

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Black & Grey Water Flush-HMCS Ships Rinçage du système des eaux-vannes à bord des navires canadiens de Sa Majesté	
Solicitation No. - N° de l'invitation W3554-226336/A	Date 2022-08-29
Client Reference No. - N° de référence du client W3554-22-6336	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-512-11568
File No. - N° de dossier HAL-2-89008 (512)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2022-09-15 Heure Avancée de l'Atlantique HAA	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Wadden, Dale	Buyer Id - Id de l'acheteur hal512
Telephone No. - N° de téléphone (782)641-6472 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG D200 RM 3311 HALIFAX NOVA SCOTIA B3K5X5 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Solicitation No. - N° de l'invitation
W3554-226336
Client Ref. No. - N° de réf. du client
W3554-22-6336

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-2-89008

Buyer ID - Id de l'acheteur
HAL512
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 The requirement is for a Regional Individual Standing Offer to provide Backwater System Flushes onboard HMC Ships within the Halifax Regional Municipality (HRM)

The Standing Offer is for a period from January 1-2023 to December 31-2023, with three option periods of one-year each.
- 1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.4 This RFSO allows offerors to use the CPC 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, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

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

1.5 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and Rates

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:

Note: for offers choosing to submit using CPC connect the email address is:

- (1) CPC Connect Email Address: TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca
- (2) Hard Copy:
Bid Receiving Unit
Public Works and Government Services Canada
1713 Bedford Row,
Halifax, N.S.
B3J 1T3

Bidders electing to submit hard copy bids are to take note of the reduced hours of the mail room at 1713 Bedford Row due to COVID-19 restrictions:

**Mail room hours: Monday -closed;
Tuesday to Thursday – 10am to 4pm;
Friday – closed.**

- (3) Facsimile number: (902) 496-5016

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service."

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: name of former public servant;

date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 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 Nova Scotia.

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Canada requests that the offer be gathered per section and separated as follows:

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. If the offerors don't demonstrate how they meet the requirements, the offer will be deemed non-responsive.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, 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 "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" 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) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a

procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such

compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 (2017-07-31) Technical Evaluation

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

OFFERS MUST INCLUDE AND MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. OFFERS NOT INCLUDING AND MEETING ALL OF THE MANDATORY REQUIREMENTS BELOW WILL BE DEEMED NON-RESPONSIVE AND WILL BE GIVEN NO FURTHER CONSIDERATION.

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Bidders must demonstrate that they meet the following mandatory technical criteria by including the following information with the bid.

A.	Bidders shall provide four, (4), detailed examples of the firms experience in providing similar Blackwater System Flushing Services onboard Ships, Submarines, or Auxiliary vessels, in the last four (4) years, of similar size, scope, and complexity.
B.	Proof of registration to ISO 9001:2000 or acceptable quality management system, (approved by FMFCS QMS section).
C.	Proof of Worker's Compensation compliance in the form of a letter from Worker's Compensation Board.

4.1.3 Financial Evaluation

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

4.2 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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.

5.1.2 Application for Registration Form (Canadian Security Program)

Offerors must complete and submit the Canadian Security Application Form found at form available at the website below to be given further consideration in the procurement process tpsgc.ssicontracts-isscontracts.pwgsc@tpsgc-pwgsc.gc.ca.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form or a completed initial

International Security Screening (ISS) form to be given further consideration in the procurement process. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR or the ISS form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR or the ISS form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.4.1 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.4.2 Status and Availability of Resources

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be

performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before the 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 indicate 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. 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 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (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 Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "Standing Offer Usage Report". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

Solicitation No. - N° de l'invitation
W3554-226336
Client Ref. No. - N° de réf. du client
W3554-22-6336

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-2-89008

Buyer ID - Id de l'acheteur
HAL512
CCC No./N° CCC - FMS No./N° VME

The period for making call-ups and providing services against the Standing Offer is from January 1-2023 to December 31-2023 inclusive.

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 Three additional 1 year 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.

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 10 days 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 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Dale Wadden
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, N.S. B3J 3C9

Telephone: 782-641-6472
Facsimile: 902-496-5016
E-mail address: Dale.Wadden@ 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 (Please complete)

Solicitation No. - N° de l'invitation
W3554-226336
Client Ref. No. - N° de réf. du client
W3554-22-6336

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-2-89008

Buyer ID - Id de l'acheteur
HAL512
CCC No./N° CCC - FMS No./N° VME

Name:
Title:
Business Name:
Procurement Business Number
Address:

Telephone:
E-mail:

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: FMF Cape Scott, HMC Dockyard, Halifax, Nova Scotia.

7.8 Call-up Instrument

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

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$750,000 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 1029 (2010-08-16), Ship Repairs
- e) the general conditions 2010C (2022-01-28) General Conditions - Medium Complexity - Services
- f) Annex A, Statement of Work ;
- g) Annex B, Basis of Payment ;
- h) Annex C, Security Requirements Check List ;
- i) Annex E, Insurance Requirements;
- j) Annex F, Standing Offer Usage Report;
- k) Annex G, Contract security Program
- l) the Offeror's offer dated _____ (*insert date of offer*)

7.13 Certifications and Additional Information

7.13.1 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 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 Nova Scotia.

7.15 Hazardous Waste

1. Environmental Protection

2. The contractor will be required to comply with the following Acts and Codes:
3. Canadian Environment Protection Act
4. Fisheries Protection Act
5. Canada Labour Code, Canada Occupational Safety and Health Regulations
6. Contractors and their subcontractors engaged in the removal and disposal of potential pollutants and hazardous material must carry out this work in compliance with the applicable Municipal, Provincial and Federal environmental laws and regulations.
7. The Contractor will be required to provide detailed procedures and processes for identifying, tracking, storing, transporting and disposing of all potential pollutants and hazardous material encountered, to ensure compliance with the above stated laws and regulations. These procedures are to be provided to the Contracting Officer on acceptance of this Offer.
8. Contractors are advised that only personnel qualified in the removal and disposal of potential pollutants and hazardous material are to be employed for this work.
9. The contractor shall provide the Inspection Authority with copies of all disposal certificates. The certification shall be in such detail that traceability is confirmed. Co-mingling of Pollutants and Hazardous Materials with substances from other sources will be not be permitted.
10. Environmental Protection
11. Contractors and their sub-contractors engaged in work under any contract awarded as a result of this Standing Offer must carry out the work in compliance with all applicable municipal, provincial and federal environmental protection laws and regulations and the Canadian Fisheries Protection Act. Each Contractor is responsible for ensuring that all its subcontractors carry out the work in this manner.
12. Sub-Contracting
13. Will you be using sub-contractors in the performance of the work detailed herein?
14. Yes _____ No _____
15. _____
16. Name: _____
17. Name: _____
18. Name: _____
19. _____
20. _____

7.16 Safety Plan – Confined Space Entry and Rescue

The Contractor must submit a Safety Plan for Confined Space Entry and Rescue.
The Safety Plan must be in accordance with *Canadian Labour Code Part 4 – Confined Spaces*. The documents referenced in the Safety Plan must be made available when requested by Public Works and Government Services Canada or Department of National Defence.

7.17 SACC Manual Clauses

B5007C (2010-01-11) Procedures for Design Change or Additional Work
A0290C (2008-05-12) Hazardous Waste – Vessels
D3015C (2014-09-25) Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance
A9039C (2008-05-12) Salvage
B1501C (2018-06-21) Electrical Equipment
A9068C (2010-01-11) Government Site Regulations
A1009C (2008-05-12) Work Site Access

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 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

1029 (2010-08-16), Supplemental General Conditions – Ship Repairs apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

Payment will be made in accordance with “Annex B – Basis of Payment.”

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 750,000.00
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or

- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.5.3 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- 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.
2. Invoices must be distributed as follows:

The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

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

ANNEX "A"

STATEMENT OF WORK

1. REQUIREMENT

To provide Blackwater System Flushes onboard HMC Ships within the Halifax Region Municipality, as and when requested.

Background

Fleet Maintenance Facility Cape Scott, (FMFCS), located in Halifax N.S, traditionally sub-contract Blackwater System Flushes to industry. As these requirements are frequent and varied, FMFCS requires the capability to access these services readily through the standing offer method.

2. APPLICABLE DOCUMENTS

The following documents form a part of this Statement of Work, (SOW), to the extent specified herein. In the event of conflict between the documents referenced herein and the contents of this SOW, the content of the SOW shall apply.

Note: Supporting drawings can be requested by contacting the Contract Authority: Dale.Wadden@tpsgc-pwgsc.gc.ca

- a) JI 17/065 - Generic JI for Blackwater Flush – HFX CLASS Decontaminate/Hydrostatic Test
- b) Drawing D-27-952-000-01-BW
- c) Drawing D-27-952-000-02-BW

3. SCOPE OF WORK

To provide services, labour, tools and equipment, and materials necessary to perform Blackwater System Flushes onboard HMC Ships. All work is to be performed in accordance with the specifications assigned to each specific call-up as directed by the Fleet Maintenance Facility Cape Scott (FMFCS) Contracts Office.

3.1 All work must be conducted in accordance with the labour and environmental regulations within the jurisdiction that the work is carried out in. All personnel and equipment must be certified and licensed as required under all local, provincial and federal laws and regulation

3.2 It is mandatory that the contractor provides qualified tank watch personnel with the appropriate safety equipment for the task at hand. All personnel acting in the capacity of tank watch shall have recognized training and certification on the proper use of alarms, response and reporting procedures, in the industrial workplace, along with training in Workplace Hazardous Materials Information System, (WHMIS), and Confined Space Entry. Personnel are to have all such certificates on their person at all times during the performance of the work. While working in the role of tank watch, the contractor personnel shall be dedicated to that task only.

4. STANDING OFFER PERIOD

4.1 The standing offer is established for a period of one year from the date of award with the option to renew for three (3) additional one (1) year extensions.

5. STATEMENT OF CONTRACTOR REQUIREMENTS

The successful bidder shall adhere to all quality, environmental and safety requirements established in the SOCR REV 9 when performing all specified work herein.

6. WORK CANCELLATION

Due to the operational nature of the vessels on which this work shall occur, the FMFCS Contracts Office reserves the right to cancel any or all work associated with this contract for reasons beyond its control. This includes but is not limited to unforeseen ship deployment, fueling, ammunition storing and/or any other factors that prevent work from being completed within the specified period.

7. WORKER ORIENTATION

Workers must be familiar with DND Lock Out/Tag Out procedures prior to the commencement of any work.

8. WORKSITE CLEANLINESS

The successful bidder shall be responsible to clean the worksite at the end of each working day. Debris and materials arising from the day's work must be removed daily.

9. PHOTOGRAPHY

Any use of photographic or video recording onboard the vessel is prohibited unless approval is authorized by the Requisitioning Authority and the Ship Security Officer.

10. PARKING

Parking is not permitted on jetties and only in designated areas within the industrial H.M.C. Dockyard area. Any requirements to access jetties for the purpose of loading/unloading equipment and materials must be forwarded to the Requisitioning Authority in advance. DND will not be responsible for any parking tickets issued as a result of any abuse of temporary parking allowances for these purposes. Access will be limited to two vehicles at any time.

11. WORKSITE ACCESS

The successful bidder shall provide the Requisitioning Authority will a list of personnel who will require access to the worksite to perform the contracted services upon contract award in addition to any vehicles which will require access. All personnel authorized for access must possess photo identification on their person at all times while on the worksite within H.M.C. Dockyard.

NOTE: FMFCS reserves the right to restrict access to the worksite for reasons beyond our control. In such cases the successful bidder shall be provided with 24 hours notice in order to reschedule their work plans.

12. INSPECTIONS

The successful bidder shall notify the Requisitioning Authority at least one-hour in advance of all mandatory inspections as specified in the specification or hull instructions.

13. QUALITY DOCUMENTATION

All QA documentation as specified in job instructions/specifications, to be provided at time of invoicing.

14. PERSONAL PROTECTIVE EQUIPMENT

The successful bidder is required to ensure personnel have the required personal protective equipment to perform their duties and to ensure they have had the proper training in the wear, use and maintenance of such equipment when performing duties on Department of National Defence property.

15. GOVERNMENT SMOKING POLICY

The successful bidder shall ensure that its personnel shall comply with the policy of the Government of Canada, which permits smoking in designated areas only.

16. FMFCS DRUG AND ALCOHOL POLICY

FMFCS have developed a zero tolerance policy to create a Drug and Alcohol Free Workforce. No contractor personnel shall come to work while impaired by drugs or alcohol. The contractor will be asked to remove any personnel offending this policy from the premises for the remainder of the workday at the contractor's expense.

17. ADDITIONAL REQUIREMENTS

17.1 The contractor shall be required to be available for hours of work stipulated by the FMFCS Contracts Office, including hours required outside of normal working hours.

17.2 The contractor must be available for on-site consultation as deemed necessary by the FMFCS Contracts Office.

17.3 The contractor shall be able to provide a valid certificate of calibration for any necessary test equipment prior to starting any work that requires use of such equipment.

17.4 When requested by the FMFCS Contracts Office, the contractor shall provide detailed written work plans and schedules to enable the client to integrate the contractor's work into the larger work projects.

17.5 The contractor is responsible to ensure the health and safety of their personnel and shall comply with:

- a. All DND, Federal, Provincial and Municipal regulations;
- b. All site safety regulations and procedures; and
- c. The Contractor shall have in place an Occupational and Safety Management System, employing written safe work procedures by conducting Job Hazard Analysis for each job order in both shop and field work.

17.6 The contractor shall comply with all DND, Federal, Provincial and Municipal regulations and:

- a. Shall be prepared to take appropriate precautions to safely work in spaces that may contain hazardous material;
- b. Shall be required to provide all appropriate equipment, devices, tools and machinery, including general and specialized Personal Protective Equipment (PPE) which is

certified, maintained in proper working condition and is used in the prescribed manner (Canada Labour Code, Part II, Para 125(w) refers) for all personnel in their employ.

17.7 The contractor shall have Material Safety Data Sheets (MSDS) for all controlled products used in the performance of work specified in any call-up. Such MSDS shall be held at the worksite by the contractor's personnel and be readily available. The contractor shall ensure that any toolbox, storage box, and/or trailer used to store work related equipment and supplies in support of work, display product labelling and/or placards to demonstrate when any hazardous controlled items are stored within. All such containers must also clearly display the contractor's name and a contact number.

18. SECURITY REQUIREMENTS

18.1 The Offeror's personnel shall hold valid security clearance to the **Reliability** Status at all times.

18.2 The successful bidder must ensure arrangements are in place for a Visitor Clearance Request (VCR). The Security Officer of the successful bidder is to contact:


Public Works and Government Services Canada
CIISD Canadian and International Industrial Security Directorate
2745 Iris Street, 3rd Floor
Ottawa, Ontario
K1A 0S5
Tel: 613-948-4176

VCR's are required for all personnel accessing Department of National Defence property. Failure to obtain a Visitor Clearance Request could result in the termination of this contract.

18.3 The Contractor shall ensure that all personnel employed are in possession of Photo Identification on their person at all times while working within DND property

19. STOP WORK

19.1 If a DND 'stop work' order is invoked after commencement of the work, it will be the responsibility of the Offeror to demonstrate to DND that productive work was performed between the time of authorization and the stop work, and to substantiate costs incurred associated with such productive work.

	Fleet Maintenance Facility Cape Scott	MAF No:	
		Notification:	
		Order:	
		Sub Order:	
		Mech Eng JI:	17/065
		Rev/Amend:	0
<p>NOTE: This job instruction expires when the above order number is closed.</p>			
<p>MECHANICAL ENGINEERING JOB INSTRUCTION (JI) FOR BLACKWATER COLLECTION SYSTEM FLUSH APPLICABLE TO HMCS SHIPS LOCATION BLACKWATER SYSTEM</p>			
ORIGINATOR:	Wade Simpson	PHONE:	(902) 427-3987
APPROVED BY:	Liam Jeffery WCS MECHANICAL	DATE:	21 Jun 17

PURPOSE/BACKGROUND: This JI provides guidance to decontaminate and hydrostatically test the Blackwater collection system. It is not for the repair of the system although repairs may be necessary to complete the decontamination and test.

CROSS REFERENCE: N/A

NEI NUMBER: E-27-952-000

REFERENCES:

- A.-- D-23-003-005/SF-002 Painting specification for HMCS ships.
- B.-- C-27-952-000/MS-001 Operating and Maintenance Instructions for Vacuum Sewage Collection System.
- C.-- D27-952-000-02 Blackwater Collection System Diagram (3 sheets)
- D.-- C-27-952-000/NW-001 Naval Preventative Maintenance Schedule for Black and Grey Water Collection System.
- E.-- MARLANTORD 66-7 Procedure for cleaning and working on sanitary tanks/ systems.

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File No. - N° du dossier
HAL-2-89008

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

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
The CONTRACTOR shall carry out the following work:		
1.00	<u>Organization</u>	
1.01	This work will be done in 2 parts.	
1.02	Part 1 is the decontamination of the BWC system to allow system to be opened in multiple positions to apply blanks, make repairs if required, and inspections. It is not a chemical flush.	
1.03	During decontamination repair/replace piping and components that are leaking or that have failed.	
1.04	Part 2 is the Hydrostatic test. Most simple leaks and defects should have been identified and remedied during the decontamination.	
1.05	If anything happens that is not covered in this instruction contact Mechanical Engineering.	
2.00	<u>Repairs to allow continuation of decontamination and test</u>	
2.01	If a pipe or component fails during the decontamination or test that can't be repaired in situ within 1 - 2 hrs that item will be removed and/or bypassed until it is replaced or repaired.	
2.02	Piping and components that have been removed are to be decontaminated, bagged/sealed, and identified by name, fit number, or deck and frame station and given to SS.	
2.03	All jumpers and blanks (with exception of para 2.04), are to be removed at the end of the test.	
2.04	If a removed component or pipe is not replaced by the end of the test the system must be blanked to prevent debris entering.	
2.05	Temporary repairs are to be listed and the list given to SS at the end of the test.	
3.00	<u>PREPARATIONS</u>	
3.01	Prior to the start of the decontamination, Ship's Staff (SS) shall provide a single point of	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
	contact to coordinate operation of the Blackwater system. The CONTRACTOR shall provide the SS single point of contact with a copy of the JI, complete with the MSDS.	
3.02	Prior to the start of the decontamination, SS single point of contact shall arrange for the emptying of the Greywater Collection tanks.	
3.03	The Blackwater Collection (BWC) system will be flushed using chlorinated water (300 PPM) before setting up for hydrostatic test.	
3.04	The Greywater Collection tanks are prone to over-filling when isolated from the Blackwater Collection system, and should be regularly monitored by SS during BW Collection system flush and hydrostatic test.	
4.00	<u>INSTRUCTIONS</u> This system contains methane gas and residual human waste products. All work on this system shall be carried out with proper Personal Protective Equipment (PPE). As a minimum, workers shall wear rubber gloves, safety boots, face shields, disposable coveralls, and respirator equipment available for use as conditions dictate. Contact FMFCS Safety Dept. for instructions on proper procedures for the handling of methane gas and human waste products. Immediately clean up any leaks and spills of residual human waste products using chlorinated water with a concentration of 100 parts per million (ppm) or General Purpose Cleaner CGSB STD2-GP-107. If any doubt exists on the use of cleaning products consult FMFCS Safety Office.	
4.01	The BWC system decontamination is carried out in two parts. Part A - Port Forward (FWD) and Part B - Starboard FWD and Aft.	
4.02	Operation of the BWC system shall be in accordance with C-27-952-000/MS-001.	
4.03	During work on the BWC system adjacent work areas and equipment shall be protected from contamination and exposure from methane gas and residual human waste products.	
4.04	Prior to commencement of decontamination SS shall flush each of the 26 toilets in TABLE 1 four times to remove any residual matter in the collection piping.	

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DESCRIPTION OF WORK REQUIRED:			REMARKS:
TABLE 1 – VACUUM TOILETS			
COMPARTMENT	LOCATION	QTY	
ADR Head	2 Deck, FR 46, P	1	
CPO's Heads and WP	2 Deck, FR 39, S	2	
Female CPO's Heads and WP	2 Deck, FR 39, S	2	
Admin & Reception Area (Sick Bay Complex Bathroom)	2 Deck, FR 36, P	1	
Officer's WP & Heads	2 Deck, FR 34, C/L	3	
Female Officer's WP & Heads	2 Deck, FR 18, P	1	
Crew's WP & Heads No. 1	2 Deck, FR 8, P	2	
Crew's WP & Heads No. 2	3 Deck, FR 12, P	2	
Crew's Lounge Heads	3 Deck, FR 20.5, P	2	
C & PO's Lounge Heads	3 Deck, FR 34, P	3	
PO's WP & Heads	3 Deck, FR 43, C/L	3	
Female PO's WP & Heads	3 Deck, FR 43, C/L	1	
Crew's WP No. 3 & Heads No. 3	3 Deck, FR 47, P	3	
Crew's WP & Heads No. 4	3 Deck, FR 51, P	2	
Crew's WP & Heads No. 5	3 Deck, FR 53.75, S	2	
4.05	Clean the affected vacuum toilets using General Purpose Cleaner CGSB STD 2-GP-107M or a FMFCS Safety Office approved alternative.		
4.06	Drain the affected vacuum toilets of all liquid and isolate each vacuum toilet from the system.		
4.07	Cover all drained toilets with six-mil plastic sheet and clearly mark "OUT of BOUNDS".		
4.08	The SS single point of contact shall arrange for the following internal communication to be broadcast every half-hour: "All shipboard washroom facilities are Out of Bounds for the duration of the Blackwater Collection System Flush" and include the ashore location of alternate washrooms. SS single point of contact to ensure the availability of the alternate		

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
	washroom for the duration of the flush.	
4.09	SS single point of contact shall shut down the Blackwater system prior to commencement of each flush.	
4.10	Isolate the treatment plant from the collection piping at the sewage treatment compartment valves BWC 52, 54, 56 Ref C Sheet 3. Disconnect the manifold between valves BWC 52, 54, 56 to Port and Stbd flange connections marked A and B on Ref C, Sheet 3, Detail 3-12A and Part Plan No 5 deck.	
4.11	Spaces containing BWC system piping identified on Ref C (all sheets) shall be made accessible to CONTRACTOR by SS point of contact.	
4.12	During the decontamination monitor the system for leakage.	
4.13	After each circuit decontamination and prior to the final hook up examine adjacent openings for defects and prove the adjacent pipe clear.	
5.00	<u>PART A - FWD PORT</u>	
5.01	Prepare Part A Forward Port piping for the decontamination in accordance with the following instructions and drawings:	
5.02	Open valve 24 No. 4 Deck FS 42 Port AAMR Ref C sheet 3.	
5.03	Open valve 20 No. 4 Deck FS 21 Port FAMR Ref C sheet 3.	
5.04	Open valve, 35 No. 3 Deck FS 12 WTB Port passageway Ref C sheet 2.	
5.05	Blank valve 25 No. 4 Deck FS 26 Port FER to Greywater tank, Ref C sheet 3.	
5.06	Disconnect affected toilets at the rubber elbows. Remove the urinal interface valves, if not already removed, until completion of hydrostatic testing and connect the decontamination headers into the collection piping.	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
5.07	Disconnect the sickbay vacuum interface valve, No 14 No. 3 Deck FS 36 Port (stores office) Ref C sheet 2, until completion of hydrostatic testing. Connect the decontamination header into the collection piping.	
5.08	Seal and store the sickbay vacuum interface valve clear of the work area and protect from damage.	
5.09	Close valves 46, 47 & 135 Ref C sheet 3.	
5.10	Tie in for the Port Fwd decontamination return lines is the manifold flange in accordance with Ref C.	
5.11	Disconnect the pipe hangers holding the manifold.	
5.12	The manifold is to be removed from the treatment plant, sealed, bagged, and stored in the gland space in a safe and secure position until hydrostatic testing is complete.	
5.13	Decontamination Part A in accordance with para 7.00 Decontamination Instructions.	
5.14	Upon completion of Hydrostatic testing reinstall manifold using new gaskets.	
5.15	Reconnect the pipe hangers.	
5.16	Reinstall the sickbay vacuum interface valve 14 No. 3 Deck FS 36 Port (stores office) Ref C sheet 2 using new gaskets.	
5.17	Reinstall the urinal interface valves, if applicable, using new gaskets and reconnect the vacuum toilets.	
6.00	<u>PART B FWD STBD and AFT</u>	
6.01	Prepare the Part B Forward Starboard and Aft piping for the decontamination in accordance with the following drawings and instructions:	
6.02	Open valve 159 No. 4 Deck FS 43 WTB Port (Crew's Laundry) Ref C sheet 3.	
6.03	Open valve 31 No. 4 Deck FS 43 WTB Stbd (AAMR) Ref C sheet 3.	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
6.04	Open valve 160 No. 4 Deck FS 43 WTB Stbd (Sewage Treatment Compartment) Ref C Sheet 3.	
6.05	Open valves 906 & 907 No. 2 Deck CPO's & Pl's WP & Heads FS 39/40 Stbd (the valves are adjacent to the washer and dryer at a height of 4 feet from the deck) Ref C Sheet 2.	
6.06	Close valve 28 No. 4 Deck FS 25 WTB Stbd (Sewage Treatment Compartment) to Greywater tank Ref C sheet 3.	
6.07	Close valve 116 No. 5 Deck FS 43 WTB Stbd (sewage Treatment Compartment) suction to Greywater tank Ref C sheet 3.	
6.08	Close valve 117 No. 5 Deck FS 43 WTB Stbd (Sewage Treatment Compartment) to Greywater tank Ref C sheet 3.	
6.09	Tie in for Stbd Fwd and Aft decontamination return lines at the manifold flange in accordance with Ref C.	
6.10	Disconnect affected toilets listed in Table 1 at the rubber elbows. Remove the urinal interface valves, if applicable, and connect the decontamination headers into the collection piping.	
6.11	Flush Part B in accordance with para 7.00 DECONTAMINATION INSTRUCTIONS.	
6.12	Reconnect the urinal interface valves, if applicable, using new gaskets and reconnect the vacuum toilets.	
6.13	Remove plastic covering.	
6.14	Clean, inhibit, prime and paint new and disturbed work IAW Ref A.	
7.00	<u>DECONTAMINATION INSTRUCTIONS</u>	
7.01	The purpose of this procedure is to decontaminate and leak check the BWC system piping for a hydrostatic test.	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
7.02	This process will not clean to standard described in E3-4.6.09 Chemical Flush Procedure.	
7.03	The decontamination medium will be super chlorinated water which will have no less than 300 ppm bleach.	
7.04	During the decontamination inspect the piping system for leaks, damage and malfunction. See para 2.00 for direction.	
7.05	Immediately clean up the area of leaks and spills of residual human waste products using chlorinated water with a concentration of 100 ppm or general purpose cleaner CGSB STD 2-GP-107. List the deliverables.	
7.06	On completion of decontamination drain system of super chlorinated water.	
7.07	A Hazardous Material Disposal Company shall be contracted to properly dispose of all cleaning media used during decontamination.	
8.00	<u>Hydrostatic Test</u>	
8.01	Once BWC system is decontaminated and leak free the hydrostatic test can begin.	
8.02	The test pressure will be 50 psi (3.4 bar)	
8.03	The testing medium will be domestic water.	
8.04	The test will be done in 2 major parts, Port and Stbd.	
8.05	All toilets and urinals are to be isolated from pressure test.	
8.06	The filling point for the Port side test will be the A flange of treatment plant manifold, (see ref C Part Plan No 5 deck), from the BWC system.	
8.07	The filling point for the Stbd side test will be the B flange of the above manifold.	
8.08	Isolate all grey water collection tanks (2 gland space, 2 FAMR), from hydrostatic test pressure. Valves 116 and 117 are to be pressurized in test.	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
8.09	All toilets and urinals are to be isolated from hydrostatic test pressure.	
9.00	<u>Port side test</u>	
9.01	The test will be done in stages from the treatment plant progressing outwards as each section is tested.	
9.02	The manifold should already be removed and stored in gland space.	
9.03	Connect water supply to the port side BWC piping flange (A) and pressurize the sections as follows;	
9.04	<u>Port Fwd 1</u>	
9.05	Closed valves - Vv 20	
9.06	Open valves - Vv 24	
9.07	Blanked components; 1. Vv 25 (FAMR GW tank protection) 2. Vv 116 (Aft Gw tank protection) 3. Toilet, sickbay (2 dk) 4. Toilets, CPO lounge (3 dk)	
9.08	If Vv 20 leaks through, blank it.	
9.09	<u>Port fwd 2</u>	
9.10	Closed valves - none	
9.11	Open Valves - Vv 24, Vv 20, Vv35	
9.12	Blanked Components; 1. As port fwd 1 2. GWIV 11 (2Dk) (may not be installed) 3. Toilets crew hd #1 (2 dk)	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
	4. Toilets crew hd lounge hd (3 dk)	
	5. Toilets crew hd #2 (3 dk)	
	6. Toilets CPO lounge hd (3 dk)	
9.13	<u>Port aft</u>	
9.14	Connect to B side flange.	
9.15	Closed valves - none.	
9.16	Open valves - 159.	
9.17	Blanked components;	
	1. As Port fwd 1 and 2,	
	2. Toilet ADR hd,	
	3. Toilets crew hd #4,	
	4. Toilets crew hd #5,	
	5. Toilets crew hd #3.	
10.00	<u>Stbd side test</u>	
10.01	Connect water supply to B side of flange.	
10.02	<u>Stbd 1</u>	
10.03	Closed valves - 29	
10.04	Open valves - Vv 160, Vv 31, Vv906, Vv 907.	
10.05	Blanked components;	
	1. Vv 117 (aft GW tank protection)	
	2. Toilets female CPO hd (2 dk)	
	3. Toilets male CPO hd (2 dk)	
10.06	<u>Stbd 2</u>	
10.07	Closed valves - Vv 160, Vv 152	
10.08	Open Valves - Vv 28, Vv 29, Vv 31.	

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DESCRIPTION OF WORK REQUIRED:		REMARKS:
10.09	Blanked components; 1. As for stbd 1 2. Flange for Gw tank FAMR 3. GWIV 12, may not be installed 4. Flange before air ejector (3 dk) 5. Flex line before Vv 905 (1 dk) 6. Toilet seahead (01 dk) 7. Toilet Officer hd (2dk) 8. Toilet Co hd (1 dk)	
10.10	On completion of hydrostatic test all valves and components are to be returned to original positions and settings.	
11.00	<u>COMPLETION ACTION</u>	
11.01	CONTRACTOR is to provide a report of the results of the hydrostatic test. The report will include a list of piping and components that were removed and/or bypassed, permanent and temporary repairs done during test, defects noted during test that were not repaired, components/piping that passed the test but are in poor condition.	R

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ANNEX "B"

BASIS OF PAYMENT

All prices are to be quoted FOB Destination, based on a 4-day completion period per tasking, and including all delivery and shipping charges to the destination specified on the call-up document. Chargeable hours for additional labour commence upon arrival at HMC Dockyard by Contractor's personnel.

- a. Pricing for all services, material and labour and travel expenses to carry out Blackwater System Flush onboard Canadian Patrol Frigates IAW referenced JI's (80%)
- b. Hourly rate for all services, material and labour to carry out deviations to Standard JI's (approx. 200 man-hours per year) (20%)
- c. Subcontracts, where authorized, will be charged at costs with no mark-up. All subcontractors must meet the security requirements detailed in para A18.1) and be approved by the FMFCS Contracts Office prior to work commencing.
- d. All pricing shall include delivery of any rental equipment to the specified site and removal upon completion of the call-up period.
- e. FMFCS Contracts Office will make payment within 30 days upon receipt of the invoice in the Contracts Office, of the Offeror's original invoice, for authorized services for this requirement. All rendered services will be to the satisfaction and acceptance of the Technical Authority prior to payment. Invoices are not to be submitted prior to the completion of the work as stated in the call-up document. This request has no provisions for advance payments, progress payments, or deposits.

SECTION A: FMF CAPE SCOTT, HALIFAX, NOVA SCOTIA

SO YEAR 1:

Requirement	Estimated Usage Per year (a)	Labour (b)	Material (c)	Total Cost (b + c) = (d)	Extended Price (a) X (d)
Sanitary Flush	6	\$_____/Flush			
Hydrostatic Test	3	\$_____/Test			
System Flush	3	\$_____/Flush			
Hourly Rate		\$_____/Hour			

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W3554-22-6336

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-2-89008

Buyer ID - Id de l'acheteur
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for deviations (200 Hours)					
TOTAL YEAR 1					

SO OPTION YEAR 1:

Requirement	Estimated Usage Per year (a)	Labour (b)	Material (c)	Total Cost (b + c) = (d)	Extended Price (a) X (d)
Sanitary Flush	6	\$_____/Flush			
Hydrostatic Test	3	\$_____/Test			
System Flush	3	\$_____/Flush			
Hourly Rate for deviations (200 Hours)		\$_____/Hour			
TOTAL OPTION YEAR 1					

SO OPTION YEAR 2:

Requirement	Estimated Usage Per year (a)	Labour (b)	Material (c)	Total Cost (b + c) = (d)	Extended Price (a) X (d)
Sanitary Flush	6	\$_____/Flush			
Hydrostatic Test	3	\$_____/Test			
System Flush	3	\$_____/Flush			
Hourly Rate		\$_____/Hour			

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for deviations (200 Hours)					
				TOTAL OPTION YEAR 2	

SO OPTION YEAR 3:

Requirement	Estimated Usage Per year (a)	Labour (b)	Material (c)	Total Cost (b + c) = (d)	Extended Price (a) X (d)
Sanitary Flush	6	\$____/Flush			
Hydrostatic Test	3	\$____/Test			
System Flush	3	\$____/Flush			
Hourly Rate for deviations (200 Hours)	200 hours	\$____/Hour			
				TOTAL OPTION YEAR 3	

FOR EVALUATION PURPOSES:

TOTAL YEAR 1		\$
TOTAL OPTION YEAR 1	+	\$
TOTAL OPTION YEAR 2	+	\$
TOTAL OPTION YEAR 3	+	\$ _____
GRAND TOTAL	=	\$ _____

FMF CAPE SCOTT
HALIFAX, NS

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ANNEX "C"

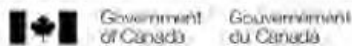
SECURITY REQUIREMENTS CHECK LIST

(*insert if applicable*)

Solicitation No. - N° de l'invitation
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Contract Number / Numéro du contrat W3554-226336
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE					
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction Fleet Maintenance Facility Cape Scott			
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 Conduct grey and black water acid flushes on CPF's					
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? Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
<table><tr><td>Canada <input type="checkbox"/></td><td>NATO / OTAN <input type="checkbox"/></td><td>Foreign / Étranger <input type="checkbox"/></td></tr></table>			Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>			
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>			
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>			
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>			
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>			
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>			
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			

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Canada

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Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non 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 ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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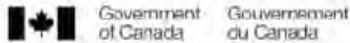
Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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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 PROTEGE			CLASSIFIED CLASSIFIE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTEGE			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL										A	B	C
Information / Assets																
Reassignments / Bero 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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ANNEX “D” 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)

ANNEX "E"

INSURANCE REQUIREMENTS

1. Ship Repairers' Liability Insurance

1. The Contractor must obtain Ship Repairers' Liability Insurance and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Ship Repairers' Liability insurance must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the vessel, however caused.
 - c. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

- g. **For the province of Quebec, send to:**

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

-
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX “F”

STANDING OFFER REPORTING

**DOLLAR USAGE
REPORT**

COMPANY NAME:	REPORT TOTALS
	VALUE OF STANDING OFFER:
STANDING OFFER NO:	PAST USAGE TO DATE:
	USAGE THIS QUARTER
PERIOD OF REPORT	TOTAL USAGE TO
(Dates):	DATE
	Balance Remaining \$

CALL UP NUMBER	DATE OF CALL-UP	CUSTOMER/SHIP NAME	CALL-UP VALUE	PO NUMBER

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ANNEX “G”

CONTRACT SECURITY PROGRAM

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Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Organization #

Protected (once completed)

CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/access-to-information-and-privacy-pspc)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/standard-personal-information-banks-canada-ca)). Under the Privacy Act, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](#) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French.
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations: a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.



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, i.e. 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) i.e. 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.

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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.

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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 - Indicate the type of organization and provide the required validation documentation (select one only) <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

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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.)

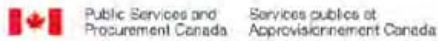
Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

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

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CONTRACT SECURITY PROGRAM (CSP)

SECTION D - LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position title	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			

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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).

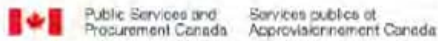
Ownership of entries listed in E-2 (Level 3)

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			

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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