: 180 calendar days
- c) Section 06, Late bids, is deleted in its entirety
- d) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

07 Delayed bids

It is the Bidder's responsibility to ensure that its entire submission has been received. Misrouting or other e-mail delivery issues resulting in the late submission of bids are not acceptable reasons for the bid to be accepted by Canada Border Services Agency.

- e) In section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
- f) In section 20, Further information, subsection 2 is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to Canada Border Services Agency (CBSA) by the date, time and place indicated in the bid solicitation.

E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents.

It is the Bidder's responsibility to ensure that its entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect bid receipt, bidders are requested to include in the body of their e-mail(s) a list of all documents attached to the e-mail(s), and

allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any bids submitted after the closing date and time.

2.3 Former Public Servant

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

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 FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority, Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

Solicitation No. - N° de l'invitation

1000364673

Client Ref. No. - N° de réf. du client

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CCC No./N° CCC - FMS No./N° VME

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- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid: one (1) soft copy submitted by email.

Section II: Financial Bid: one (1) soft copy submitted by email.

Section III: Certifications: one (1) soft copy submitted by email.

Section IV: Additional Information: one (1) soft copy submitted by email.

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 a numbering system that corresponds to the bid solicitation.

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.

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.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in [Attachment 1 to Part 3](#).

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. A completed, signed, and dated Page 1 of this solicitation;
2. the name of the contact person (provide also this person's mailing address, phone number 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. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information; and
4. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - a. the name of the individual;
 - b. the date of birth of the individual; and
 - c. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses.

ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted all-inclusive rate (in Can \$).

The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex "A", Statement of Work of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

Period of Contract (date of Contract Award to June 30, 2023)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL:				\$

Period of optional year 1 (if exercised): July 1, 2023 to June 30, 2024)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 1:				\$

Period of optional year 2 (if exercised): July 1, 2024 to June 30, 2025)

Resource Category	Number of resource	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 2:				\$

Solicitation No. - N° de l'invitation
1000364673
Client Ref. No. - N° de réf. du client
1000364673

Amd. No. - N° de la modif.
File No. - N° du dossier
1000364673

Buyer ID - Id de l'acheteur
DFZ109
CCC No./N° CCC - FMS No./N° VME

Period of optional year 3 (if exercised): July 1, 2025 to June 30, 2026)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 3:				\$

Period of optional year 4 (if exercised): July 1, 2026 to June 30, 2027)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 4:				\$

Period of optional year 5 (if exercised): July 1, 2027 to June 30, 2028)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 5:				\$

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Refer to [Attachment 1 to Part 4](#).

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in [Attachment 1 to Part 3](#).

4.2 Basis of Selection

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

ATTACHMENT 1 to PART 4 OF THE BID SOLICITATION, MANDATORY REQUIREMENTS

General Information:

1. Education must be obtained from a recognized* Canadian University or the equivalent as established by a recognized** Canadian Academic credentials assessment services, if obtained outside Canada.

*The list of recognized Canadian academic credentials assessment service providers can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

2. The mandatory requirements listed below will be evaluated on a simple pass/fail basis (compliant or not compliant). Failure to meet the mandatory requirements will render the proposal inadmissible and no further evaluation will be carried out.
3. Bidders MUST demonstrate that they meet all of the mandatory requirements listed below, indicating page number, c.v. and project number if applicable as well as providing necessary supporting documentation.

Number	Mandatory Technical Criteria	Bid Preparation Instructions
Resource 1 – Coordinator		
MT1	The Bidder must demonstrate that the Coordinator be certified in first aid and cardiopulmonary resuscitation (CPR/AED).	Proof of valid certification must be supplied with the proposal.
MT2	The Bidder must demonstrate that the Coordinator offer services in both languages (English and French).	A letter of recommendation confirming that the coordinator can provide service in both official languages must be included with the proposal.
MT3	The Bidder must demonstrate that the Coordinator must have a bachelor's degree in a field related to physical fitness.	A photocopy of the diploma must be submitted with the proposal.
MT4	The Bidder must demonstrate that the Coordinator has a minimum of thirty-six (36) months of experience at bid closing in personnel management in the last ten (10) years.	<p>The curriculum vitae must clearly demonstrate the experience with the start and end dates and level of effort (month/years).</p> <p>The Bidder should bold-face or high-light the relevant areas in the resource's CV.</p> <p>*There must be no overlap and work experience must demonstrate the duration of each engagement (e.g. January 2013 to June 2014).</p>

Resource 2 - Physical fitness specialist(s) criteria		
MT5	The Bidder must demonstrate that the Physical Fitness Specialist(s) be certified in first aid and cardiopulmonary resuscitation (CPR/AED).	Proof of valid certification must be provided with the proposal.
MT6	The Bidder must demonstrate that the Physical Fitness Specialist(s) offer services in both languages (English and French).	A letter of recommendation confirming that the physical fitness specialist can provide service in both official languages must be included with the proposal.
MT7	The Bidder must demonstrate that the Physical Fitness Specialist(s) have or be in the process of obtaining a bachelor's degree (within six (6) months of arrival at the College in a field related to the functions such as physical education;	A photocopy of the diploma or an official transcript must be submitted with the proposal).
MT8	The Bidder must demonstrate that the Physical Fitness Specialist(s) has a minimum of thirty-six (36) months of experience at bid closing in personnel management in the last ten (10) years.	<p>The curriculum vitae must clearly demonstrate the experience with the start and end dates and level of effort (month/years).</p> <p>The Bidder should bold-face or high-light the relevant areas in the resource's CV.</p> <p>*There must be no overlap and work experience must demonstrate the duration of each engagement (e.g. January 2013 to June 2014).</p>
Resource 3 - Loan Counter Attendant(s)		
MT9	The bidder must demonstrate that the Loan Counter Attendant(s) be certified in first aid and cardiopulmonary resuscitation (CPR/AED).	Proof of valid certification must be supplied with the proposal.
MT10	The Bidder must demonstrate that the Loan Counter Attendant(s) offer services in both languages (English and French).	A letter of recommendation confirming that the Loan Counter Attendant must provide service in both official languages must be included with the proposal.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2. COVID-19 vaccination requirement certification

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/escsrc/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

- a) In section 01, Interpretation, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:
Delete: Minister of Public Works and Government Services
Insert: Canada Border Services Agency (CBSA)
- b) In section 22, Confidentiality, subsection 5 is amended as follows:
Delete: Public Works and Government Services (PWGSC)
Insert: Canada Border Services Agency (CBSA)

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - b. Industrial Security Manual (Latest Edition)

Additional security requirement prior to contract award:

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder / Contractor* and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security

Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

At the request of the Contracting Authority and within a specified timeframe, the Bidder / Contractor may be required to have each proposed resource submit to fingerprinting and a security check via the CBSA's electronic PSSS portal.

Until the credit check, fingerprinting** (if required) and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder / Contractor and its personnel are deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder / Contractor and its personnel will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

In the event the recommended Bidder / Contractor and its personnel are not deemed suitable following the security screening process required by the CBSA, the said recommended Bidder / Contractor's bid will be deemed non-compliant and the next ranked Bidder / Contractor will be contacted. If only one bid was obtained and the recommended Bidder / Contractor does not meet the security requirement, then, the Contracting Authority will determine the next steps.

*In the case of a joint venture Bidder / Contractor, each member of the joint venture must meet the security requirements.

**Fees are applicable. Fingerprinting, if required, will be at the Bidder / Contractor's cost.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2023 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is: **[to be specified in the resulting contract]**

Name:

Title:

Organization:

Directorate:

Address:

Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]

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 specified in the resulting contract]

Name: [REDACTED]
Title: [REDACTED]
Organization: [REDACTED]
Directorate: [REDACTED]
Address: [REDACTED]

Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]

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

The Contractor's Representative for the Contract is : [to be specified in the resulting contract]

Name: [REDACTED]
Title: [REDACTED]
Organization: [REDACTED]
Directorate: [REDACTED]
Address: [REDACTED]

Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with Contract Cost Principles 1031-2, as determined by a government audit. The results and findings of the government's audit will be conclusive.

7.7.2 Limitation of Expenditure

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

whichever comes first.

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

7.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7.7.4 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the information required in the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
3. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
4. The Contractor must send the invoice to vendors-fournisseurs@cbsa-asfc.gc.ca for payment. This email address is to be used only for submitting invoices and for payment status inquiries)

7.8 Certifications and Additional Information

7.8.1 Compliance

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

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Covid-19 vaccination requirement certification;
- (g) the Contractor's bid dated _____, **(insert at the time of contract award).**

7.11 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.12 Insurance

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

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](#)".

7.14 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

ANNEX "A"

STATEMENT OF WORK

Sports Services for the Canada Borders Services Agency (CBSA)

1. Objective

The Canada Border Services Agency (CBSA) requires Sports services to maintain a proper balance between physical and mental health of the residents/students ("Clients") of the College as well as CBSA's employees.

2. Background

The CBSA College located in Rigaud, Quebec is responsible for providing training and development for all of its clients and staff members.

The College is open twenty-four (24) hours a day, seven (7) days a week and offers professional facilities. With its three hundred and sixteen (316) bedrooms, gymnasium, auditorium, and banquet room adjoining a licenced lounge, clients can remain on site for the duration of their stay. The College offers its facilities to clients, which can be other Government organizations and law enforcement agencies, who also benefit from having access to the gym and its services.

3. Scope of Work

The CBSA requires the organization of sports and recreational services to maintain a proper balance of physical fitness and mental health for clients who reside at the College as well as employees such as instructors and trainers who must remain fit for their job. To this end, the CBSA expects the Contractor to establish and provide the following activities:

- Physical fitness;
- Physical fitness assessment;
- Recreational sports;
- Individualized organization of sporting activities, and fitness programs at clients' request;
- Promotion of all of the various sporting activities offered such as but not limited to volleyball, badminton etc.;
- Make recommendations for the purchase and/or replacement of equipment that is most in demand in accordance with new training methods;
- Ensure all sports items are washed daily after being used, such as towels, jerseys, knee guards and other machine washable items.

4. Tasks

4.1. The Contractor must perform the following tasks:

- 4.1.1. Attend a kick-off meeting with CBSA Project/Technical Authority to discuss the objectives and scope of work within one (1) week of contract award. The meeting will take place at CBSA College facilities in Rigaud, Quebec or virtually via MSTeams;
- 4.1.2. The Contractor must assign an on-site representative (Coordinator) to coordinate, administer, supervise, plan and promote all sports activities offered. These activities include physical fitness, individual and group sports organized every week.
- 4.1.3. The Contractor must also assign other categories of employees: Physical Fitness Specialist(s), Loan Counter Attendant(s) on a weekly basis and according to the schedule provided (see Appendix A).

4.2. The Coordinator tasks may be required, but are not limited to, perform the following tasks:

- 4.2.1. Coordinate, administer, supervise, plan and promote all sports and recreational activities to be made available. These activities include fitness, individual and group sports, leisure and weekly organized recreational activities.
- 4.2.2. Prepare in MS Excel spreadsheet for the Project authority information, monthly statistical reports on the number of participants in each daily activity, including, but not limited to, the weight room and the gymnasium.
- 4.2.3. Create and provide a draft document in both official languages (English and French) for PA review and approval (and provide the necessary changes if applicable) explaining the nature, objectives and philosophy of sports and physical fitness, nutrition, etc. The document must include an explanation of each available activity and indicate how it can be beneficial. This document must be posted and thus available to all clients when they arrive at the College.
- 4.2.4. For each new group staying at the College for one week or more, the Contractor must provide a presentation (unless otherwise indicated), and will meet with each new group staying at the College to inform them about the Sports and recreational services available at the College.
- 4.2.5. Provide the necessary mechanism for clients to share their interest requests with regards to sports and recreational activities.
- 4.2.6. Establish and manage a loan process for borrowing equipment.
- 4.2.7. Maintain the loan process system to eliminate the loss and theft of goods for which the Contractor is responsible. The Project Authority must be informed of any irregularities.
- 4.2.8. Develop in MS Excel a schedule of activities to be held during the week for project authority approval and incorporate the necessary changes if applicable. This schedule will be made available to clients.

4.3. The Physical Fitness Specialist(s) tasks may be required, but are not limited to, to perform the following tasks :

- 4.3.1. Develop, promote, and lead physical fitness courses, weight control programs, and other sports and recreational activities.
- 4.3.2. Provide physical fitness consultations and personalized physical fitness assessments as per time scheduled with client;
- 4.3.3. Develop, plan, offer physical fitness for clients. In certain instances, daily courses may be predefined by the project authority or their representative;
- 4.3.4. Individualized organization of sporting activities, and fitness programs at clients' request;
- 4.3.5. Inform clients of sporting activities organized such as: Volleyball, soccer, badminton, Ping-Pong, handball, cycling, snowshoes and cross-country skiing, but not limited to, by the Contractor;
- 4.3.6. Provide users with specific, clear instructions on the use of apparatus such as weight training equipment, other equipment, items and supplies used;
- 4.3.7. Ensure the safe practice of sports activities, particularly with warmup sessions, wearing safety apparel and movement monitoring;
- 4.3.8. Ensure that apparatus, equipment and other items are safe and in good working order at all times, and notify the Project Authority in writing within one (1) hour if an item is defective.
- 4.3.9. Make any minor repairs on apparatus and equipment, in particular inflating bicycle tires, lubricating fitness equipment and repairing torn seats on apparatus and equipment and other items used to practice recreational sports activities
- 4.3.10. Inform the project authority in writing within one (1) hour of any situation, injury circumstance or condition that could endanger user health and safety and formulate appropriate recommendations;
- 4.3.11. Wash and disinfect all sports equipment and fitness equipment daily as per 5.3.3.;
- 4.3.12. Recommend the procurement and replacement of new equipment in light of new training methods or the most frequently requested equipment.

4.4. The Loan Counter Attendant(s) may be required, but are not limited to, to perform the following tasks :

- 4.4.1. Maintain the inventory list of all apparatus, equipment and items for which the Contractor is responsible and submit the list, with any updates, twice a year (June and December), for the Project Authority's information.
- 4.4.2. Control the interchange of equipment and other supplies.
- 4.4.3. The work requires daily interaction with clients.
- 4.4.4. Do the laundry of jerseys, gym towels, and the daily maintenance, cleaning of sports and weight training equipment.

5. Constraints

5.1. Code of conduct

- 5.1.1. Contacts between the Contractor's employees and clients will be limited to physical fitness and sporting activities and will not extend beyond the professional framework.

5.2. Schedule

- 5.2.1. The work schedule will be provided to the supplier by CBSA. See example for the work schedule under - Appendix A.
- 5.2.2. The loan counter attendant(s) is expected to work on most statutory holidays.
- 5.2.3. Requests for services may be increased or decreased at any time based on the requirements and constraints of the College. The project authority thus reserves the right to amend the approved work schedule within forty-eight (48) hours' notice. If notice is given in a shorter delay, scheduled hours shall be paid, even if the service was not rendered.

5.3. Other requirement

- 5.3.1. The Contractor is responsible for all costs, including printing, copying and related administrative costs.
- 5.3.2. The Contractor must provide the equipment and office supplies needed to perform the duties outlined in Contract. Equipment and office supplies could include but are not limited to computers, printers, telephones, the Internet, telephone lines, photocopiers, office supplies and stationery.
- 5.3.3. The Contractor must provide all detergent, bleach and all other cleaning products. All proposed resources must comply with the latest directives of the Public Health Agency of Canada and ensure that safety measures are followed as required by the government's directives: <https://www.canada.ca/en/public-health/services/flu-influenza/canadian-pandemic-influenza-preparedness-planning-guidance-health-sector/public-health-measures.html>

6. Support

- 6.1. The CBSA will provide the list of all apparatuses, equipment and items for which the Contractor will be responsible during the first week of the contract's start date, CBSA will provide the list of all apparatuses, equipment and items for which the Contractor will be responsible to maintain and track.
- 6.2. Rooms and space available at the College :
 - Two (2) rooms, used as offices, shall be made available to the Contractor.
 - One (1) gymnasium measuring 6,792 square feet
 - One (1) training room

- Large grass area
- Service area for equipment loans
- Light tools for minor repairs of equipment such as but not limited to: bicycle pump etc.

6.3. Sports equipment (including but not limited to):

- Softball
- Badminton
- Basketball
- Volleyball
- Hockey
- Cross-country skiing
- Tennis
- Cycling
- Table tennis
- Golf

6.4. Games and entertainment items (including but not limited to):

- Chess
- Horseshoes
- Board games
- Pool/Snooker table
- Card games
- Various films
- Electronic game consoles

7. Miscellaneous:

- 7.1. Washers and dryers, free of charge, to wash sporting goods and towels.
- 7.2. The Contractor's resources will be provided with the required ID access cards.
- 7.3. The CBSA will provide the Dress Code for the College.
- 7.4. The CBSA will make the necessary arrangements for the Contractor to be able to install phone and internet services required by the Contractor to perform the work under the Contract.
- 7.5. The CBSA will provide the list of all apparatus, equipment and items for which the Contractor will be responsible.
- 7.6. The project manager or its representative will inform the Contractor's resources about the evacuation procedure and their responsibility while acting as first aid officers, as per the Contract.

8. Location:

Collège de Rigaud
475 Chemin Grande Ligne
Rigaud, Quebec, J0P1P0

**ANNEX A - APPENDIX A.1
TYPICAL SCHEDULE FOR REGULAR SPORTS SERVICES
HOURS PER DAY PER POSITION**

Resource Category	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Coordinator		11:30 AM-8:00 PM (8 working hours)	11:30 AM-8:00 PM (8 working hours)	11:30 AM-8:00 PM (8 working hours)	11:30 AM-8:00 PM (8 working hours)	11:30 AM-5:00 PM (5.5 working hours)	
Physical Fitness Specialist(s)		4:00 PM-11:00 PM (6.5 working hours)	4:00 PM-11:00 PM (6.5 working hours)	4:00 PM-11:00 PM (6.5 working hours)	4:00 PM-11:00 PM (6.5 working hours)	4:00 PM-11:00 PM (6.5 working hours)	
Loan counter attendant(s)***	1:00 PM-9:00 PM (7.5 working hours)	3:00 PM-10:30 PM (7 working hours)	3:00 PM-10:30 PM (7 working hours)	3:00 PM-10:30 PM (7 working hours)	3:00 PM-10:30 PM (7 working hours)	3:00 PM-10:30 PM (7 working hours)	1:00 PM-9:00 PM (7.5 working hours)

Note: This typical schedule is provided solely for bidding purposes.

*** The loan counter attendant(s) work schedule must include statutory holidays.

The schedule may vary according to the needs of the clients. The project authority reserves the rights to modify the approved schedule with a forty-eight (48) hours delay. If a modification is given on a shorter notice period, the hours initially planned will be paid even if the service is not provided.

ANNEX "B"

BASIS OF PAYMENT

Prices must only appear in the Financial Bid and no other part of the bid. Bidders are required to submit their Financial Proposal in accordance with the tables below.

**The number of hours is an estimation and for the purposes of evaluation only.

Definition a working day

A working day is between 4 to 8 hours depending on the resource category.

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes (GST/QST) are extra.

The unit rate is firm and includes overhead, benefits and expenses.

Period of Contract (date of Contract Award to June 30, 2023)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL:				\$

Period of optional year 1 (if exercised): July 1, 2023 to June 30, 2024)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 1:				\$

Period of optional year 2 (if exercised): July 1, 2024 to June 30, 2025)

Resource Category	Number of resource	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 2:				\$

Solicitation No. - N° de l'invitation
1000364673
Client Ref. No. - N° de réf. du client
1000364673

Amd. No. - N° de la modif.
File No. - N° du dossier
1000364673

Buyer ID - Id de l'acheteur
DFZ109
CCC No./N° CCC - FMS No./N° VME

Period of optional year 3 (if exercised): July 1, 2025 to June 30, 2026)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 3:				\$

Period of optional year 4 (if exercised): July 1, 2026 to June 30, 2027)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 4:				\$

Period of optional year 5 (if exercised): July 1, 2027 to June 30, 2028)

Resource Category	Number of resources	Estimated level of effort A	Firm Hourly Rate B	Total in CDN \$ for the Contract Period C (A x B)
Coordinator	1	1,875	\$	\$
Physical Fitness Specialist	1	1,625	\$	\$
Loan Counter Attendant	1	2,200	\$	\$
ESTIMATED TOTAL FOR OPTIONAL YEAR 5:				\$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000364673
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



Contract Number / Numéro du contrat 1000364673
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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat 1000364673
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

[SRCL page 4 (signature page) to be added at time of Contract Award]

ANNEX "D"

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

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

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

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

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

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

Signature: _____

Date: _____