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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

Minor Maintenance at various Crown buildings in Iqaluit, Nunavut.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Public Services & Procurement Canada in the form of call ups for Minor Maintenance at various Crown Buildings in Iqaluit, Nunavut.

Services are to be provided on an "as requested " basis. It is anticipated that 1 firm will be issued a standing offer. The standing offer will be issued for a term of five (5) years. The usage over the term is estimated at \$525,000.00 (GST/HST included). This procurement contains MANDATORY requirements. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection and Part 5 - Certifications and Additional Information.

#### **1.2.1 See attached ANNEX I for Nunavut Settlement Area (NSA)**

#### **COMPREHENSIVE LAND CLAIM AGREEMENTS (NLCA)**

*[For advice and guidance on how to apply federal government procurement in the Nunavut Settlement Area and the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area, contact the Strategic Policy Sector's Indigenous Involvement in Procurement Division at: PA Contrats Nunavut / AP Nunavut Contracts \(TPSGC/PWGSC\).](#)*

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

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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

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

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

### 1.6 Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. **See Annex C.**

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006 \(2022-03-29\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

**Insert: 180 days**

## 2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

### PWGSC Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbridreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbridreceiving@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction 2006, or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

### 2.2.1 Revision of Offer

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: 1-418-566-6167

### 2.2.2 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

### 2.2.3 Form

Offers not submitted on the prescribed Offer Form will not be considered.

### 2.2.4 Alterations

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Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

### **2.2.5 Incomplete Offers**

Incomplete offers may be rejected.

### **2.2.6 Taxes**

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

### **2.2.7 Performance Evaluation**

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

## **2.3 Former Public Servant**

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

### **Definitions**

For the purposes of this clause,

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

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- f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Request for Standing Offers

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

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

## 2.7 Public Works and Government Services Canada Apprentice Procurement Initiative

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and

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maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.

3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications ([Appendix 2](#)) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios\* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at [Appendix 2](#).

If you accept fill out and sign [Appendix 2](#).

*\*The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

The Offeror is strongly encouraged to submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

Faxed offers will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) offers will not be accepted for the subject bid solicitation.

### **Section I: Technical Offer**

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

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with "Annex C, Basis of Payment".

### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex J Electronic Payment Instruments, to identify which ones are accepted.

If Annex J Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

## **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- .1 Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price-Offer**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Offer

## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause M0069T, 2007-05-25, Basis of Selection.

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer

**5.2.2.1 Requisite certificates or licenses identified in the RFSO** (eg: Journeyman Tickets) must be submitted upon request including all appendices.

### 5.2.2.2 Status and Availability of Resources

SACC *Manual* Clause M3020T (2016-01-28), Status of Availability of Resources – Offer

### 5.2.2.3 Health & Safety Requirements - See Annex C.

## PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms

### .3 Prices

## 7.2 Security Requirements

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

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. EW999-220525**

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

## 7.3 Standard Clauses and Conditions

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

### 7.3.1 General Conditions

2005 (2022-01-28), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 7.3.2 Standing Offers Reporting

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issue to “to be determined”.

The Standing Offer will be issued for and initial term of five (5) years.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for additional 12 month periods, under the same conditions and at the rates or prices specified in the Standing Offer, **OR** at the rates or prices calculated in accordance with the formula specified in the Standing Offer, not to exceed the current CPI. (year 5 hourly rate(s) x the % = the new hourly rate) % is not to exceed CPI for construction services for the previous 12 month period for the applicable trade.

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

### **7.4.4 Comprehensive Land Claims Agreements (CLCAs)**

***This procurement is subject to the Agreement Between Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (the Nunavut Agreement)***

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users in the Nunavut Territory.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Valerie Thompson  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Procurement Branch  
Directorate: Real Property Contracting  
Address: 3<sup>rd</sup> floor, 269 Main Street, Winnipeg, MB R3C 1B3

Telephone: 204-509-0349  
Bid Facsimile: 418-566-6167  
E-mail address: [valerie.thompson@pwgsc-tpsgc.gc.ca](mailto:valerie.thompson@pwgsc-tpsgc.gc.ca)

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

### **7.5.2 Project Authority**

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

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

### 7.5.3 Offeror's Representative

Name: \_\_\_ TBD \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_ - \_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: \_\_\_ TBD \_\_\_\_\_.

### 7.8 Call-up Procedures

1. Best Standing Offer: the offer that provides best value will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

### 7.9 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

### 7.10 Call-up Instrument

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

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

- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

### 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-01-28), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) Annexes:  
Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;  
Annex B, Basis of Payment;  
Annex C, Health & Safety Requirements – Nunavut Territory;  
Annex D, Periodic Usage Report Form;  
Annex E, Offer  
Annex F, Insurance Requirements;  
Annex G; Voluntary Report for Apprentices Employed During the Contract;  
Annex H; Security Requirements Check List (SRCL), and CSP - Application for Registration (AFR);  
Annex I; Nunavut Settlement Agreement (NSA) - Inuit Benefits Plan (IBP)
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

### 7.14 Certifications and Additional Information

#### 7.14.1 Compliance

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

## 7.14.2 SACC Manual Clauses

SACC Manual clause M3020C (2016-01-28), Status of Availability of Resources - Standing Offer

## 7.15 Applicable Laws

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

## 7.16 Transition to an e-Procurement Solution (EPS)

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

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

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

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

1. The following are the "call up" contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses
  - GC1 General Provisions – Construction Services [R2810D](#) (2022-01-28);
  - GC2 Administration of the Contract [R2820D](#) (2016-01-28);
  - GC3 Execution and Control of the Work [R2830D](#) (2019-11-28);
  - GC4 Protective Measures [R2840D](#) (2008-05-12);
  - GC5 Terms of Payment [R2550D](#) (2019-11-28);
  - GC6 Delays and Changes in the Work [R2860D](#) (2019-05-30);
  - GC7 Default, Suspension or Termination of Contract [R2870D](#) (2018-06-21);
  - GC8 Dispute Resolution [R2884D](#) (2016-01-28);
  - GC10 Insurance [R2900D](#) (2008-05-12);
  - Allowable Costs for Contract Changes under GC6.4.1 [R2950D](#) (2015-02-25);
  - Supplementary Conditions
- e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;

- 
- f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
  3. The language of the contract documents is the language of the Price Proposal Form submitted.

A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

#### Interpretation

"*Accepted by the Offeror*" \* means that the Offeror has agreed to, and commenced performance of the work.

"*Minister*" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

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

"*Superintendent*" or "*Supervisor*" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"*Unit Price Table*" means the table of prices per unit set out in the Offer; and

"*Work*" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

#### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### **7.5 Payment**

#### **7.5.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT**

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**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

## **GC5.4 Payment**

### **.1 Terms of Payment**

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
  4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
    - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
    - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
  5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
  6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged nonpayment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.

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7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

### **7.5.2 SACC Manual Clauses**

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

### **7.5.3 Electronic Payment of Invoices – Call-up**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.6 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.

For example, each invoice as applicable, should be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices should be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **7.7 Insurance**

The Contractor must comply with the insurance requirements specified in Annex F. 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.

Solicitation No. - N° de l'invitation  
EW999-220525/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME

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## **7.8 Dispute Resolution – see R2884D**

- (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".

Solicitation No. - N° de l'invitation  
EW999-220525/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**

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**Annex "A"**  
**Miscellaneous Minor Maintenance & Repairs**  
**Iqaluit Housing & Commercial Facilities**

**Scope of Work**  
**Part 1**

**1.1 Site Authority**

1. Property and Facilities Manager  
PSPC Iqaluit Office  
867-222-1682

**1.2 Location**

1. Work sites for this Standing Offer Agreement (SOA) are all within the community of Iqaluit, Nunavut

They include but are not limited to the following

- I. Various Crown-owned residential housing units
- II. Government of Canada Building (GOCB) at 969 Federal Road
- III. Any federal facilities under PSPC management

**1.3 General**

1. Requests for service made by the Site Authority or other pre-approved delegated authority may come in the following form:
  - I. Phone call
  - II. NSCC Service Request (SR)
  - III. Task Authorization (TA)
  - IV. Email request

**1.4 Deliverables**

1. For all deliverables under the contract, the successful Bidder will be responsible to supply all labour, equipment and materials to perform to professional standards the requested minor maintenance, repairs, alterations and/or replacement of existing components with new at any of the specified locations identified in 1.2.1

**1.5 Service Standards**

1. Except where obvious or when in agreement, PSPC shall provide the final determination on what constitutes an "emergency" or "urgent" priority and similarly what should be considered a "normal" priority
2. The Contractor shall reply to any emergency or urgent request by the Site Authority or other pre-approved delegated authority within fifteen (15) minutes of being notified on a twenty-four (24) hour, seven (7) day per week basis. Work shall commence within one (1) hour of notification. Notification will be in writing, either as an email, TA or NSCC SR as well as a confirmation phone call to the designated On Call number.
3. The Contractor shall respond to any normal priority request within four (4) hours of being notified during normal business hours. If request is issued after hours or on the weekend, the Contractor shall reply within four (4) hours on the next regular business day. A confirmation phone call will not accompany a normal priority service request and the onus remains with the Contractor to provide written verification by email confirming receipt of request and intent to proceed with the required work.

#### **1.6 Services to be Performed by the Contractor**

4. The Contractor shall be on site working at normal service requests within one (1) working day of notification/confirmation as per 1.5.3
1. When the Contractor is requested to perform any emergency or urgent priority work, the Contractor shall proceed to the site and protect the facility, asset, system or equipment from any further damage. The Contractor must mitigate and resolve any danger or Occupational Health and Safety (OHS) consideration to any affected tenants, occupants, visitors or the general public. When the facility, asset, system or equipment has been made safe, and when all dangers or OHS considerations have been mitigated, the Contractor shall provide, within one (1) working day, a detailed account, itemizing all repairs required to make safe the situation and submit to PSPC for review
2. If further repairs are required to remedy an emergency or urgent service request, the Contractor shall provide a detailed quote of the remaining work to be performed where the estimate sufficiently identifies labour (in employee hours), materials and any other specified costs. Quotes lacking sufficient detail will be rejected as non-responsive
3. Detailed quotes for non-essential repairs should be provided to the Site Authority who will review them prior to authorizing any work. Quotes lacking satisfactory detail will be rejected as non-responsive. Work cannot proceed until the Contractor has received formal approval and a payment commitment has been created to pay for the quoted work
4. The Contractor shall provide and maintain throughout the life of the contract valid On-Call telephone numbers that are monitored twenty-four (24) hours per day / seven (7) days a week including statutory holidays

#### **1.7 Services to be Performed By the Site Authority**

1. The Site Authority shall provide a list of delegated or authorized persons who may make service requests on behalf of the Site Authority. All delegated persons will be bound by the provisions within this scope of work.
2. The Site or Delegated Authority shall issue a request for service under 1.3.1. The Site Authority shall issue a valid Call-Up for every specific request for service and provide it to the Contractor prior to work being authorized. The Contractor must include the commitment number on any associated documentation or invoicing
3. The Site Authority shall provide drawings and appropriate specifications on an "as required" basis
4. The Site Authority shall review estimates and quotes and request additional information as required. Approvals will be timely and returned to the Contractor as quickly as possible
5. The Site or Delegated Authority will review, assess, and inspect the Contractor's workmanship and worksite to ensure work is complete, to professional standards and the worksite is safe for

tenants, visitors and the public.

6. Requested work or services performed under this contract shall be completed to the satisfaction of the Site Authority or their designated Technical Advisor

### **1.8 Licences & Permits**

1. The Contractor shall obtain and pay for all necessary permits, licenses, and inspections which may be required by the Authority having jurisdiction

2. The Contractor shall provide any authorities having jurisdiction with all required and requested information including furnishing certificates, licences and permits when requested

### **1.9 Minimum Standards**

1. The Contractor must perform all work in accordance with the most current edition of the National Building Code of Canada and all other associated codes, regulations or ordinance be it territorial, local or other authority having jurisdiction. In a case of conflict or discrepancy, the more stringent requirements shall apply.

### **1.10 Qualifications**

1. All Trades people employed to work on the site are to meet the requirements of any Provincial /Territorial legislated Apprenticeship and Industry Act.

2. Tradespersons are to be either a registered apprentice or fully certified journeyman with the requisite skills, knowledge and experience to perform the work.

3. Any apprentice working on the site must be under the immediate and direct supervision of a qualified journeyman. Work not requiring specified trades skills and experience may be supplemented by supervised general labourers as appropriate.

4. The Contractor shall not, without the explicit written approval from the Site Authority, subcontract out any portion of the work outlined herein.

### **1.11 Personnel**

1. Prior to commencement of this Standing Offer Agreement, the successful Bidder must provide names of all personnel that will be performing work on federal site identified in 1.2.1.

2. Proof of qualifications including all trade or apprenticeship certification is also required for all employees performing work under the SOA and must be submitted to the Site Authority once a successful Bidder(s) is/are identified. As there can be significant churn in staffing in the community, the onus remains with the Contractor to update the Site authority when new staff is hired and will be working on this contract.

### **1.12 Security Clearance**

1. Only those employees who have received the necessary security clearance shall be permitted access to the work site

## **Part II**

### **General Requirements**

#### **2.1 Use of Site**

1. Only authorized Contractor employees may be on site. No one else is allowed on the site for liability considerations. Further, use

of the site shall be limited to required areas of work.

## 2.2 Worksite Standards

1. Contractor's employees are to maintain a clean work area, free of accumulated waste, rubbish or hazards. Workers must remove and dispose of debris, used or obsolete parts and materials on a daily basis.
2. Storage of Contractor's tools or other materials at the worksite must be authorized by the Site Authority. PSPC shall not be held liable for any tools, equipment, or materials stored at a worksite when so authorized
3. The Contractor shall not unreasonably encumber the site with materials, tools or garbage or block reasonable access for the tenant, visitors or the public
4. The Contractor is responsible for the health and safety of all persons on the work site. The Contractor is also responsible for the protection of the property, assets on the property, all persons and the environment on or adjacent to the site in so far as how their work may affect these entities or areas.
5. The Contractor and all the Contractor's employees are to comply with all safety requirements specified in the SOA contract documents as well as all applicable federal, provincial/territorial, and local statutes, regulations, ordinances and with the Contractor's site-specific Health & Safety Plan(s)
6. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well-being of the employees. Copies shall be made available to PSPC upon request.
7. As outlined in the Canadian Labour Code Part 2, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Site Authority or Technical Authority
8. It is the Contractor's sole responsibility to ensure their employees are provided all required Personal Protective Equipment (PPE) necessary to perform the assigned tasks. Hard hats, harnesses and safety glasses are to be worn at all times (as required).
9. The Contractor shall not store hazardous materials on any work site without the written approval by the Site / Technical Authority
10. The Contractor shall comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets as required
11. Due care is required when working within federal buildings and

workers must remove all grease, dust, dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces affected by the work.

12. Smoking is prohibited inside all federal facilities whether residential, warehouse or office worksites. Smoking outside federal facilities must comply with all existing by-laws of the community and cigarette butts must be picked up and discarded appropriately

### **2.3 Impairment**

1. There is zero tolerance for worker impairment at any federal facility. Anyone identified as potentially being impaired will be escorted off the federal premises immediately. It remains the Contractor's responsibility to ensure their employees are capable of performing the required work while on the work site.

### **2.4 Existing Services**

1. Contractor and contractor's employees must protect and maintain existing active services at all times.
2. Connection to existing services is permitted, provided there is minimum disturbance to occupants and existing building operations. The Contractor may use existing services at no cost, unless otherwise specified by the Site or Technical Authority
3. The Contractor must ensure the capacity of services is adequate prior to imposing additional loads. Connecting to and disconnecting from services remains the Contractor's responsibility and at their expense.

### **2.5 Coordination & Protection**

1. Workers must protect existing work from anticipated damage
2. The Contractor must take all relevant safety precautions to ensure the protection of all its employees, tenants, occupants, the public, and building operations during the course of the work
3. Contractor's employees must execute work with minimum disturbance to occupants, the public and the normal use of the buildings. Arrangement must be made with the Site Authority to facilitate the execution of the work when it is anticipated there will be a significant disturbance resulting from the work
4. The Contractor shall coordinate with the Site Authority when de-energizing any electrical device or adjust a building system that could impact the operations or leisure of any clients, tenants, the public or general building services
5. The Contractor and the Contractor's employees must obtain Site Authority approval prior to cutting, boring or sleeving any load bearing members or structures
6. Coordination of work - Pre-arranged work schedules shall be strictly adhered to at all times. Deviations from pre-arranged work schedules shall require approval of the Site Authority prior to any change.

### **2.6 Cutting, Fitting, Patching**

1. Contractor's employees may cut, fit or patch where required

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however preferred workmanship is for repairs to make all disturbed surfaces returned to original condition

## **2.7 Material & Equipment**

1. Equipment and materials are to be new, CSA certified, and manufactured to the standards required for the repair and as quoted. No substitution or deviation is permitted without explicit approval by the Site Authority.
2. Where there is no alternative to supplying equipment or materials that are CSA certified, the Contractor shall obtain special written approval from the Site Authority to deviate from specified standards
3. Unless otherwise specified, the Contractor shall use products, materials and parts the same as the manufacturer of the existing equipment.
4. Unless otherwise specified, the Contractor shall comply with the manufacturer's latest printed instructions for materials, troubleshooting, and installation methods.
5. The Contractor shall deliver, store and maintain materials with the manufacturer's labels and seals intact.
6. The Contractor shall store materials in accordance with the manufacturer's and supplier's instructions and in reasonable quantities to effectively support and maintain requirements under the Standing Offer Agreement.
7. The Contractor is to supply shop drawings, manufacturer's instructions and specifications on all new installations for inclusion in the building inventory file.
8. All instructions, drawings, warranties, or similar related to PSPC equipment shall remain the property of PSPC. Contractor's must relinquish and return to PSPC any logs, records, documents or similar items at the expiration of the Standing Offer Agreement or when the Contractor no longer performs the service

## **Part III Miscellaneous 3.1 Workmanship**

1. All workmanship is subject to inspection and approval by PSPC's Site Authority or a designated Technical Authority
2. All work shall be performed by skilled tradespersons and appropriately supervised by a competent foreperson at all times. It is highly recommended that the Contractor perform quality assurance checks on workmanship to ensure it conforms to required standards conforms prior to declaring work completed. Finishing work must be completed before job will be considered complete.

## **3.2 Warranties and Guarantee**

1. Where the Contractor supplies equipment purchased from a

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supplier or manufacturer, the Contractor shall ensure said warranty(s) are transferred to Her Majesty the Queen in Right of Canada

2. The Contractor shall provide a written warranty against defects in workmanship and materials for a period of one (1) year. Such warranty shall be made out to Her Majesty the Queen in Right of Canada. Warranties shall take effect on the date that the work performed was accepted.

### 3.3 Maintenance Types

1. The Contractor shall carry out and assist in various types of miscellaneous minor maintenance or repairs. Maintenance types are defined as, but not limited to the following
  - I. **Preventative maintenance:**  
Framing, carpentry, concrete finishing, roofing, insulating and sealing, painting, decorating, plastering, floor covering installation, gypsum and acoustic ceiling installation, cladding, water-proofing, window and door replacement or repairs
  - II. **Breakdown Maintenance:**  
Repairs to damaged equipment due to failures
  - III. **Predictive Maintenance:**  
Declared in advance, on the basis of formal and active observation, experience or scientific reasons
  - IV. **Development Maintenance:**  
The act of developing new maintenance methods and procedures

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## **ANNEX B**

### **BASIS OF PAYMENT**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

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## **ANNEX C**

### **HEALTH AND SAFETY REQUIREMENTS – *Nunavut Territory***

## **ANNEX C**

### **MANDATORY HEALTH AND SAFETY - for Work in the Northwest Territories & Nunavut**

#### **1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):**

##### **WCB AND SAFETY PROGRAM**

1. The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
  - 1.1 a Workers' Safety and Compensation Claims Cost Summary - *Northwest Territories & Nunavut*, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers' Safety and Compensation Commission letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

Exemption to Generic Safety Programs (*Northwest Territories & Nunavut Territory only*) - Contractors having ten (10) or less employees do not require a written program. However, evidence of a system to manage health and safety remains a requirement.

#### **2.) SUPPLEMENTARY CONDITIONS (SC):**

##### **Workplace Safety and Health**

###### **1. EMPLOYER/PRINCIPAL CONTRACTOR**

- 1.1 The Contractor shall, for the purposes of the Safety Act and General Safety Regulations, Northwest Territories & Nunavut Territory, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 assume the role of Principal Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 assume, as the Principal Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: *after contract award, Contractor is ordered by a Change Order*

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## 2. SUBMITTALS

### 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

## 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

### **NORTHWEST TERRITORIES**

Workers' Safety and Compensation  
Northwest Territories and Nunavut  
Prevention Services  
Box 8888  
Yellowknife, NT, X1A 2R3  
Attention: Chief Industrial Safety Officer

Telephone: (867) 669-4418  
Facsimile: (867) 873-0262

### **NUNAVUT**

Workers' Safety and Compensation  
Northwest Territories and Nunavut  
Prevention Services  
Box 8888  
Yellowknife, NT, X1A 2R3  
Attention: Chief Industrial Safety Officer

Telephone: (867) 669- 4403  
Facsimile: (867) 873- 0262

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DECLARATION

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This company is exempt from the Northwest Territories/Nunavut Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program, on the basis that this company does not at the present time employ more than ten (10) full time employees, including those required on all current projects for all clients. By signing this Declaration the Contractor certifies they will remain in compliance with the identified AHJ's requirements regarding health and safety at the work site.

Current number of full time employees: \_\_\_\_\_

\_\_\_\_\_  
TITLE OF COMPANY OFFICER

\_\_\_\_\_  
SIGNATURE



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## ANNEX E

### OFFER

<b>Description of Work:</b> Miscellaneous Minor Maintenance & Repairs Standing Offer Public Works and Government Services Canada (PWGSC) Iqaluit, Nunavut
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#### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

#### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 180 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.

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- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
  - .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
  - .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
  - .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

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## .6 Pricing

- .1 The prices requested in the Offer are:
  - .1 hourly rates for regular hours;
  - .2 hourly rate for each hour outside of regular hours; and
  - .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates for purposes of evaluation.
- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
  - .1 labour including supervision, allowances and liability insurance;
  - .2 travel time;
  - .3 transportation/vehicle expenses;
  - .4 tools and tackle;
  - .5 overhead and profit;
  - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0700 and 1800 hours, Monday to Friday.

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#### 4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### 4.1 Unit Price Schedules - Rates

###### SCHEDULE A) Year One

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	<b>During Regular Hours:</b> 0700 - 1800 hours, Monday through Friday				
	Journeyman Carpenter Lead Hand	/hour	40	\$	\$
	Journeyman Carpenter	/hour	200	\$	\$
	Carpentry Apprentice (All levels)	/hour	200	\$	\$
	General Labourer	/hour	100	\$	\$
b.	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Carpenter Lead Hand	/hour	10	\$	\$
	Journeyman Carpenter	/hour	50	\$	\$
	Carpentry Apprentice (All levels)	/hour	50	\$	\$
	General Labourer	/hour	25	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. = )	n/a	\$20,000.00	_____ %	\$
<b>Sub Total A): Estimated Total Amount Year One (GST/HST Extra)</b>					\$

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**4.1 Unit Price Schedules - Rates (continued)****SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	<b>During Regular Hours:</b> 0700 - 1800 hours, Monday through Friday				
	Journeyman Carpenter Lead Hand	/hour	40	\$	\$
	Journeyman Carpenter	/hour	200	\$	\$
	Carpentry Apprentice (All levels)	/hour	200	\$	\$
	General Labourer	/hour	100	\$	\$
b.	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Carpenter Lead Hand	/hour	10	\$	\$
	Journeyman Carpenter	/hour	50	\$	\$
	Carpentry Apprentice (All levels)	/hour	50	\$	\$
	General Labourer	/hour	25	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. = )	n/a	\$20,000.00	_____ %	\$
<b>Sub Total B): Estimated Total Amount Year Two (GST/HST Extra)</b>					\$

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**4.1 Unit Price Schedules - Rates (continued)****SCHEDULE C) Year 3**

Col.1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	<b>During Regular Hours:</b> 0700 - 1800 hours, Monday through Friday				
	Journeyman Carpenter Lead Hand	/hour	40	\$	\$
	Journeyman Carpenter	/hour	200	\$	\$
	Carpentry Apprentice (All levels)	/hour	200	\$	\$
	General Labourer	/hour	100	\$	\$
b.	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Carpenter Lead Hand	/hour	10	\$	\$
	Journeyman Carpenter	/hour	50	\$	\$
	Carpentry Apprentice (All levels)	/hour	50	\$	\$
	General Labourer	/hour	25	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. = )	n/a	\$20,000.00	_____ %	\$
<b>Sub Total C): Estimated Total Amount Option Year One (GST/HST Extra)</b>					\$

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**4.1 Unit Price Schedules - Rates (continued)****SCHEDULE D) Year 4**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	<b>During Regular Hours:</b> 0700 - 1800 hours, Monday through Friday				
	Journeyman Carpenter Lead Hand	/hour	40	\$	\$
	Journeyman Carpenter	/hour	200	\$	\$
	Carpentry Apprentice (All levels)	/hour	200	\$	\$
	General Labourer	/hour	100	\$	\$
b.	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Carpenter Lead Hand	/hour	10	\$	\$
	Journeyman Carpenter	/hour	50	\$	\$
	Carpentry Apprentice (All levels)	/hour	50	\$	\$
	General Labourer	/hour	25	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. = )	n/a	\$20,000.00	_____ %	\$
<b>Sub Total D): Estimated Total Amount Option Year Two (GST/HST Extra)</b>					\$

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**4.1 Unit Price Schedules - Rates (continued)****SCHEDULE E) Year 5**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
1.	Hourly rate, including travel time and all related expenses.				
a.	<b>During Regular Hours:</b> 0700 - 1800 hours, Monday through Friday				
	Journeyman Carpenter Lead Hand	/hour	40	\$	\$
	Journeyman Carpenter	/hour	200	\$	\$
	Carpentry Apprentice (All levels)	/hour	200	\$	\$
	General Labourer	/hour	100	\$	\$
b.	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	Journeyman Carpenter Lead Hand	/hour	10	\$	\$
	Journeyman Carpenter	/hour	50	\$	\$
	Carpentry Apprentice (All levels)	/hour	50	\$	\$
	General Labourer	/hour	25	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. = )	n/a	\$20,000.00	_____ %	\$
<b>Sub Total E): Estimated Total Amount Option Year Three (GST/HST Extra)</b>					\$

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**4.2 TOTAL EVALUATED PRICE (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<b>Sub Total SCHEDULE A) Year 1</b>	<b>Sub Total SCHEDULE B) Year 2</b>	<b>Sub Total SCHEDULE C) Year 3</b>	<b>Sub Total SCHEDULE D) Year 4</b>	<b>Sub Total SCHEDULE E) Year 5</b>	<b>Total Evaluated Price (col.1 + col.2 + col.3 + col.4 + col.5 = col.6)</b>
\$	\$	\$	\$	\$	\$ <u>                    </u> <b>GST/HST Extra</b>

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price in Column 6. It is anticipated that up to three standing offers will be issued to the lowest compliant offerors.**



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Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME

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**APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

*Note: The contractor will be asked to fill out a report every six months as included in Annex G.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex G.*

Solicitation No. - N° de l'invitation  
EW999-220525/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX F**

### **INSURANCE REQUIREMENTS**

The Offeror must provide a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2900D GC10 – Insurance.

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

Solicitation No. - N° de l'invitation  
EW999-220525/A

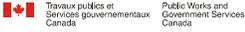
Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME



**CERTIFICATE OF INSURANCE**  
**Page 1 of 2**

Description of Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <b>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</b>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

**I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.**



Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone Number

Signature

Date D / M / Y

Solicitation No. - N° de l'invitation  
EW999-220525/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME

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## CERTIFICATE OF INSURANCE

Page 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.



Solicitation No. - N° de l'invitation  
EW999-220525/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
PWGSC EW999-220525

File No. - N° du dossier  
PWZ-1-44020

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX H**

### **SECURITY REQUIREMENTS CHECK LIST and AFR Form 471-E**

(see attached)



**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		Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		RPB
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 Minor Maintenance - Various Crown Buildings, Iqaluit, NU		
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/> PROTÉGÉ A	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ	PROTECTED A <input type="checkbox"/> PROTÉGÉ A
PROTECTED B <input type="checkbox"/> PROTÉGÉ B	NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE	PROTECTED B <input type="checkbox"/> PROTÉGÉ B
PROTECTED C <input type="checkbox"/> PROTÉGÉ C	NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL	PROTECTED C <input type="checkbox"/> PROTÉGÉ C
CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL	NATO SECRET <input type="checkbox"/> NATO SECRET	CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL
SECRET <input type="checkbox"/> SECRET	COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET	SECRET <input type="checkbox"/> SECRET
TOP SECRET <input type="checkbox"/> TRÈS SECRET		TOP SECRET <input type="checkbox"/> TRÈS SECRET
TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT)		TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT)



**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
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).**






## CONTRACT SECURITY PROGRAM (CSP)

### Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.
 

Provide the following information to substantiate this "Type of Organization" selection:

    - Stock exchange identifier (if applicable);
    - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.
 

Provide the following information to substantiate this "Type of Organization" selection:

    - Evidence of legal status, ie. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.
 

Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)
 

Provide the following information to substantiate this "Type of Organization" selection:

    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
  - an employee of the organization;
  - physically located in Canada;
  - a Canadian citizen\*; and
  - security screened at the same level as the organization (in some cases alternates may require a different level).

\*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.



## CONTRACT SECURITY PROGRAM (CSP)

### Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
  - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

### Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.




## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

**NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION	
1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b>	
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites




## CONTRACT SECURITY PROGRAM (CSP)

### SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

#### For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

### SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile




## CONTRACT SECURITY PROGRAM (CSP)

### SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

### SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

**Note: The organization structure chart with percentages of ownership must be included with your submission**

#### SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			




## CONTRACT SECURITY PROGRAM (CSP)

### SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

### SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			




## CONTRACT SECURITY PROGRAM (CSP)

### SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

### SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

### FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature

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## **ANNEX I**

### **NUNAVUT SETTLEMENT AREA (NSA)**

*(insert the attached )*

## Annex I - Nunavut Agreement

This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are referred to as Nunavut Benefits Criteria (NBC) and Inuit Benefits Criteria (IBC), and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan (IBP).

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

### INUIT

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

### IFR Firm

An IFR Firm shall be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement between the Inuit of the Nunavut Settlement area and Her Majesty the Queen in Right of Canada. <https://inuitfirm.tunngavik.com/>

### INFORMATION:

For more information on the contents of these lists, please contact:

Nunavut Tunngavik Incorporated

P.O. Box 280

Rankin Inlet, Nunavut

X0C 0G0

Telephone: 867-645-3199

Facsimile: 867-645-3452

<http://www.tunngavik.com>

## **PART A – INUIT BENEFITS PLAN (IBP)**

### **Evaluation and Assessment of IBP Commitment**

For a bid to be assigned points for commitments made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE DOCUMENTATION AND DETAILS WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached COMMITMENT TABLES to supplement the IBP submission provided in their bid.

Documentation to support commitments made by Bidders should include, but is not limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. **BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.** Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

### **SUPPORTING DOCUMENTATION**

Bidders should provide a written plan of engagements, measures and proposed procedures to be taken to deliver on the Inuit labour, training, and subcontracting/supplier commitments.

The following are examples of what a bidder may provide to demonstrate their commitments. Note this is not an exhaustive list and bidders are responsible for providing sufficient detail to support the plan outlined and commitments made.

#### Head Office

- Bidders to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.
- Describe the nature of the firm's presence in the NSA and how it demonstrates progress towards, and maintenance of, commitments made in the NBC portion of the bidder's IBP.

#### Labour

- list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by on-site Inuit;
- names of individuals or companies contacted and the nature of the undertakings;
- details on the work to be carried out for each position proposed to be filled by Inuit;
- strategies for recruitment of Inuit;
- strategies for retention of Inuit for long-term, multi-year projects;
- strategies for succession planning; and
- strategies for staff management.

#### Sub-contractors / suppliers

- names of companies contacted and the natures of the undertakings;
- list of specific Inuit businesses that will be Sub-contractors / suppliers;
- the type of work to be carried out by Inuit businesses; and
- how Inuit Firms will be managed from developing sources of supply to administration

NOTE: Percentages should be supported by a list of specific sub-contractor/suppliers that can be confirmed as Inuit Sub-contractor/suppliers. Verification of Inuit businesses will be made through the Inuit Firm Registry Database <http://inuitfirm.tunnngavik.com>;

### INUIT BENEFIT PLAN CRITERIA

ITEM	BID CRITERIA	Available Points
3.0	<p>This procurement is subject to the <i>Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (The Nunavut Agreement)</i>.</p> <p>Canada reserves the right to confirm validity of all declarations / commitments.</p>	
<b>NUNAVUT BENEFITS CRITERIA (NBC)</b>		
3.1	<p><b>LOCATION OF BUSINESS IN THE NSA:</b> Bidders are requested to demonstrate the existence of the vendor or sub-contractors performing work under the government contract have new or existing head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.</p> <p>Points will be assigned as follows:</p> <ol style="list-style-type: none"> <li>1. Head Offices (5) or</li> <li>2. Staffed Administrative Offices (5) or</li> <li>3. Other Staffed Facilities (5)</li> </ol> <p><b>*This criterion is worth 5% of the bid evaluation points available.</b></p> <p>*** Holdback Deduction Conditions will apply to this criterion.</p>	/10
<b>INUIT BENEFITS CRITERIA (IBC)</b>		
3.2	<p><b>LABOUR</b></p> <p>The employment of on-site Inuit in carrying out the work of the contract.</p> <p>Bidder will be evaluated on their firm commitment to use on-site Inuit from the Nunavut Settlement Area, as defined in Appendix E, in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or sub-contractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by on-site Inuit. On-site Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative, if applicable.</p> <p>An eligible Inuit labourer must meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. An individual who is working on-site performing services related to the project for a contractor, sub-contractor or supplier who has a contract with PWGSC to do work related to the project; and</li> <li>2. An individual registered on the Nunavut Inuit Enrolment list</li> </ol> <p>0-100% of total site labour hours = 0 - 40 points.</p> <p>Points will be assigned based on a percentage % of the total points available:</p>	/40

	<p>___ % (Labour Commitment) x total points available</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Example:</i>  <i>Bidder commitments 65% of labour hours will be Inuit = 65% of total points (40)</i>  <i>65 % x 40 = 26 points</i></p> </div> <p><b>NOTE:</b>  Bidder must demonstrate how they will meet their Labour %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p> <p><b>*This criterion is worth 15% of the bid evaluation points available.</b></p> <p>*** Holdback Deduction Conditions will apply to this criterion.</p>	
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**INUIT OWNERSHIP (CONTRACTOR OR SUB- CONTRACTOR / SUPPLIERS)**

The use of IFR contractor /sub-contractors /suppliers in carrying out the contract.

Bidders will be evaluated on their firm commitment to use IFR sub- contractors for services or the procurement of supplies and equipment from IFR businesses. Note: If the Prime Contractor is an IFR Firm, the total dollar value of the IFR contracting shall also include the contractor's share of the contract.

**An IFR contractor/sub-contractor/suppliers must meet the following criteria:**

An IFR Firm shall be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement between the Inuit of the Nunavut Settlement area and Her Majesty the Queen in Right of Canada.

Bidders should provide their commitment of IFR sub- contractors in accordance with the following:

Value of IFR Contracting (contractors/sub- contractors or supplier):	\$ _____ (a) +
Value of Non-IFR Contracting (contractors/sub-contractors or supplier):	\$ _____ (b) =
Estimated value of Contract (Must equal Total bid price):	\$ _____ (c)

.3

**(a) / (c) = Inuit Ownership Commitment (%) (d)**

/50

Points will be assigned based on a percentage of the total points available:

**(d) x \_\_\_\_ (available points) = assigned points**

Example:

Value of IFR contracting:	\$ 55,000 (a)
Value of Non-IFR contracting:	\$ 45,000 (b)
Estimated value of Contract:	\$ 100,000 (c)

$\$55,000 / \$100,000 = .55$

$55 \% \times 50 = 22 \text{ assigned points}$

**\*This criterion is worth 15% of the bid evaluation points available.**

\*\*\* Holdback Deduction Conditions will apply to this criterion.

**PART B - BIDDER COMMITMENT AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals and to supplement their response.
2. Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results.

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>		
Bidders to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.		
Nature of Presence: Describe the nature of the firm's presence in the NSA and how it demonstrates progress towards, and maintenance of, commitments made in the NBC portion of the bidder's IBP.		
Vendor Name	Vendor Address in the NSA	Nature of Presence in the NSA (including office type: home, administrative or staffed facility)
Sub- contractors Name	Sub- contractors Address in the NSA	Nature of Presence in the NSA

**TABLE 2 – On-site Inuit Labour Content Commitment**

Total No. Of on-site Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
Total Employee onsite Hours for This Contract

Name (where possible) and Position of Inuit Employee NOTE: It is not necessary to identify non- Inuit employees by name and position.	Beneficiary Number (if an Inuit Employee)	Type of Employment	Total on-site Hours Worked	Total Dollar Value Paid
Total Inuit <i>and</i> non-Inuit Employee Hours				

**TABLE 3 – Inuit Contractors/Sub-Contracting/Supplier Content Commitment**

Total Estimated Cost for Inuit Contractor/Sub-Contractor/Supplier for This Contract = \_\_\_\_\_ %  
Total Bid Price

Company Name	Description of the Work	Inuit Firm ID (if an IFR Firm)	Value of Contractors portion of the contract, Sub-contract or Supplies / Services	Inuit Firm Registry Company	Non-Inuit Company
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

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NOTE: only contractors, sub-contractors and suppliers that can be confirmed as Inuit businesses on the Inuit Firm Registry (IFR) will be included in the calculations. Verification of Inuit businesses will be made in accordance with 3.3 INUIT OWNERSHIP (Contractor/Sub-Contractor/Supplier)

**PART C - Reporting – Inuit Benefits and Nunavut Benefits**

Return Reports to:

Contracting Authority Name: Valerie Thompson

EMAIL: valerie.thompson@pwgsc-tpsgc.gc.ca

**TABLE 1 – Head Office**

Provide Current Business address		
Bidders to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.		
Nature of Presence: Describe the nature of the firm's presence in the NSA and how it demonstrates progress towards, and maintenance of, commitments made in the NBC portion of the bidder's IBP.		
Vendor Name	Vendor Address in the NSA	Nature of Presence in the NSA (including office type: home, administrative or staffed facility)
Sub-contractor Name	Sub-contractor Address in the NSA	Nature of Presence in the NSA

**TABLE 2 – Achievement of on-site Inuit Labour Content**

Total No. Of on-site Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
 Total Employee on-site Hours for This Contract

Name (where possible) and Position of Inuit Employee NOTE: It is not necessary to identify non- Inuit employees by name and position.	Beneficiary Number (if an Inuit Employee)	Type of Employment	Total on-site Hours Worked	Total Dollar Value Paid
Total Inuit <i>and</i> non-Inuit Employee Hours				

**TABLE 3 – Achievement of Inuit Content for Contractor/Sub-Contractor/Supplier Content:**

Total Cost For Inuit Contractor/Sub-consulting/Suppliers for This Contract = \_\_\_\_\_ %  
 Total Contract Value (bid price + any applicable amendments)

Firm Name	Description of the Work	Inuit Firm ID (if an IFR Firm)	Value of Contractor portion of the contract, Sub-contractors or Suppliers Services	Inuit Firm Registry Company	Non-Inuit Firm
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

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**Contractors Certification**

**INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.**

---

## **Holdback – for the non-performance of IBP commitments**

NOTE: "TOTAL CONTRACT VALUE" for the purposes of the incentive and Holdback Deduction calculation the total contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.

**INSERT the following supplemental clause:**

### **S18 Holdback IBP Commitments**

Bidders are requested on a voluntary basis to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses in carrying out the work under this project.

**For the successful Contractor only:** Progress payments in respect of fee arrangements must be made in accordance with GC 5.3 of the Agreement. Payments must not exceed the value of the fee indicated in the Price Proposal for each Service under consideration. Canada may holdback **2%** of each progress payment to address shortfalls in IBP commitments set out in the firms IBP Submission.

### **SC1 INSERT the following supplemental clauses in GC5.3:**

**The following clauses will apply if Inuit Benefits Plan (IBP) commitments are submitted by a bidder and apply to the successful Contractor only:**

#### **5.3.8 Monthly Payment**

Canada will pay the Contractor on a monthly basis an amount that is equal to **98%** of the work performed during the month covered by the invoice, in accordance with the payment provisions of the Contract if:

- 1) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- 2) all such documents have been verified by Canada;
- 3) the amount claimed is in accordance with the basis of payment;
- 4) the Work performed has been accepted by Canada.

The 2% balance of the amount payable is a performance hold back for the Inuit Benefits Plan and will be paid in accordance with section 5.3.10 Performance Holdback Release Conditions - Inuit Benefits Plan.

#### **5.3.9 Reporting**

- 1) **For successful Contractor only** - If an IBP commitment is provided as part of the proposal, the successful Contractor **MUST** provide a summary of activities undertaken to meet the commitments made as part of the IBP portion of their bid. The included tables in Part C must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the Contractor on a quarterly basis.
- 2) The Contractor must indicate if any objectives were not met, identify why they were not, explain how the situation will be remedied and within what timeframe.
- 3) Information provided may be subject to verification.
- 4) The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Contractor met its' IBP guarantee.
- 5) Failure to comply with the request to submit the certification and report within 15 business days after the date of request may result in action under 5.3.10.

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Canada reserves the right, at their sole discretion, to reduce or eliminate holdbacks if the contractor can clearly demonstrate that significant efforts are being made to meet IBP commitments and the minimum requirements could not be met due to circumstances out of the Contractor control.

### **5.3.10 Performance Holdback Release Conditions - Inuit Benefits Plan Nunavut**

- 1) If the Contractor in its quarterly Periodic Usage Report, in accordance with 5.3.9, substantiates that it meets the IBP commitments certified in its bid, to Canada's satisfaction, the Contractor will be paid the amount held back from the Work.
- 2) If the Contractor in its quarterly Periodic Usage Report fails to fulfill their guarantee of the IBP up to the entire balance of the amount held back may continue to be held back, until such time as there is a future Periodic Usage Report demonstrating commitments have been achieved, or, if there are no future Periodic Usage Reports, the full amount held back may be deducted from the final payment.
- 3) Should Canada continue to hold back or deduct a final payment amount as described in subsection 2, partial holdback release amounts will be determined based on the holdback amount, minus the difference between the assessed value of the guarantee and the value of the fulfilled portion of the guarantee, to a maximum of the holdback amount.
- 4) Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any holdback owing and unpaid under this section.
- 5) Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract or at law.

<b>INUIT BENEFITS ACHEIVEMENT HOLDBACK DEDUCTION CHECKLIST: FINAL IBP ASSESSMENT</b>		
<b>STEP#</b>	<b>CONTRACTOR:</b> _____	
	<b>Total Contract Value (no GST):</b> _____	
<b>1</b>	<b>Nunavut Benefits Criteria</b>	
	The contractor must achieve a total score equal or equivalent to the score received during their initial bid evaluation, contractors receiving a score less than their initial score will be subject to a Holdback Deduction.	
	Points received during evaluation: 1. Head Offices: _____ /3 2. Staffed Administrative Office: _____ /4 3. Other Staffed Facilities: _____ /3	
	Points assigned upon contract completion: 1. Head Offices: _____ /3 2. Staffed Administrative Office: _____ /4 3. Other Staffed Facilities: _____ /3	
	Met: No applicable Holdback Deduction Not Met: Proceed to Table 1 to determine applicable Holdback Deduction	<b>Met / Not Met</b>
<b>2</b>	<b>Percentage Inuit Labour Person On-site Hours</b>	
	Percentage proposed	_____ %
	Percentage achieved including any applicable amendments	_____ %
	Met: No applicable Holdback Deduction Not Met: Proceed to Table 3 to determine applicable Holdback Deduction	<b>Met / Not Met</b>
<b>3</b>	<b>Percentage IFR Subcontracting / Suppliers</b>	
	Percentage proposed	_____ %
	Percentage achieved including any applicable amendments	_____ %
	Met: No applicable Holdback Deduction Not Met: Proceed to Table 4 to determine applicable Holdback Deduction	<b>Met / Not Met</b>
	<b>COMMENTS:</b>	

TABLE 1 - ASSESSMENT OF NUNAVUT BENEFITS CRITERIA HOLDBACK DEDUCTION			
ITEM#	REQUIREMENT	Weight	SCORE
1	<p>The contractor failed to meet their commitment of a location in the Nunavut Settlement Area (NSA) (head offices, administrative offices or other facilities)</p> <p>Evaluated Score at contact completion: (a) Evaluated Score at contact award: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows:</p> <p><math>(a) / (b) = (c) * 100</math></p> <p><b>Note:</b> If (c) is <math>\leq 50\%</math>, Contractor will receive 0 points.</p>	100	
3	<b>TOTAL ASSESSED SCORE</b>	<b>100</b>	
4	<p><b>TOTAL CALCULATED HOLDBACK DEDUCTION:</b></p> <p><math>(100 - \text{total assessed score})\% \times (\text{Total contract value}) \times \_\_\%</math></p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

**TABLE 2 - ASSESSMENT OF ON-SITE INUIT  
LABOUR HOLDBACK DEDUCTION**

ITEM	REQUIREMENT	WEIGHT	SCORE						
1	<p><b>Calculate the percentage of commitment achieved for on-site Inuit content based on the following formula, where:</b></p> <p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows:</p> <p><math>(a) / (b) = (c) * 60</math></p> <p><b>Note:</b> If (c) is <math>\leq 50\%</math>, Contractor will receive 0 points.</p>	60							
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve on-site Inuit employment commitments.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <table border="1"> <thead> <tr> <th>0 points</th> <th>5 points</th> <th>10 points</th> </tr> </thead> <tbody> <tr> <td>No information submitted to demonstrate efforts OR demonstrated little to no effort to meet the IBP commitment</td> <td>Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls</td> <td>Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls</td> </tr> </tbody> </table>	0 points	5 points	10 points	No information submitted to demonstrate efforts OR demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls	40	
0 points	5 points	10 points							
No information submitted to demonstrate efforts OR demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls							
3	<b>TOTAL ASSESSED SCORE</b>	100							
4	<b>TOTAL CALCULATED HOLDBACK DEDUCTION</b>  (100 - total assessed score)% x (total contract value) x _____%	\$							
5	<b>COMMENTS/JUSTIFICATIONS:</b>								
6	<b>SIGNATURE OF EVALUATION PANEL:</b>								
	Departmental Representative: _____								
	Project Authority: _____								
	Contracting Officer (PWGSC): _____								

ITEM	REQUIREMENT	WEIGHT	SCORE						
1	<p><b>Calculate the percentage of commitment achieved for Inuit content based on the following formula, where:</b></p> <p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows:</p> <p><math>(a) / (b) = (c) * 60</math></p> <p><b>Note:</b> If (c) is <math>\leq 50\%</math>, Contractor will receive 0 points.</p>	60							
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier commitment.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <table border="1"> <thead> <tr> <th>0 points</th> <th>5 points</th> <th>10 points</th> </tr> </thead> <tbody> <tr> <td>No information submitted to demonstrate efforts OR demonstrated little to no effort to meet the IBP commitment</td> <td>Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls</td> <td>Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls</td> </tr> </tbody> </table>	0 points	5 points	10 points	No information submitted to demonstrate efforts OR demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls	40	
0 points	5 points	10 points							
No information submitted to demonstrate efforts OR demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls							
3	<b>TOTAL ASSESSED SCORE</b>	100							
4	<p><b>TOTAL CALCULATED HOLDBACK DEDUCTION</b></p> <p><math>(100 - \text{total assessed score})\% \times (\text{total contract value}) \times \underline{\hspace{2cm}}\%</math></p>	\$							
5	<b>COMMENTS/JUSTIFICATIONS:</b>								
6	<p><b>SIGNATURE OF EVALUATION PANEL</b></p> <p>Departmental Representative: _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>								

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CCC No./N° CCC - FMS No./N° VME

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## **ANNEX J to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)