



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

diane.jazzar@tc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

Proposal To: Transport Canada

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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition à : Transports Canada

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions

Title – Sujet		
Professional Services - ADVANCED TECHNOLOGY VEHICLE MILEAGE ACCUMULATION DRIVER SERVICES		
Solicitation No. – N° de l'invitation		Date
T8080-220097		July 12, 2022
Client Reference No. – N° référence du client		
T8009-220057		
GETS Reference No. – N° de référence de SEAG		
Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02:00 PM – 14h00	Eastern Daylight Time (EDT) Heure Avancée de l'Est (HAE)
on – le	August 22, 2022	
F.O.B. - F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/>	Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :		
Diane Jazzar		
Area code and Telephone No. Code régional et N° de téléphone		E-mail Courriel
613-866-4767		Diane.jazzar@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction		
National Capital Region		

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - Resulting Contract Clauses;
 - (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/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

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 \(2022-03-29\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation. If your bid is transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Bids must be submitted by Electronic Submission only to diane.jazzar@tc.gc.ca.

Refer to Part 3, section 3.1 "Bid Preparation Instructions".

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 **seven (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.

2.5 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.

2.6 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)

(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

The Bidder must submit its bid electronically by the date and time of closing identified on page 1.

- a. Canada requests that bidders provide their bid in separately bound sections as follows:
 - i. Section I: Technical Bid One(1) soft copy, Submitted by email;
 - ii. Section II: Financial Bid One(1) soft copy, Submitted by email;
 - iii. Section III: Certifications – Not included in the technical bid, One(1) soft copy, Submitted by email.

The bids must be sent by E-mail to: diane.jazzar@tc.gc.ca.

Epost Connect service and facsimile are not accepted by Transport Canada at this time.

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

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

- i. use a numbering system that corresponds to the bid solicitation;
- ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iii. Include a table of contents.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex "B"

A. SACC Manual Clauses

SACC Manual Clause [C3011T \(2013-11-06\)](#) Exchange Rate Fluctuation.

B. Electronic Payment of Invoices - Bid

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices. The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

-
- () Direct Deposit (Domestic and International);
() Electronic Data Interchange (EDI).

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 1 to Part 4 - Bid Evaluation Criteria

4.1.1.2 Point Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Attachment 1 to Part 4 - Bid Evaluation Criteria.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid

4.2 Basis of Selection

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

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 number of points specified in Attachment 1 to Part 4 for the point rated technical criteria
2. Bids not meeting (a) or (b) or (c) 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 60% for the technical merit and 40% 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 60%.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
 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 (60%) and Price (40%)				
		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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.55$	$92/135 \times 60 = 40.88$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36$	$45/45 \times 40 = 40$
Combined Rating		84.18	73.15	77.7
Overall Rating		1 st	3 rd	2 nd

ATTACHMENT 1 to PART 4 – BID EVALUATION CRITERIA

Basis of Selection - Assessment Criteria

Each bid will be evaluated based on a combination of mandatory criteria as well as point rated criteria. Bids must indicate that all the mandatory criteria have been met which will be indicated by checking the Yes boxes below. The point rated scores will be marked as indicated below. The minimum required score to pass is 280 points although successful bidders must pass both sections.

Mandatory Driver Requirements	Proposal page number confirming the criteria	Met / Not Met
Bidder must demonstrate that their proposed driver resources have a minimum of 5 years clean driving experience. This includes the two primary contract drivers as well as any additional drivers that could be called upon in the case of a primary driver being unavailable. The CV or Proposal must include:		
<ul style="list-style-type: none"> - Descriptions of relevant work experience including: <ul style="list-style-type: none"> o Nature of work; o Chronological work experience as a driver (indicated in years and months) 		
Copies of Canadian Provincially or Territorially-Issued Driver's Licenses which illustrates that the proposed drivers have a combination the following class:		
<ul style="list-style-type: none"> - Light Duty License (G) 		
<ul style="list-style-type: none"> - Heavy Duty License (AZ) 		
<ul style="list-style-type: none"> - Motorcycle License (M) 		
Statement of Drivers Record (to be attached to each bid)		
<ul style="list-style-type: none"> - No Criminal infractions, including major or serious convictions, suspensions or reinstatement (see Appendix B for details) for up to 5 years based on the Statement of Drivers (this does not include parking tickets) 	-	-
Signed Documents		
<ul style="list-style-type: none"> - Signed Transport Canada User Handbook confirming they have read and understood it (see s. 3, Appendix E) 		
<ul style="list-style-type: none"> - Consent letter indicating Transport Canada can verify drivers record (see s. 4, Appendix B) 		
<ul style="list-style-type: none"> - The status of the security clearance for each proposed personnel, replacement personnel must be specified in the proposal, including the date at which the security clearance was granted and the date it expires, the security file (reference) number, the security level obtained and the issuing department. 		

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria	Maximum Number of Points	Cross Reference to Proposal
Point Rated Technical Scores		
<p>R1. Understanding of scope and objectives</p> <p>The Bidder shall include a section that indicates a comprehensive understanding of this project as well as its scope and objectives. This must include:</p> <p>An indication of how the bidder's proposed drivers will meet the required deliverables (50 points); The approach on how the bidder will retain and manage the services of drivers (50 points)</p> <p>Up to Fifty (50) points will be allotted for each element for a maximum of a Hundred (100) points.</p>	Maximum 100	
<p>R2. Bidder's and Drivers' Experience</p> <p>The Bidder shall include a short introduction (2 page maximum) with an overview of the need for the project, the objectives of the proposed work, the reasons for carrying it out as proposed and the benefits to be derived. Emphasis will be placed on each of the following elements:</p> <ul style="list-style-type: none"> • A clear understanding of the requirements (50 points); and • knowledge and understanding of the expected deliverables (50 points) <p>The bidder will provide a description of their past work related to that being proposed under this contract. The bidder should describe their previous experience with managing drivers and contracts and include references to past employers (50 points). This is not to be confused with documenting driver's experience which is addressed below.</p> <p>In addition, the Bidder must provide a minimum of two references that confirm that the proposed driver resources have previously provided driver services. The driver references must include the title, the name and the contact information of the client (including email address) for whom the services were provided and the duration (month and year to month and year) and scope of the project (50 points).</p> <p>The Crown reserves the right to validate the information provided.</p> <p>Canada will conduct the reference checks via email (unless the contact at the reference is only available by phone). Canada will send all email reference check requests to all of the contacts supplied by the Bidders on the same day. Canada must receive the responses within five working days. On the third working day after sending out the email if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact this reference directly to ensure that it responds to Canada within the five working days. Wherever information provided by a reference differs from the information supplied by the Bidder/Driver, the information supplied by the reference will be given precedence.</p> <p>Up to two hundred (200) points will be allotted to this element.</p>	Maximum 200	

<p>R3. Recognition of problems and possible solutions</p> <p>The bidder shall demonstrate in detail any potential challenges related to this project that could be anticipated and explain how these challenges could be addressed to meet the statement of work. As an example (there may be other challenges besides driver availability), how will the bidder ensure that a Transport-Canada approved driver will be available in the event that one of the two primary driver(s) is unavailable. This should be presented in a table with the following elements:</p> <ul style="list-style-type: none"> • Description of potential challenges (50 points) • the approach to how the challenges will be handled (50 points) <p>Up to Fifty (50) points will be allotted for examples for up to a maximum not exceeding one Hundred (100) points.</p>	<p>Maximum 100</p>	
<p>Maximum overall total of all the point rated technical criteria is 400 Minimum required score is 280. (70%)</p>		

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 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.

5.2 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 provided 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 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

SACC Manual Clause [A3005T \(2010-08-16\)](#) Status and Availability of Resources.

5.2.2.2 Education and Experience

SACC Manual clause [A3010T \(2010-08-16\)](#) Education and Experience.

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

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

- a) 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)
- b) The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
- c) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
- d) The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide attached at Annex "C"
 - b. Contract Security Manual (latest edition).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

6.2.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.3 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.

6.3.1 General Conditions

[2010B \(2022-01-28\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The work is to be performed during the period of **September 22, 2022 to September 21, 2023**.

6.4.3 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least **15** 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Jazzar

Procurement Officer

Transport Canada

275 Sparks Street, Ottawa, ON K1A 0N5

613-866-4767

diane.jazzar@tc.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.

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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.

6.5.3 Contractor's Representative *(to be inserted at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

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.

6.7.2 Multiple Payments

SACC Manual clause [H1001C \(2008-05-12\)](#) Multiple Payments

6.7.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI).

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
 - a. A copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the email address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 general conditions [2010B\(2022-01-28\)](#) Professional Services (Medium Complexity);
 - (c) Annex "A", Statement of Work
 - (d) Annex "B", Basis of Payment
 - (e) Annex "C", Security Requirement Checklist
 - (f) the Contractor's bid dated _____ *(to be inserted at contract award)*

6.12 Insurance

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

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

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

6.13 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

Terms of Reference

1. BACKGROUND

Transport Canada's ecoTECHNOLOGY for Vehicles (eTV) Program tests the safety, environmental impact and driving performance of new technologies for passenger cars and heavy-duty trucks. The Government of Canada is bringing in stronger regulations to reduce greenhouse gas pollution by passenger cars and trucks. This will also bring standards in line with those in the United States. To meet the standards, manufacturers are quickly creating many new products. Testing results from the eTV Program help provide the information needed to create regulations and standards for these new products. Additional program details can be found at www.tc.gc.ca/eTV .

2. OBJECTIVE

Transport Canada's Innovation Centre requires advanced technology mileage accumulation driver services to assist with mileage accumulation and exercise of the program's advanced technology vehicles. The drivers will assist in maintaining the inventory of test vehicles in good working order by driving the vehicles on a regular basis, and in accordance with specific test procedures and routes, as specified by Transport Canada (TC).

Additional details concerning the specific requirements for drivers are included in this Terms of Reference document.

3. RESOURCE REQUIREMENTS

TC will require the services of up to four resources.

The Contractor's proposal must include a copy of each Candidates' driver's license. The proposed resources must have a combination of classes AZ (Z for air brakes certification), G and M license (as described in the table below) or an equivalent classification in Canada. For example, one proposed resource could have an AZ-G license and the other resources could have a Class 1 QC license. (Other combinations upon evaluation could be considered).

Class of License	Types of Vehicles Allowed	May Also Drive Vehicle in Class
A	Any tractor-trailer or combination of motor vehicle and towed vehicles where the towed vehicles exceed a total gross weight of 4,600 kilograms	D, G and A with condition (R)
B	Any school purposes bus with designed seating capacity for more than 24 passengers	C, D, E, F and G

Class of License	Types of Vehicles Allowed	May Also Drive Vehicle in Class
C	Any regular bus with designed seating capacity for more than 24 passengers	D, F and G
D	Any truck or motor vehicle combination exceeding 11,000 kg provided the towed vehicle is not over 4,600 kg	G
E	School purposes bus - maximum of 24 passenger capacity	F and G
F	Regular bus maximum of 24 passenger capacity and ambulances	G
G	<p>Any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kg provided the towed vehicle is not over 4,600 kg, but not,</p> <ul style="list-style-type: none"> a. a motorcycle or motor assisted bicycle; b. a bus carrying passengers; or c. an ambulance in the course of providing ambulance service as defined in the Ambulance Act. <p>Effective July 1, 2011:</p> <p>A Recreational Vehicle towed by a pickup truck may exceed 4,600 kg.</p>	
M	Motorcycles, including a limited-speed motorcycle (motor scooter) and a motor-assisted bicycle (moped) Holders may also drive a Class G vehicle under the conditions that apply to a class G1 license holder.	M with condition L (motor scooters and mopeds)
Z	Any motor vehicle with an air brake system	

Daily Routine

Drivers will be expected to drive a minimum of 4.0 hours per day to a maximum of 7.5 hrs per day, depending on TC's requirements. *The daily work hour schedule will normally be performed during TC's standard hours of operation, specifically between 6:00 a.m. and 18:00 p.m. Monday to Friday. On rare occasions, work hours may extend due to operational requirements and Candidates could be on duty up to 14 hours with a maximum of 13 hours of driving as per HDV Canadian regulations.

*Resources might be required to work exceptionally on Saturdays, Sundays or Federal/Provincial Statutory Holidays. Should resources be required to work on a statutory holiday, hours will be paid at a standard rate according to the applicable Provincial laws (see section 15)

Statutory holidays are as follows:

- a) New Year's Day;
- b) Good Friday;
- c) Easter Monday;
- d) the day fixed by proclamation of the Governor in Council for celebration of the Sovereign's birthday;
- e) Canada Day;
- f) Labor Day;
- g) the day fixed by proclamation of the Governor in Council as a general day of thanksgiving.
- h) Remembrance Day;
- i) Christmas Day;
- j) Boxing Day;
- k) one additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed or, in any area where, in the opinion of the Employer, no such additional day is recognized as a provincial or civic holiday, the first (1st) Monday in August.

The contractor's proposed drivers must have a minimum of 3 years' of driving experience without major or serious convictions (as defined in Appendix B), suspensions, or reinstatements as demonstrated by the Statement of Drivers record (see section 5). The TC Fleet Manager may supervise drivers exercising vehicles while under this contract. This will provide TC with an indication of the driver's abilities to handle vehicles as well as to demonstrate their overall driving habits.

Each driver will review and sign the Transport Canada Vehicle User Handbook confirming they have read and understood the handbook. A copy of the handbook and sign off sheet are included in Appendix E.

At the end of each day, the vehicle should be refuelled at authorized fuelling stations (Shell, Esso, Petro Canada etc) and cleaned if required (as defined below).

- Refuelling: if a vehicle has less than ¼ tank of fuel it must be fuelled.
- Cleaned: if the vehicle is noticeably dirty on the exterior or interior.

A detailed list of vehicle operation and maintenance rules will be provided to the drivers, upon contract award.

Drivers will be provided with a vehicle logbook containing the following:

- Transport Canada emergency contact list
- Accident procedures and report
- Fuel Card (specific to Driver)

Drivers will also receive log books for the hours of duty and inspection in accordance with regulation in Canada and in the US. Drivers will report for work at the designated TC facilities and meet with a designated TC representative every morning to coordinate work activities. The location of work will be determined by the schedule of vehicle exercise. There are two main locations of work within the National Capital Region. Occasionally there will be requirements to report to other TC designated locations within the NCR and outside the NCR for driving activities which will be determined upon weekly planning for driver schedules. Location includes but are not limited to: Motor Vehicle Test Centre, located in Blainville, Quebec, Environment Canada, Ottawa, Ontario, etc.

The TC representative will provide the drivers with instructions for authorization forms and keys for vehicles. Drivers will be required to follow the service accumulation / exercise routes as specified (an example of this route is attached in (Appendix A). Drivers will return vehicles to specified destination as per daily instruction.

Insurance

Transport Canada will:

- Provide insurance for the drivers and cover liability and accident benefits as follows:
- Third party Liability - \$3M
- Accident Benefits
- Uninsured Automobile Coverage
- Direct Compensation – Property Damage
- Collision and Comprehensive for cars under the garage policy

TC will discuss accident procedures with Drivers, upon contract award.

The Contractor must include in their proposal:

- Drivers' record for each driver* (see section 5 for additional details from their province of residence as well as a copy of their driver's license(s).
- Consent to sign a letter indicating that Transport Canada may periodically verify driving records for the purpose of this contract. (Form included in Appendix B).

**Name as shown on Driver's license; Driver's license number; Date of birth (all insurance companies define any person under the age of 25 is considered an "underage" driver); Driver Training certificate (for any newly licensed drivers regardless of age. This certificate would include the in-class study and actual driving lessons in order to qualify. This would provide the driver the same years of experience as if they had actually been driving for three years); Date first licensed in Canada or US "G"; Other class of license; Copy of driver's record (provide any convictions in the last five years, any major convictions that would generate an insurance policy surcharge).*

For insurance liability and surcharge costs, drivers with any driving-related convictions (excluding minor convictions) will not be considered. A detailed list of what is considered a minor, serious or major conviction is attached in Appendix D.

The Contractor is responsible for all financial convictions the drivers incur while operating TC vehicles. The Contractor must notify TC of any traffic violations drivers incur while this contract is in force. If a driver incurs a major or serious conviction during the period of this contract, TC reserves the right to refuse service of the driver and request an alternate resource from the Contractor. If a driver gets into an accident with a TC vehicle, the fleet manager will re-evaluate the driver and review the circumstance of the accident (as per the replacement of resources section 14).

The Contractor is also responsible for acquiring additional insurance coverage if necessary to fulfill its obligation, under the Contract, and to ensure compliance with any applicable law(s). The additional insurance coverage is in addition to the Transport Canada policies. The insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection.

4. STATEMENT OF DRIVING RECORD (3 Year Restricted)

The Contractor must include in their proposal a copy of the Statement of Driving Record for each of their proposed Drivers. The abstract must be current (obtained within the last 2 months). The Contractor must provide a current driver abstract every year. The record should contain the driver's name, licence number, class, expiry date, conditions/restrictions, height, date of birth, convictions and/or suspensions, Criminal Code of Canada convictions, suspensions, reinstatements over the past 3 years (including date of conviction), current demerit points, fine default suspensions, over the past 3 years, medical due date for commercial drivers and earliest licensed date available.

5. SECURITY CLEARANCE

The resources proposed in the bidder's response to this RFP **must** have, or be able to obtain, security clearance to the level of "Reliability Status" before commencing work. The proposed resources that will have access to the NSC or sensitive business areas **must** have valid government security clearances at the "Reliability Status" level or higher before contract award and retain it for the duration of the project. Bidders will clearly indicate in their proposal what steps the Bidder will take to comply with the security work conditions for those resources that are not cleared. All resources **must** have the required Reliability status clearance prior to providing any services under the Contract.

1. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
2. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List at ANNEX C;
 - b) Industrial Security Manual (Latest Edition)

6. HEALTH AND SAFETY

Use of Telecommunications and other Portable Devices While Operating a Vehicle: The Contractor will need to provide to all drivers a cell phone for calls, texts and with the capability to access to their email on site and offsite during the workday. Drivers will be responsible to provide their cell phone number as well as an email address to be used by the TC representatives and keep the phone on and in their possession during the workday. Cost for the cell phone will be included in the hourly rate.

As per the Transport Canada Vehicle User Handbook (Appendix E), drivers shall not use any telecommunications or other portable devices while driving on a public road when on duty or conducting

business on behalf of TC. This applies to all vehicles, whether privately owned/leased or loaned by the Department, and covers hand-held and hands-free devices, e.g Bluetooth. This includes - but is not limited to - answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages. With regards to GPS navigation systems, destinations are to be set before driving. Drivers should also be aware of local laws on distracted driving.

Drivers will be required to wear -- at certain TC facilities/labs in the NCR and outside of the NCR – safety-approved (certified) footwear, work gloves, ear protection and safety glasses are part of the TC Safety Guideline requirements to enter and possibly operate within the buildings. These costs should also be included in the hourly rate. If other personal protective equipment (PPE) is required in accordance with local, provincial or federal health guidelines, such as masks, drivers must be provided with, and wear, this PPE.

REQUIRED TRAINING

Resources proposed by the Contractor will be required have or will take a Young Drivers of Canada ***Advanced Collision Avoidance Program (training only offered in English as supplier is an outside resource not affiliated with the public service)*** at their earliest convenience. Resources will be required to provide a copy of the evaluation at the end of each portion (Theory Portion and In Vehicle Portion) to the TC Supervisor/Manager.

TC will not supply a vehicle for the In-Vehicle Portion (arrangement can be made with Young Drivers of Canada to have a vehicle available to the resources). The Contractor will supply a new resource should a proposed resource fail to successfully complete the program. Cost for the required training will be invoice separately to TC. TC will only pay for successful completion of the program.

SAFETY EQUIPMENT TO OPERATE VEHICLES

The Contractor will ensure that all drivers have the required safety equipment appropriate to the class of vehicle being driven and or when entering a TC facility prior to beginning their work. e.g., motorcycle drivers will be required to wear a full-face helmet, armoured motorcycle jacket, jeans or appropriate pants, ankle-high boots and gloves. The TC Representative to be named at contract award, will approve the equipment prior to allowing the driver(s) to operate a TC motorcycle.

7. AREA OF SERVICE DELIVERY

Drivers will be required to drive on pre-established routes for the exercising and service accumulation of vehicles. On average, driver will operate 1 - 4 vehicles per day, as needed.

Drivers may also be required to driver test vehicles to the following facilities:

1. Motor Vehicle Test Center, Blainville, Québec
2. Motor Vehicle Safety Investigation Laboratory, Gatineau, Québec
3. Environment Canada, Emissions Research Lab, Ottawa, Ontario
4. National Research Council, Ottawa, Ontario
- 5.

8. LEVEL OF EFFORT

The estimated number of work hours for the year would be a maximum of 7,000 hours (an average, but not limited to 1,750 hours per drivers). Travel and vehicle deliveries may require overtime, which TC will reimburse in accordance with applicable Ontario labor laws (see Section 10 and 14).

9. CONTRACT PERIOD

The contract will commence upon the date of award by Transport Canada and will remain in effect for a period of 1 year (12 months) plus 2 optional years (24 months).

10. TRAVEL

If required, TC may ask the Drivers to travel outside the National Capital Region while performing their duties. If TC requires the Drivers to travel, the Department will reimburse the Contractor, in accordance with Treasury Board Travel Directives, for any expenditures the Drivers incur.

The contractor is responsible for providing TC with receipts for the following expenses, but not limited to, accommodation, incidentals, transportation, airfare and tolls as stipulated in the Travel Directive. He is also responsible for reimbursing resource travel expenses. Resources who must travel outside of Canada are responsible for obtaining and maintaining a valid passport. TC will not reimburse the cost of obtaining and maintaining a valid passport.

The authorized travel and living expenses will be reimbursed without any allowance for overhead or profit in accordance with the Treasury Board Travel Directive in effect at the time that the travel expenses are incurred (http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp).

11. LOCATION OF WORK

On a normal day, except for travel outside of the NCR within Canada and the continent of the United States, vehicles must be picked up and left at the designated TC facility. Driving the vehicles is restricted to official TC business only. No personal use is permitted as outlined in the TC Government Vehicles User Guide.

Drivers will work out of various locations within the National Capital Region and outside the NCR. The primary location will be from a TC facility located in the national capital region. Secondary locations include but are not limited to, TC headquarters, Environment Canada -- Emissions Research Lab and National Research Council, all located in the National Capital Region. Drivers will be required to provide their own source of transportation to these locations. For work location located outside of NCR, TC will reimburse travel expenses if applicable (see section 10).

12. DELIVERABLES

Drivers will be required to operate vehicles on a specific route (provided by TC – refer to Appendix (A) within the National Capital.

Drivers will be required to:

1. Complete a daily record of accumulated mileage. These records – or books, in the case of commercial vehicles – will be provided by TC in hard copy or in an electronic booklet for on driving hours (see Appendix C for examples).

2. inspect and complete daily logs supplied by TC for commercial vehicles. The elements that are required to be inspected are identified in the inspection manuals. An example of this is included in Appendix C.
3. complete fuel records – the driver will be required to write on the fuel receipt the TC vehicle identification number, the kilometres at fuelling and initial the fuel receipt. Fuel will be paid using the government issued credit card assigned to the driver.
4. communicate maintenance or other problems observed or experienced with the vehicles and must inform the TC Representative. Drivers will not be responsible to perform any maintenance on vehicles, however, basic refuelling, topping up of fluids and any task to ensure proper vehicle function is required. Occasionally but not limited to, Drivers will deliver and pick up vehicles requiring service or maintenance from various Dealers/Service centers or facilities according to TC representative instruction/schedules.
5. clean vehicles – cleaning of the vehicles will take place at a facility determined by TC
6. Lift weight up to 40lbs (e.g., mounted tires) all weight exceeding 40lbs, additional help or the use of equipment to lift in all safety must be adapted. Training for heavy lifting is provided at TC facilities.

13. REPLACEMENT OF CONTRACTOR RESOURCES

If a driver is not available, it is the responsibility of the Contractor to notify a TC Representative a minimum of 24 hours in advance. The driver may directly notify the TC Fleet Manager as well, but it is the responsibility of the Contractor to notify the TC Representative as soon as they are aware.

A TC representative will give the Contractor 12 hours notice if driver services are not required for any given day. Transport Canada will not be charged for any services if 12 hours notice has been given.

If a driver is absent for a period longer than 5 business days, it is the responsibility of the Contractor to provide TC with an alternate driver during their absence. Where possible, the Contractor must inform TC two weeks in advance if a driver will be absent. Should the Contractor at any time be unable to provide the services of the Drivers named in the contract, the Contractor shall:

- be responsible for providing replacement personnel at the same cost.
- shall be of similar or greater ability and attainment and whom shall be acceptable to the Project Authority.
- notify the Project Authority in writing of the reason for the unavailability of the resource(s) named in the contract.
- provide to the Project Authority the name(s), and outline of the qualifications and experience of the proposed replacement resource 5 working days prior to replacement. Any proposed replacement will be subject to evaluation in accordance with the original evaluation process. TC retains the right to approve all alternate resources.
- If a driver incurs a major or serious conviction during the period of this contract, TC reserves the right to refuse service of the driver and request an alternate resource from the Contractor. Under no circumstances shall the Contractor allow performance of the services by replacement resources that have not been authorized by TC.

14. OVERTIME HOURS

Additional hours may be required when traveling outside the NCR (throughout Canada and the continental United States). TC will reimburse these hours in accordance with Ontario labor laws. In general, resources work between 4.5 and 7.5 hours per day, Monday to Friday, but can be called upon to work up to 14 hours in a day, if necessary. For example, the current regulations require the payment of overtime premium for each hour of work beyond the 44th hour of work of the week. Under Ontario law, the aggregate hourly rate for hours worked in excess of 44 hours is one and one-half times the regular hourly rate. The TC representative will approve overtime by signing the resource's weekly time sheet. Driving hours and hours of service will meet Canadian and US standards.

Resources may be required to work Saturdays, Sundays and federal/provincial holidays. Any resource required to work on a statutory holiday will be paid at the hourly rate prescribed by applicable Ontario law. Under Ontario law, resources required to work on a public holiday will be paid the statutory holiday rate plus premium for all hours worked on the public holiday. The current regulations set the premium at one and a half times the regular hourly rate. However, hours worked on statutory holidays **do not count** towards overtime.

15. REFERENCE DOCUMENTS

TB Fleet Guidelines at: <http://www.tbs-sct.gc.ca/mm-gm/doc/gfm-ggpa/c1-05-eng.aspx>

Transport Canada Vehicle User Handbook at: <http://tcinfo/corporate-services/as/materiel/vehicles/handbook.htm>

National Joint Council Directive on Motor Vehicle Operations at: <http://www.njc-cnm.gc.ca/directive/index.php?sid=267&nl=1&lang=eng>

Appendix A: Example Routing Schedule

Accumulation Route	
TIME	LOCATION
8:00	1860 Bank Street, Ottawa, ON
8:15	Head South East on Sheffield Rd. toward Walkley Rd. – 0.6km
8:25	Turn right Walkley Rd. – 7.9km
8:35	Turn left Riverside Drive – 4.4km
8:45	Continue on River Rd. – 0.8km
9:00	Arrive : 335 River Rd., Gloucester, ON
9:10	Head North River Rd. toward Jarvis Dr. – 0.8km
9:20	Continue on Riverside Dr. – 5.8km
9:30	Turn left Hog's back Rd. – 0.7km
9:40	Turn right Colonel By Dr. - 1.1km
9:55	Turn right University Dr. - 1.5km
10:10	Slight right on Campus Ave. – 0.2km
10:15	Continue on Sunnyside Ave. – 1.3km
10:25	Turn left on Riverdale Ave. – 0.9km
10:35	Turn left on Main Street – 1.5km
10:45	Slight right at Colonel By Dr. – 1.7km
10:50	Continue on Sussex Dr. – 2.4km
11:00	At the second roundabout, take the 2 nd exit onto Rockcliffe Pkwy – 3.5km
11:15	Turn right Birch Ave. – 0.4km
12:00	Turn left on Sandridge Rd. – 0.5km
13:00	Sandridge Rd. turns right and becomes St-Laurent Blvd. – 1.8km
13:15	Turn left on Montreal Rd. – 2.6km
13:30	Turn right on Blair Rd. – 1.4km
13:40	Turn left on Ogilvie Rd. - 2.0km
13:55	Turn right Montreal Rd. – 1.0km
14:10	Continue on St-Joseph Blvd. – 0.6km
14:25	Turn right at Bearbrook Rd. – 2.8km
14:30	Turn right Innes rd. – 1.1km
14:40	Turn right staying on Innes Rd. – 1.0km
15:00	Turn left on Anderson Rd. – 7.9km
15:10	Turn right onto to Highway 417 East ramp to Montreal – 0.6km
15:15	Merge to Highway 417 East – Trans Canada Highway East – 7.0km
15:20	Exit 96 on Boundary Rd. toward Carlsbad Springs/Metcalfe/Russell – 0.9km
15:30	Turn left at Boundary Rd. / RR-41 – 0.5km
15:35	Exit 96 on Boundary Rd. toward Carlsbad Springs/Metcalfe/Russell – 0.9km
15:40	Merge onto highway 417 West / Trans Canada Hwy West 12.7km
15:45	Exit 110 on Walkley Rd. – 0.8km
15:50	Turn left on Walkley Rd. - 0.8km
15:55	Turn right on Sheffield Rd. – 0.6km
16:00	END OF RUN at 2780 Sheffield Rd.

Appendix B: Insurance Letter (to be completed by each driver)

Ontario Release Form



Record Search Application (with or without address) /

Demande de recherche dans les dossiers (avec ou sans adresse)

Instructions: Fees for non-certified and certified products are noted below. If paying by credit card, please ensure the [Credit Card Authorization Form \(SR-LV-034\)](#) is attached to this application. Make cheque or money order payable to the Minister of Finance. Effective January 1, 2005, all personal cheques must be certified unless payment is sent by mail. Please mail your application with the enclosed fees to Ministry of Transportation, Information and Data Retrieval Unit, 87 Sir William Hearst Avenue, Room 158D, Toronto, Ontario M3M 0B4. / **Instructions :** Les prix des produits accrédités et non accrédités sont indiqués ci-dessous. Si vous payez par carte de crédit, assurez-vous de joindre le formulaire d'autorisation de paiement par carte de crédit (SR LV 034) à cette demande. Les chèques et les mandats doivent être établis à l'ordre du ministre des Finances. Depuis le 1^{er} janvier 2005, tous les chèques personnels doivent être certifiés, sauf si le paiement est envoyé par la poste. Veuillez envoyer votre demande, accompagnée du paiement, par courrier au ministère des Transports, Unité de la recherche de l'information et des données, 87, avenue Sir William Hearst, salle 158D, Toronto, Ontario M3M 0B4.

Section A - Search of Individual/Vehicle Owner/Driver/Commercial Vehicle Operator Information / Section A - Recherche des renseignements sur une personne, un propriétaire de véhicule, un conducteur ou un utilisateur de véhicule utilitaire				Office Use Only	
Driver's Licence No. N° de permis de conduire		Registrant Identification Number (R.I.N) Numéro d'identification du titulaire (NIT)		Op No.	Office No.
Last Name, First Name, Middle Name Nom de famille, prénom, second prénom		Street No. & Name, P.O. Box, R.R. No. or Lot, Conc. & Twp. Rue et n°, C.P., n° de route rurale ou lot, concession et canton		Business Date Y M D	
City, Town or Village Ville ou village		Apt/Suite No. App./bureau		Fees Paid \$.	
Date of Birth Date de naissance Y A M D J		Postal Code Code postal		<input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit	
Gender Sexe		Email Address Adresse courriel		Identification Viewed	
Daytime Phone No. N° de téléphone de jour		Alternate Phone No. Autre n° de téléphone		Personal Identification Viewed (State name of document)	
Section B - Applicant Information / Section B - Renseignements sur le demandeur					
Authorized Ministry of Transportation (MTO) User Identification Identification de l'utilisateur autorisé du ministère des Transports (MTO)				File No. N° de dossier	
Name of Company Requesting the Information Nom de l'entreprise qui demande les renseignements					
Street No. & Name, P.O. Box, R.R. No. or Lot, Conc. & Twp. Rue et n°, C.P., n° de route rurale ou lot, concession et canton				Apt/Suite No. App./bureau	
City, Town or Village Ville ou village				Postal Code Code postal	
Daytime Phone No. N° de téléphone de jour		Email Address Adresse courriel			

Quebec Release Form



**Application for the Driver's Abstract
 of a Person Residing or Temporarily Living Outside Québec**



DRIVER'S LICENCE HOLDER					
Last name			First name		
Québec driver's licence number		Date of birth Year Month Day	Telephone Office		Extension Home

AUTHORIZATION OF THE LICENCE HOLDER							
Last address in Québec	Driver's abstract prepared in <input type="checkbox"/> French <input type="checkbox"/> English						
<p>Note: The driver's abstract will be sent to only one addressee and by only one means of delivery.</p> <p>I authorize the Société de l'assurance automobile du Québec to send me my driver's abstract.</p>							
<input type="checkbox"/> Mail to the following address (outside Québec only): <i>If the address is outside Canada, make sure you provide all the required information for an international address.</i>	_____ _____ _____ _____						
or							
<input type="checkbox"/> Fax to the following number (outside Québec only):	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 25%;"></td> <td style="border-bottom: 1px solid black; width: 25%;"></td> <td style="border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td style="font-size: small;">Country code</td> <td style="font-size: small;">Local or area code</td> <td style="font-size: small;">Fax number</td> </tr> </table>				Country code	Local or area code	Fax number
Country code	Local or area code	Fax number					
Date (Year-Month-Day)	Signature						
Comments _____ _____ _____							

Protection of Personal Information

All personal information gathered by authorized Société de l'assurance automobile du Québec (SAAQ) personnel is handled confidentially. The SAAQ requires this information to apply the *Automobile Insurance Act*, the *Act respecting the Société de l'assurance automobile du Québec* and the *Highway Safety Code*. Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, this information may be conveyed to the SAAQ's licensing agents and other Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you. For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca or contact the SAAQ's call centre.

Send • By fax: 418 644-7167 or • By mail: Division de la diffusion (act. 850)
Société de l'assurance automobile du Québec
 333, boulevard Jean-Lesage
 Case postale 19600, succursale Terminus
 Québec (Québec) G1K 8J6



Appendix C: FORMS

SAMPLE FOR RESOURCES (external supplier, form different from the English version of the statement of work. This is an example only)

DRIVER'S DAILY LOG (24 HOURS)
 USE TIME STANDARD AT HOME TERMINAL

1 70 HR / 7 DAY CYCLE 2 120 HR / 14 DAY

IF DEFERRED OFF DUTY
 DAY 1 DAY 2

NAME OF CARRIER _____ ENDING ODOMETER _____ STARTING ODOMETER _____ KMS DRIVEN TODAY _____ DAY _____ MONTH _____ YEAR _____

MAIN OFFICE ADDRESS _____ DRIVER'S NAME IN FULL (PLEASE PRINT) _____ NAME OF CO-DRIVER (PLEASE PRINT) _____

ADDRESS OF ORIGINATING TERMINAL _____ DRIVER'S SIGNATURE _____ TRUCK LICENSE PLATE # _____

DESTINATION _____ TRAILER LICENSE PLATE # 1 _____ 2 _____ TOTAL TRUCK HOURS TODAY _____

DAY START TIME (IF OTHER THAN MIDNIGHT)	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TOTAL HOURS
1. OFF DUTY																										
2. SLEEPER BERTH																										
3. DRIVING																										
4. ON DUTY (NOT DRIVING)																										
REMARKS																										

MANIFEST/BILL OF LADING # _____ SHIPPER & COMMODITY _____

PREVIOUS 14 DAYS	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	PERSONAL USE
		TOTAL HOURS ON DUTY														END ODO _____
		TOTAL HOURS OFF DUTY														START ODO _____

ENTER NAME OF PLACE YOU REPORTED, WHERE RELEASED FROM WORK, WHEN AND WHERE EACH CHANGE OF DUTY OCCURRED.

DRIVER'S DAILY VEHICLE INSPECTION REPORT PRE-TRIP POST-TRIP

CARRIER _____ LOCATION OF INSPECTION _____ TRACTOR/TRUCK LIC. PLATE # _____ JURISDICTION _____

ADDRESS _____ INSPECTION DATE _____ INSPECTION TIME _____ TRAILER #1 LIC. # _____ JURISDICTION _____

CITY _____ VEHICLE MAKE / MODEL _____ ODOMETER (MILES / KM) _____ TRAILER #2 LIC. # _____ JURISDICTION _____

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1 and / or jurisdiction legislation.

No Defects Found

Inspector / Driver's Name Print _____ Inspector / Driver's Signature _____ Driver's Signature (if different from Inspector) _____

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER REMARKS REFER TO ACCOMPANYING SCHEDULE 1 TO IDENTIFY DEFECTS

TRACTOR/TRUCK	TRAILER # 1	TRAILER # 2	TRACTOR/TRUCK	TRACTOR/TRUCK
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Air Brake Adjustments	<input type="checkbox"/> Emergency Equipment/Safety Devices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Brake Connections	<input type="checkbox"/> Exhaust System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Cargo Securement	<input type="checkbox"/> Fifth Wheel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Fuel System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Dangerous Goods Placard/Holder	<input type="checkbox"/> General
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Frame & Cargo Body	<input type="checkbox"/> Glass & Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Inspection Decal	<input type="checkbox"/> Horn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lamps & Reflectors	<input type="checkbox"/> Pintle Hook
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Plate Validation Sticker	<input type="checkbox"/> Power Steering System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Suspension System	<input type="checkbox"/> Radiator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Tires	<input type="checkbox"/> Steering Mechanism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Wheel/Hubs/Fasteners	<input type="checkbox"/> Towing Attachment
			<input type="checkbox"/> Brakes - Peda/Booster/Gauges	<input type="checkbox"/> Windshield Wiper/Washer
			<input type="checkbox"/> Brakes - Warning Lights: Low Pressure, Vacuum/Failure	
			<input type="checkbox"/> Compressor	
			<input type="checkbox"/> Hoses & Connections	
			<input type="checkbox"/> Hydraulic Brake Fluid	
			<input type="checkbox"/> Parking Brakes	
			<input type="checkbox"/> Battery	
			<input type="checkbox"/> Destroyer/Heater	
			<input type="checkbox"/> Documents - Registration, etc	
			<input type="checkbox"/> Driver Controls	
			<input type="checkbox"/> Driver Seat	

DEFECTS EN ROUTE _____


REMARKS _____

Above defects corrected Above defects need not be corrected for safe operation of vehicle

Signature of Authorized Repair Person _____ Date _____ Driver's Signature _____ Date _____

only

Vehicle Authorizations

		English/ENGLISH for Vehicles / Français/FRANÇAIS pour véhicules			
VEHICLE AUTHORIZATION AND LOG RECORD / AUTORISATION D'UTILISATION DE VEHICULE ET CONSIGNATION DE S DONNEES					
Driver / Conducteur(trice): Year / Année Make / Marque Model / Modèle Trim Fuel Type(s)		Reference Number / Numero de référence		I.C. Number / Numero I.C.	
Geographic location / Région géographique		Parking Dept. / Lieu/lieu passer de stationnement		Date Out / Date de Sortie	
Date of Return / Date de Retour		License / Plaque		Costal Card / Carte de crédit	
Notes Operations <div style="display: flex; justify-content: space-between;"> <div> Job duties / Tâches reliées au travail, RCN </div> <div> Job duties and essential costs, use when on travel duty / Tâches reliées au travail et usage personnel essentiel au déplacement </div> </div>					
Approved by / Approuvée par _____			Signature of driver / Signature du conducteur(trice) _____		
Conditions and notes / Conditions et avis: <ol style="list-style-type: none"> The driver must complete the Defective Report as applicable. / Le (la) conducteur(trice) doit compléter le rapport de défectuosité s'il y a lieu. The driver is responsible for all parking violations. / Le(s) conducteur(s) est responsable pour toutes infractions de stationnement et de circulation. The driver is responsible for explaining the limits of the authorization to the driver. / Le surveillant doit (la) conducteur(s) soit responsable d'expliquer les limites de The driver signature indicates that he understands and accepts the updated limits of authorization. / La signature doit (la) conducteur(s) signifie qu'il/elle comprend et accepte les limites de cette autorisation. TS's Guide to Fleet Management clearly states that departmental vehicles can be used only for official government purposes. Unauthorized use of a government vehicle may result in disciplinary action and in the event of a motor vehicle accident, the employee or user may be responsible for reimbursing all costs. / Le Guide sur la gestion du parc automobile du CT doit expliquer que l'usage des véhicules gouvernementaux est interdit aux Etats-Unis à moins d'arrangements spéciaux avec Exploitation de flotte. L'utilisation non autorisée d'un véhicule gouvernemental peut entraîner l'application de mesures disciplinaires et en cas d'accident avec le véhicule automobile, l'employé ou l'utilisateur peut être tenu de rembourser tous les coûts occasionnés. The self-insurance policy of the Government does not apply to unauthorized drivers, in which case drivers have no protection. / Le principe d'auto-assurance du Gouvernement ne s'applique pas dans le cas d'un usage non-autorisé. Dans un tel cas, le (la) conducteur(s) n'aura aucune protection. Driving this Government vehicle in the U.S. is prohibited unless by special arrangements with Fleet Operations. A use specific license holder must obtain the authorization. / La conduite de ce véhicule gouvernemental est interdite aux Etats-Unis à moins d'arrangements spéciaux avec Exploitation de flotte. Dans ce cas une police d'assurance doit obtenir une autorisation, pour usage spécifique. Only passengers are allowed in government vehicles. / Seulement les passagers ont droit de prendre place dans les véhicules du gouvernement (voir le Guide de l'utilisateur de véhicules du gouvernement). Driving on weekends is not generally authorized, except in the case of official travel status, otherwise taxable benefits will apply in accordance with CCRA rules. Conducts durant les fin de semaine n'est généralement pas autorisé à l'exception lors de voyage d'affaires, autrement les avantages taxables selon les régles de ADRC s'appliquent. 					
Please refer questions regarding this authorization to: / Veuillez adresser vos questions concernant cette autorisation à: <div style="display: flex; justify-content: space-between;"> <div> Dominique - Pierre Dion, Fleet Manager / Responsable du parc automobile Transport/Transports Canada, Tower C, 330 Sparks Street, Ottawa, ON K1A 0N5 (613) 960-5467 (phone) / (613) 218-4369 (BB) </div> <div> ARI Road-Side Assistance / Service d'assistance routière ARI 1-800-440-2770 </div> </div>					
End of trip report / Rapport fin du voyage End of trip / Fin du voyage _____ km Start of trip / Début du voyage _____ km Trip total / Total du voyage _____ km Vehicle returned to: / Véhicule retourné à: _____ Parking / Stationnement: _____		Pre trip inspection and report Driver signature _____ (Please use the reverse if more space is required / Utilisez le verso si plus d'espace) <hr/> Post trip inspection and report Driver signature _____ (Please use the reverse if more space is required / Utilisez le verso si plus d'espace)			
Driver signature / Signature doit (la) conducteur(s) _____			Date: _____		

Accident Report



Transport Canada / Transports Canada

DRIVER'S REPORT ON VEHICLE ACCIDENT

RAPPORT DU CONDUCTEUR SUR UN ACCIDENT DE VÉHICULE

This report, when completed, is to be forwarded to the vehicle supervisor.
 Une fois rempli, ce rapport doit être envoyé au surveillant des véhicules.

1. Department of transport vehicle 1. Véhicule du Ministère des Transports				File no. / N° de dossier.	
Name of driver in full / Nom complet du conducteur				Reporting location / Lieu d'attache	
Date of accident (yyyy-mm-dd) / Date de l'accident (aaaa-mm-jj)				Time / Heure	
T.C. No. / N° de T.C.				Licence no. / N° d'immatriculation	
No. of passengers Nombre de passagers				No. of persons wearing seat belts Nombre de personnes portant la ceinture de sécurité	
2. Other vehicle 2. Autre véhicule				Estimate / Évaluation \$	
Name of owner in full / Nom complet du propriétaire				Tel. / Tél.	
Name of driver in full / Nom complet du conducteur				Address / Adresse	
Make of vehicle / Marque du véhicule				Type	
Nature of damage / Nature des dommages				No. of passengers Nombre de passagers	
Estimate / Évaluation \$				Name of insurance company / Nom de la compagnie d'assurance	
Name of agent / Nom de l'agent				Address / Adresse	
3. Details required when person is injured 3. Détails nécessaires en cas de blessure				Continue on page 8 if necessary Continuez à la page 8 au besoin	
Name in full / Nom complet				Address / Adresse	
Check one of the following Cocher la case appropriée				Specify / Spécifiez	
Nature of injury / Nature de la blessure					
4. Details required when property is damaged 4. Détails nécessaires en cas de dommages matériels					
Owner / Nom du propriétaire				Address / Adresse	
Description of damage / Nature des dommages				Estimate / Évaluation \$	
6. Investigating police 6. Constat					
Name of police department / Désignation du corps de police				Detachment / Détachement	
Name of investigating officer / Nom de l'agent				Badge No. / N° matricule	
				Did police take photographs of scene? La police a-t-elle pris des photos du lieu de l'accident? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
8. Statement of driver's supervisor 8. Déclaration du surveillant du conducteur					
I hereby certify that the operator of the government vehicle described herein, whose signature appears on page 4, <input type="checkbox"/> was / <input type="checkbox"/> was not, acting in the course of his/her duties at the time of the aforementioned accident.				Je, soussigné, déclare que le conducteur du véhicule de l'état décrit ci-dessus, dont la signature figure à la page 4, <input type="checkbox"/> était / <input type="checkbox"/> n'était pas, dans l'exercice de ses fonctions au moment de l'accident susmentionné.	
Signature				Date (yyyy-mm-dd) / Date (aaaa-mm-jj)	



Appendix D: INSURANCE POLICY CONVICTION

Minor Convictions

Convictions of any moving traffic offenses (other than those specifically listed under 'Major' or 'Serious') under any Act governing highway traffic or Compulsory Automobile Insurance Act (C.A.I.A.) or any offenses substantially the same committed outside Canada including:

- fail or refuse to surrender licence CAIA
- fail to produce evidence of insurance
- fail to carry insurance card CAIA
- fail to carry evidence of insurance
- fail to have insurance card CAIA
- fail to disclose particulars CAIA

Major Conviction

Convictions of the following offenses under any Act governing highway traffic or Compulsory Automobile Insurance Act (C.A.I.A.) or offences substantially the same committed outside Canada:

- failing to report an accident
- failing, in the event of an accident, to give his/her name and licence to the police or any other person entitled to such information
- improper passing of a school bus
- improper passing/ speeding in a school or playground zone
- driving without insurance
- operated motor vehicle – no insurance CAIA
- vehicle owner without insurance CAIA
- false statement re insurance MVACA (Motor Vehicle Accident Claims Act)
- produce false insurance MVACA (Motor Vehicle Accident Claims Act)
- make false statement CAIA
- speeding in excess of 50 kph over limit
- permit novice drive in contravention of cond/rest
- class G1accomp driver – fail/ refuse provide breath
- class G1 drive unaccomp by qualified driver
- class G1 accomp driver excess blood alcohol
- class G1 drive with front seat passenger
- class G1/G2 drive with excess passengers
- class G1 drive on prohibited highway
- class G1/M1 drive at unlawful hour
- class M1 drive motorcycle with passenger
- class M1 drive motorcycle on prohibited highway

Serious Convictions

Convictions of the following offenses under the Criminal Code of Canada or under an Act governing highway traffic or any other Act or any offenses substantially the same whether committed within or outside Canada any convictions which appear on a Driver Record Abstract identified as Criminal Code convictions:

- criminal negligence committed in the operation or use of a major vehicle
- manslaughter committed in the operation or use of a motor vehicle
- racing
- careless driving
- driving without due care and attention
- dangerous driving
- impaired driving
- failure or refusal to submit to a breath or blood test
- failure to stop at the scene of an accident
- failure to stop for a police officer, resulting in an extended suspension of licence (e.g. three years)
- novice driver fail/refuse breath sample
- class G1/G2/M1/M2 drive with alcohol in blood with or without Administrative Drivers Licence Suspension (A.D.L.S.)

If convictions for impaired driving and failure or refusal to take a breath or blood test relate to the same occurrence, they will be considered as one conviction.

Appendix E: TRANSPORT CANADA VEHICLE USER HANDBOOK

Introduction

- 1 What entitles me to use a government vehicle?**
- 2 Who can be the driver?**
- 3 Who can be the passenger?**
- 4 What should I be aware of before driving the vehicle?**
- 5 What happens if I am involved in an accident?**
- 6 What are my transportation options?**
- 7 What should I know about paying for fuel and maintenance?**
- 8 What should I know if I am driving an alternative transportation fuel (ATF) vehicle?**
- 9 What are Green Driving practices?**
- 10 Who will pay for my fines from traffic violations?**
- 11 When should I declare personal use of a government vehicle for tax purposes?**
- 12 What objectives are targeted by the new fleet policy?**
- 13 Who is responsible for what?**

Introduction

Employees, summer students and research associates are often requested to use either a government-owned or leased vehicle, daily rental, their personal car or a taxi to fulfill the mandate of Transport Canada. This document is aimed at anyone who has to use road transportation to conduct official Departmental business.

Transport Canada has approved a new Motor Vehicle and Ground Transportation Policy. The objective of the policy is to ensure:

- all modes of ground transportation are managed together in order to provide the overall best value to the department; and
- departmental motor vehicles are selected, acquired, used and disposed of in ways that will provide the best possible support to departmental operations and objectives.

This document does not supersede the official Motor Vehicle and Ground Transportation Policy. Rather, it has been prepared to give you, as a driver, a handy reference on departmental policies and some advice on things you need to know when operating a government car.

1. What entitles me to use a government vehicle?

Basically, there exist three rules to determine if you are entitled to drive a government vehicle:

1. You have a valid reason to use a government car in your work;
2. You have received prior authorization from your Responsibility Centre Manager; and
3. You have a valid driver's license.

Unauthorized vehicle use may be grounds for disciplinary action. You can be held responsible for any action undertaken while driving the vehicle. Unauthorized use includes, but is not limited to: driving without a valid driver's license, operating a vehicle for personal business without prior approval and carrying unauthorized passengers.

2. Who can be the driver?

All authorized personnel of Transport Canada can drive a departmental vehicle. This list includes:

- a departmental employee (permanent, temporary or casual) on authorized duty;
- an official visitor, when so designated by the Responsibility Centre Manager;
- clients served by the department; and

- any person having business with the department, in situations where the department is required to provide transportation.

Use of a government vehicle by non-government employees to conduct official government business requires **written** authorization from your Responsibility Centre Manager, who should **consider the level of risk to the Department**.

3. Who can be the passenger?

Only passengers having received prior authorization are allowed in a government vehicle. The list of people is the same as the one mentioned in the Section 2: Who can be the driver? Of course, in emergency situations (i.e. accidents, road breakdowns) common sense prevails, so you can assist your fellow motorist. The important thing to remember is that you are the only person capable of controlling the misuse of government vehicles, it is therefore your responsibility.

4. What should I be aware of before driving the vehicle?

It is your duty as a driver to know and understand all federal and provincial laws and regulations associated with the use of a motor vehicle. Here are some items that you should be particularly aware of:

4.1 Seat Belts

Not only is it important to wear a seat belt, but it must be worn correctly to help reduce your chances of injury or death. Today's vehicles provide a variety of restraint mechanisms. Be sure you are always correctly restrained by both the lap and shoulder belts. Wearing a seat belt is not only good sense, **it's the law**.

4.2 No-Smoking Policy

Government vehicles are considered a workplace environment. You can only use a government vehicle for the performance of your duties; therefore, smoking in a governmental vehicle, as in any other governmental workplace, **will not be tolerated**.

4.3 Air Bags

Air bags save lives. They work best when everyone is buckled up. The force of an air bag can hurt those who are too close to it. Drivers can prevent air bag-related problems by following the vehicle specific safety points posted in the vehicle, which is usually located above the driver's sun visor or in the vehicle owner's manual.

4.4 Use of Telecommunications and other Portable Devices While Operating a Vehicle

Employees shall not use any telecommunications or other portable devices while driving on a public road when on duty or conducting business on behalf of TC. This applies to all vehicles, whether privately owned/leased or loaned by the Department, and covers hand-held and hands-free devices. This includes - but is not limited to - answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text

messages. With regards to GPS navigation systems, destinations should be set before driving. Drivers should also be aware of local laws on distracted driving.

4.5 Contents of the Glove Compartment

Before using a departmental vehicle, you should make sure that the following items are included in the glove compartment:

- Transport Canada Insurance Policy Card (Catalog Number 07-0210)
- Driver's Report on Vehicle Accidents (Catalog Number 07-0240)
- TC Monthly Log for Personal Use of Government Vehicle (Catalog Number 07-0241)
- An authorized departmental fleet credit card (i.e. ARI Canada, GE Capital)
- Ownership Documents
- Registration Permit

** Additional forms can be ordered from Forms Catalogue by phone at **1-888-830-4911**, National Capital Region: **(613) 991-4071**, by fax at **(613) 991-1653** or by e-mail: mps@tc.gc.ca.*

5. What happens if I am involved in an accident?

5.1 What should I do?

If you are involved in an accident, you should remain at the scene. Obtain medical assistance for anyone who may be injured, as quickly as possible. The next step is to notify the police and obtain information such as:

- license numbers of other vehicles involved;
- names of the people involved;
- time, date, place, weather and road conditions;
- names and addresses of any witnesses;
- inform your Responsibility Centre Manager (RCM) as soon as possible;
- report accidents on the TC Monthly Log for Personal Use of Government Vehicle (Catalog Number 07-0241) which should be found in the vehicle's glove compartment.

5.2 Who will pay?

What were you driving?	What insurance policy is applicable?
If you are driving a government vehicle	The department has a self underwriting policy for vehicles. That basically means that the department is a "self insurer" of its own motor vehicles and that the risks are assumed by the Government of Canada rather than by an insurance company.
If you use a rental or leased vehicle for government business (not on travel status)	The same self underwriting policy applies.
If you use a rental vehicle while on travel status	Pay using the Individual Travel Card or make sure a collision damage waiver (CDW) is part of the contract.
If you use your own car on government business	You are responsible for the insurance of your vehicle.

*Using a government-owned car for travel in the United States brings in another set of conditions. The Government of Canada makes yearly arrangements for third party insurance coverage while the vehicle is in the United States on official travel. Prior to the trip, the car should include all necessary documents: proof of an insurance policy and copies of the TC Monthly Log for Personal Use of Government Vehicle (Catalog Number 07-0241).

If you use a rental vehicle while on travel status in the United States, you should pay using the Individual Travel Card or make sure a collision damage waiver (CDW) is part of the contract.

Costs of accidents caused by negligence while making unauthorized use of a government vehicle may be recovered in whole or in part from the employee, if you are deemed negligent.

6. What are my transportation options?

If you are not permanently assigned a vehicle, you can either access a pooled vehicle or try other transportation options:

- Daily Rentals
- Taxis
- Leased vehicles (operating leases only)
- Seasonal leases
- Reimbursement for employees using their own private vehicle

7. What should I know about paying for fuel and maintenance?

The responsibility for proper maintenance of your vehicle rests with the fleet or pool manager, but maintaining the vehicles will depend on your level of cooperation.

- Report defects as soon as you notice them and make time for daily inspections and routine safety checks when using a government vehicle.
- You will also be responsible for recording information about each trip in the Vehicle Log Book. You will have to include data, such as: date, operator's name, time and odometer reading out and in, destination and purpose, expense description and cost.
- As a driver, you are expected to use the departmental authorized fleet credit card (i.e. ARI Canada, GE Capital) to purchase fuel and maintenance services. The authorized private sector fleet management company issues the credit card which also links to an information system used by the department to monitor maintenance, repair and use of vehicles. The list of supplies and services that may be obtained using the credit card includes gasoline, oil, lubricants, routine servicing, emergency repairs and parts. The credit card cannot be used to pay for parking or storage.

8. What should I know if I am driving an alternative transportation fuel (ATF) vehicle?

8.1 The Alternative Fuels Act

The federal government has established environmental goals for Canada that affect transportation activities, such as stabilizing the production of gases that contribute to global warming, reducing smog levels and increasing the use of alternative fuels.

8.2 Refueling

If you are driving a government vehicle with Alternative Transportation Fuel (ATF) capability, you can contribute to reaching the established targets by using these fuels as much as possible. In mono-fuel applications, vehicles run solely on either propane or natural gas. You should also consider using ATFs in flexi-fuel vehicles designed to use either a methanol/gasoline blend (M85 – 85% methanol, 15% gasoline) or an ethanol/gasoline blend (E85 – 85% ethanol, 15% gasoline). Dual fuel applications consist in vehicles capable of operating on two separate types of fuels, either propane and gas or natural gas and gas. Most fueling stations have trained staff on hand to refuel vehicles with ATFs.

Although not considered as an alternative transportation fuel, the use of a gasoline blended with up to 10% ethanol is recommended and acceptable for most conventional cars and trucks. Refer to the vehicle's owner's manual for specific restrictions prohibiting blended fuels.

8.3 Parking indoor with an alternative fuel tank

If indoor parking management forbids entry to alternative fuel vehicles, Treasury Board Secretariat suggests that fleet managers should inform the landlord (private sector, government) in writing that he or she would like a change in the policy with respect to alternative fuel vehicles. Secondly, the fleet manager should send the Treasury Board Secretariat a copy of that letter and any response received from the landlord. Alternative parking arrangements should be considered until the parking firm changes its policy.

9. What are Green Driving practices?

There are several things that you can do to improve your Green Driving skills:

- use steady acceleration and moderate speeds in order to lower fuel consumption;
- use a route planning to find the shortest route to your destination;
- travel in off-peak periods in order to reduce idling on congested roads;
- make sure your vehicle is equipped with a block heater if you live in climate with a harsh winter and park outdoors;
- avoid any unnecessary idling of the vehicle; and
- opt for environmentally sensitive products, such as: recycled oil, low sulphur diesel and ethanol-gasoline blends.

10. Who will pay for my fines from traffic violations?

Traffic violations, including unlawful parking will not be paid from departmental funds and is **the responsibility of the driver**.

11. When should I declare personal use of a government vehicle for tax purposes?

Transport Canada divides vehicle use into two categories:

On-call status where vehicles are assigned to an individual	Field, travel and local use of pooled vehicles
<ul style="list-style-type: none"> ▪ vehicle assigned to an individual ▪ categorized as on-call status ▪ vehicle being taken home after working hours <p>This results in the appropriate taxable benefit being added to your T4 for the portion of vehicle use deemed to be personal.</p>	<p>Use of pooled vehicles for departmental activities, while on travel status or for local transportation will not be deemed a taxable benefit.</p>

If you are authorized to use a vehicle for private purposes, you have a responsibility to report a **taxable benefit for personal use of a government vehicle**, under the *Income Tax Act*. For the purposes of calculating the taxable benefit, personal driving is any driving by an employee for the purposes other than business. According to Revenue Canada, this includes:

- vacation travel;
- driving for personal business; and
- travel between home and work (even if the employer insists that the employee drive the vehicle home).

12. What objectives are targeted by the new fleet policy?

The objectives targeted by Transport Canada focus on two basic concepts: providing the most cost-effective and environmentally friendly form of transportation possible to its employees. The following chart outlines these objectives:

Cost-Effective Transportation	Alternative Fuels Demonstration
All modes of ground transportation are managed together in order to provide the overall best value to the department.	Employees use alternative fuels vehicles with low life cycle emissions, when cost-effective and operationally feasible to do so.
Departmental motor vehicles must be selected, acquired, used and disposed of in ways that will provide the best possible support to departmental operations and objectives.	The department will analyze and evaluate various transportation options in order to reduce total travel cost and contribute to a reduction of 30% in tailpipe greenhouse gas emissions in the fleet by the year 2000 as measured against 1995 baseline data.
All modes of ground transportation, such as departmental vehicles, seasonal leases, rentals, taxis and reimbursement for employee provided vehicles, are optimized.	The department will consider all available alternative fuel options, including propane, natural gas, methanol (M85) and ethanol (E85) and electricity.

13. Who is responsible for what?

Deputy Minister

- approve the departmental fleet management policy

Regional Directors General

- co-ordinate and fostering the pooling of vehicles in the region
- monitor regional vehicles to identify under-utilized assets
- ensure employees declare personal use of a government vehicle, in accordance, as defined by the *Income Tax Act*

Departmental Fleet Manager

- policy coordination
- the implementation of the *Alternative Fuels Act*, Greening of Government Initiative and ERFO
- monitor the inventory database of all departmental motor vehicles managed by private sector fleet management company (i.e. ARI Canada, GE Capital)
- obtain the information necessary to prepare yearly Treasury Board Secretariat reports
- vehicle operations
- fleet management practices
- accident management

Regional Fleet Manager

- policy coordination
- vehicle operations
- fleet management practices
- accident management

Responsibility Centre Managers (RCM) / Program Managers

- fleet management practices
- preparing needs analysis and procurement or leasing documentation for acquiring a motor vehicle
- authorizing the use of privately-owned vehicles for government business
- implement a vehicle pool wherever practical
- vehicle operations
- reporting all accidents to the proper authority

Vehicle Users

- select the most cost-effective mode of transportation from available sources
- operate departmental motor vehicles in accordance with departmental policies and procedures

- use departmental motor vehicles only for authorised government business
- transport only authorized passengers
- possess a valid provincial driver's license
- operate departmental motor vehicles in a prudent manner and in compliance with all applicable federal, provincial, territorial, and municipal laws
- use the private sector fleet management company credit card within established parameters whenever possible
- report odometer readings and other utilization statistics in Vehicle Log B

For a complete description of the roles and responsibilities of departmental employees, please refer to Motor Vehicle Fleet Management Procedures and the Motor Vehicle Framework Policy available on Transport Canada's Intranet, through your Regional Fleet Manager or through Headquarters Materiel and Contracting Services.

ANNEX "B" - BASIS OF PAYMENT

Bidders must complete the table below and must submit the Pricing Schedule in accordance with the details in the RFP. Bidders must include a price for all items. The information in this Annex will form part of the resulting contract.

Travel and Living expenses

Travel expense allowance will be included only following entry by Transport Canada into a contractual arrangement with the successful Bidder.

PROFESSIONAL SERVICES (September 22, 2022 to September 21, 2023)				
Driver No.	Name of Resource	Hourly Rate	*Estimated Hours per Resource	Total Estimated Cost for Initial Contract Period
1			*1,750	
2			*1,750	
3			*1,750	
4			*1,750	
TOTAL PRICE FOR INTIAL WORK REQUIREMENTS:				
PROFESSIONAL SERVICES (September 22, 2023 to September 21, 2024)				
Driver No.	Name of Resource	Hourly Rate	*Estimated Hours per Resource	Total Estimated Cost for Exercising Option Year 1 of Contract
1			*1,750	
2			*1,750	
3			*1,750	
4			*1,750	
TOTAL PRICE FOR ADDITIONAL WORK – EXERCISING OPTION 1				
PROFESSIONAL SERVICES (September 22, 2024 to September 21, 2025)				
Driver No.	Name of Resource	Hourly Rate	*Estimated Hours per Resource	Total Estimated Cost for Exercising Option Year 2 of Contract
1			*1,750	
2			*1,750	
3			*1,750	
4			*1,750	
TOTAL PRICE FOR ADDITIONAL WORK – EXERCISING OPTION 2				

TOTAL SUBMISSION PRICE (September 22, 2022 to September 21, 2025) \$ _____

**The estimated hours are required for evaluation purposes only and provide an indication of the level of effort that may be used to facilitate the evaluation of the proposal. It is solely in support of the tendered all-inclusive fixed price for Professional Services and Associated Costs.*

ANNEX "C" - SRCL

COMMON-PS-SRCL#2



Contract Number / Numéro du contrat T8080-220097
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 Transport Canada	2. Branch or Directorate / Direction générale ou Direction Innovation Centre	
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 Contract request for professional advance technology drivers for on road test programs. Contract will be 1 year plus 2 option years. Total of 3 years maximum.		
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"/>	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 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"/>

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Government of Canada
Gouvernement du Canada

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

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 Yes
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 Yes
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			

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

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 Yes

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 Yes

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 Yes

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 Yes

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 Yes

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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
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 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	SECRET	TOP SECRET TRÈS 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).