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	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000057070</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-09-09</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 3:00 P.M. on – le 2022-10-03</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Daylight Time (EDT)</p>	
	<p>F.O.B – F.A.B See herein</p>		
	<p>Address Enquiries to - Adresser toutes questions à Garvin.Suepaul@ec.gc.ca</p>		
	<p>Telephone No. – N° de téléphone 613-295-4823</p>	<p>Fax No. – N° de Fax N/A</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See herein</p>		
	<p>Destination of Services / Destination des services Eureka, Nunavut</p>		
	<p>Security / Sécurité There is a security requirement associated with this solicitation</p>		
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
	<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (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)</p>		
	<p>_____ Signature</p>		<p>_____ Date</p>



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 Introduction4

1.2 Summary4

1.3 Debriefings6

PART 2 - BIDDER INSTRUCTIONS 7

2.1. Standard Instructions, Clauses and Conditions.....7

2.2. SACC Manual Clauses.....8

2.3. Submission of Bids8

2.4. Former Public Servant – Competitive Bid.....8

2.5. Enquiries - Bid Solicitation10

2.6. Applicable Laws.....10

2.7. Bid Challenge and Recourse Mechanisms10

PART 3 - BID PREPARATION INSTRUCTIONS11

3.1. Bid Preparation Instructions11

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION13

4.1. Evaluation Procedures13

4.2. Technical Evaluation.....13

4.3. Financial Evaluation.....17

4.4. Basis of Selection.....17

PART 5 - CERTIFICATIONS19

5.1. Certifications Required Precedent to Contract Award19

5.2. Additional Certifications Required Precedent to Contract Award19

PART 6 – SECURITY AND OTHER REQUIREMENTS21

6.1. Security Requirement21

6.2. Insurance Requirements21

PART 7 - RESULTING CONTRACT22

7.1. Statement of Work22

7.2. Standard Clauses and Conditions22

7.3. Security Requirement22

7.4. Term of Contract23

7.5. Nunavut Agreement.....23

7.6. Authorities24

7.7. Proactive Disclosure of Contracts with Former Public Servants.....25

7.8. Payment.....25

7.9. Invoicing Instructions28

7.10. Certifications and Additional Information28

7.11. Applicable Laws.....29

7.12. Priority of Documents29

7.13. Insurance Requirements – Specific requirement29

7.14. SACC Manual Clauses.....29

7.15. Dispute Resolution29

ANNEX “A” - STATEMENT OF WORK.....31

ANNEX ”B” - BASIS OF PAYMENT.....37

ANNEX “C” - INUIT BENEFITS PLAN39

ANNEX “D” - SECURITY REQUIREMENTS CHECK LIST.....56



ANNEX “E” - INTEGRITY PROVISIONS.....59
ANNEX “F” - INSURANCE REQUIREMENTS60

List of Annexes:

- Annex “A” Statement of Work
- Annex “B” Basis of Payment
- Annex “C” Inuit Benefits Plan
- Annex “D” Security Requirements Check List
- Annex “E” Integrity Provisions
- Annex “F” Insurance requirements



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Inuit Benefits Plan, the Security Requirements Checklist, Integrity Provisions and Insurance Requirements.

1.2 Summary

- 1.2.1 Environment and Climate Change Canada has a requirement for ongoing Life Safety Inspection, Testing and Maintenance at Eureka Weather Station as detailed in the Statement of Work, Annex "A" to the bid solicitation. The period of the contract is from date of award for two (2) years plus one (1) additional one-year option period.
- 1.2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 4 of Part 2 of the bid solicitation.
- 1.2.5 The requirement is subject to the provisions of the "Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free Trade



Agreement, the Comprehensive Economic Free Trade Agreement (CETA), the World Trade Organization – Agreement on Government Procurement (WTO-AGP), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Canada-Ukraine Free Trade Agreement”.

1.2.6 This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs): Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (the Nunavut Agreement).

1.2.7 **Nunavut Directive**

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the [Nunavut Directive](#)).

The Nunavut Directive has the following objectives:

- a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
- b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
- c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce.

Inuit Benefits Plan (IBP)

Bids will also be evaluated according to weighted-and-rated Inuit Benefits Criteria and Nunavut Benefits Criteria. Bidder submissions for both of these criteria are to be combined in an Inuit Benefits Plan (IBP), as described in Annex “C” (Inuit Benefits Plan), in which Bidders should detail how they will integrate the following elements in carrying out work under this requirement:

1. Inuit employment (either directly or through subcontractors);
2. Inuit training and skills development (either directly or through subcontractors);
3. Inuit ownership (Contractor and subcontractors); and
4. Location in the Nunavut Settlement Area.

The commitments contained in an IBP will form part of the resulting contract.

Implementation of the Contractor’s IBP will be ensured through close monitoring and requiring, at a minimum, that each invoice be accompanied by an IBP Achievement Report (See Annex “C”) which demonstrates that contractual obligations were fulfilled.

Nunavut Directive: Reporting Inuit and Nunavut Benefits – General information

- a. Canada expects that the Contractor will, through the life of the contract, maintain and compile records as to the delivery of Inuit and Nunavut Benefits, including but not limited to the following elements:



1. Total hours and total dollars spent on Inuit Employment
 2. Total hours and total dollars spent on Inuit Training
 3. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
 4. Location of Contractor and sub-contractors/suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of Inuit and Nunavut Benefits and make them available for audit purposes.
 - c. Canada will expect that every invoice be accompanied by an IBP Achievement Report, in accordance with Annex "C" of the Contract.
 - d. If, for any reason, a bid does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting any unanticipated Inuit and Nunavut Benefits realized under the contract be provided with each invoice in accordance with paragraph c.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2022-03-29), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

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

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

Delete: “sixty (60) days”

Insert: “one hundred and twenty (120) days”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

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

Delete: In its entirety

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

Delete: In their entirety

Insert: “Deleted”

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

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

Insert: “Deleted”



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

Delete: In its entirety

Insert: "Deleted"

2.2. SACC Manual Clauses

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

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

B1000T (2014-06-26), Condition of Material

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date.

2.3. Submission of Bids

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

2.4. Former Public Servant – Competitive Bid

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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



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

2.5. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.6. Applicable Laws

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

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

2.7. Bid Challenge and Recourse Mechanisms

Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid - one (1) electronic copy in PDF format

Section II: Inuit Benefits Plan - one (1) electronic copy in PDF format

Section III: Financial Bid - one (1) electronic copy in PDF format

Section IV: Certifications - one (1) electronic copy in PDF format

Prices must appear in the financial bid and, if applicable, within the Inuit benefits plan only. No prices must be indicated in any other section of the bid.

Note for electronic submission of bids:

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

Email Address: soumissionsbids@ec.gc.ca

Attention: Garvin Suepaul

Solicitation Number: 5000057070

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

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

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

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



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

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

Section II: Inuit Benefits Plan

Bidders should submit their Inuit Benefits Plan (IBP) in accordance with Annex "C".

Section III: Financial Bid

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

Bidders should include the following information in their financial bid:

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

C3011T (2013-11-06), Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section IV: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.2. Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work.

4.2.1. Mandatory Technical Criteria

Bids must meet the Mandatory Technical Criteria set out below. Bids which fail to meet the Mandatory Technical criteria will be deemed non-responsive and will not be evaluated further. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either a "Yes" or a "No".

For any criteria that specify a particular time period (e.g., 3 years) of work experience, ECCC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title/category of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at



the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Criterion	Mandatory Technical Criteria	Instructions	Compliant (Yes / No)	Page number/ reference in proposal
M1.	<i>Proposed Resources</i>			
	<p>The Bidder must propose two (2) resources in its bid, including one (1) resource in each of the following categories:</p> <ul style="list-style-type: none"> i. Fire Alarm Systems Technician ii. Sprinkler and Fire Protection Installer/Technician 	<p>To demonstrate it meets this requirement, for each of the two (2) proposed resources, the Bidder must identify and provide within its bid:</p> <ul style="list-style-type: none"> i. The name of each proposed resource; ii. The category under which each resource is being proposed. 		
M2.	<i>Qualifications of the proposed resources</i>			
	<p>The Bidder must demonstrate that each of the resources proposed under M1 possesses the required qualifications to perform the work.</p>	<p>To demonstrate it meets this requirement, the Bidder must identify and describe the certifications of the proposed resources in its bid, as follows:</p> <ul style="list-style-type: none"> i. Fire Alarm Systems Technician: proof of certifications issued by the Authority of Territory/Province, in the following category: Certified fire alarm systems technician ii. Sprinkler and Fire Protection Installer/Technician: proof of 		



		<p>certifications</p> <p>The Bidder may, at the request of the Contracting Authority, be required to provide a copy of the certification. If this is requested, and the Bidder fails to provide a copy of the certification within five (5) business days from the date of the request, the bid will be considered non-responsive.</p>		
M3.	<i>Experience of the Individual Resources</i>			
	<p>The Bidder must demonstrate that each resource proposed under M1 has a minimum of three (3) years of experience within the past five (5) years maintaining and repairing fire detection and protection systems.</p>	<p>To demonstrate it meets this requirement, the Bidder must provide a résumé detailing the experience within the last five (5) years from date of bid closing of <u>each</u> proposed resource for their respective role as:</p> <ul style="list-style-type: none"> • Fire Alarm Systems Technician; • Sprinkler and Fire Protection Installer/Technician <p>To demonstrate the experience, the Bidder must provide the following information within the résumé of the proposed resource:</p> <p>i. Name of the Resource;</p> <p>For each work experience identified in its résumé the Bidder should provide the following information:</p> <p>ii. Name of the client organization the work or project was performed for;</p> <p>iii. Description of the services provided;</p>		



		<p>iv. Start and end dates (month/year) of the project;</p> <p>v. Timeframe of experience acquired during the project;</p> <p>vi. Name, title and contact information (email and/or phone number) of a customer reference contact person from the client organization to whom the services were provided (that can validate the information provided by the Bidder)</p> <p>The Bidder may, at the request of the Contracting Authority, be required to provide any missing information related to bullets ii, iii, iv, v and vi above. If this is requested, and the Bidder fails to provide this information within five (5) business days from the date of the request, the bid will be considered non-responsive.</p>		
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4.2.1. Inuit Benefits Plan (IBP)

Criteria	Total Points Available	Total Score
Inuit employment	10	/10
Inuit training and skills development	10	/10
Inuit ownership/sub-contractors/suppliers	10	/10
Location in the Nunavut Settlement Area (NSA)	5	/5
Grand Total	35	/35



The IBP is **not** mandatory. There is no pass mark for this section. The Inuit Benefits Plan (IBP) Evaluation Criteria are included in Annex “C”.

4.3. Financial Evaluation

4.3.1 Evaluation of Price

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

For evaluation purposes only, the price of the bid will be determined as described under the Financial Proposal instructions in Annex “B”.

4.4 Basis of Selection

4.4.1 Highest Combined Rating of Inuit Benefits Plan (IBP) Commitment and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of IBP quality and price. The ratio will be 35% for the IBP quality, and 65% for the price.
4. To establish the IBP quality score, the overall IBP quality score for each responsive bid will be determined as follows: The total number of points obtained / maximum number of points available multiplied by the ratio of 35%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 65%.
6. For each responsive bid, the IBP quality score and pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest IBP quality score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of IBP quality and price will be recommended for award of a contract. In the case of a tie, the bid with the lower price will be selected.



The table below illustrates an example where all three bids are responsive and the selection of the Contractor is determined by a 35/65 ratio of IBP quality and price, respectively. The total available points equals 35 and the lowest evaluated price is \$450,000

Basis of Selection - Highest Combined Rating of IBP Commitment (35%) and Price (65%)

		Bidder 1	Bidder 2	Bidder 3
Bid Evaluated Price		\$500,000.00	\$550,000.00	\$450,000.00
Inuit Benefits Plan		15/35	35/35	0/35
Calculations	Pricing Score	$450,000/500,000 \times 65$ = 58.5	$450,000/550,000 \times 65$ = 53.18	$450,000/450,000 \times 65$ = 65.0
	IBP Commitment	$15/35 \times 35 = 15$	$35/35 \times 35 = 35$	$0/35 \times 35 = 0$
Combined Rating		73.5	88.18	65.0
Overall Rating		2nd	1st	3rd



PART 5 - CERTIFICATIONS

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

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

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

5.1. Certifications Required Precedent to Contract Award

5.1.1. Integrity Provisions - Associated Information

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

The Bidder must provide the Contracting Authority with a completed annex Integrity Provisions, before contract award.

5.2. Additional Certifications Required Precedent to Contract Award

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

5.2.1. Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission



given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2. Education and Experience

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



PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1. Security Requirement

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

6.2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract.

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



PART 7 - RESULTING CONTRACT

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

Title: *(insert at contract award)*

7.1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and in the manner committed to in the Contractor's Inuit Benefits Plan at Annex "C" *(if applicable)*.

7.2. Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

4006 (2010-08-16), *Contractor to own Intellectual Property Rights in Foreground Information*

7.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ *(insert at contract award)*.

7.3. Security Requirement

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

- (i) The Contractor/Offeror should, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid security screening issued by the Government of Canada/Environment and Climate Change Canada (ECCC).
- (ii) The Contractor/Offeror personnel requiring access to sensitive work site(s) should EACH hold a valid **RELIABILITY STATUS**, granted or approved by ECCC.
Contractor/Offeror personnel who do not hold a valid Reliability Status, granted or approved by ECCC, will be escorted onsite.



(iii) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of ECCC.

(iv) The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex "D";
- b. *Contract Security Manual* (Latest Edition).

7.4. Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to October 31, 2024, inclusive.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5. Nunavut Agreement

The Contract is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (the Nunavut Agreement).

7.5.1 Nunavut Directive: Disclosure of information *(if applicable)*

1. The Contractor agrees that Canada may at any time disclose the Inuit Benefits Plan (IBP) and the IBP Achievement Reports to third parties, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees, and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. As the IBP and the IBP Achievement Report could contain information regarding subcontractors and suppliers, the Contractor warrants that it has secured from its subcontractors and suppliers consents to such disclosure by Canada and will continue to obtain consent from additional subcontractors and suppliers throughout the period of the contract. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes not to include in the IBP or in the IBP Achievement Reports any information that cannot be shared publicly or that could constitute private information under the [Privacy Act](#) (R.S.C., 1985, c. P-21) (e.g., name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.



7.5.2 Nunavut Directive: Inuit Benefits Plan Achievement Report *(if applicable)*

- a. The Contractor must compile records through the life of the contract as to its level of achievement in fulfilling the commitments made under the Inuit Benefits Plan (IBP), including but not limited to the following elements:
 1. Total hours and total dollars spent on Inuit Employment
 2. Total hours and total dollars spent on Inuit Training
 3. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
 4. Location of Contractor and sub-contractors / suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of IBP commitments and make them available for audit purposes.
- c. The Contractor must accompany each invoice with an IBP Achievement Report drafted in accordance with Annex "C" of the contract.
- d. If, for any reason, the contract does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting the occurrence of any unanticipated Inuit and Nunavut benefits realized under the contract be provided with each invoice in accordance with paragraph c.

7.5.3 W0211C (2022-04-01) Nunavut Directive: Third party independent professional *(if applicable)*

7.5.4 W0212C (2022-04-01) Nunavut Directive: Inuit Benefit Plan deviations *(if applicable)*

7.6. Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Garvin Suepaul
Title: Senior Manager, Strategic Procurement & Governance
Environment and Climate Change Canada
Procurement and Contracting Division
Address: 200 boul. Sacré-Coeur, Gatineau, QC, K1A 0H3

Telephone: 613-295-4823
E-mail address: Garvin.Suepaul@ec.gc.ca

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

7.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____ *(insert at contract award)*
Title: _____



Organization: _____

Address: _____

Telephone: ____-____-_____

E-mail address: _____

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

7.6.3 Contractor's Representative

Name: _____ *(insert at contract award)*

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

7.7. 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.

7.8. Payment

7.8.1 Basis of Payment

7.8.1.1 Labour

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with Table 1 of Annex "B", to a limitation of expenditure of \$_____ *(insert at contract award)*, Applicable Taxes extra.

7.8.1.2 Material and Replacement Parts

The material and replacement parts must be provided at cost without markup. All prices for parts and materials are FOB destination, Customs duties are included, and Applicable Taxes are extra.

Estimated Cost of Material and Replacement Parts: **\$24,725.00** (Applicable Taxes extra)

7.8.1.3 Travel and Living Expenses



The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost of Travel and Living Expenses: **\$24,725.00** (Applicable Taxes included).

7.8.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____ ([insert at contract award](#)). Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) 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.

7.8.3 Terms of Payment

H1001C (2008-05-12) Multiple Payment

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions if payment is due.



Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

7.8.4 Time Verification

C0711C (2008-05-12) Time Verification

7.8.5 IBP Holdback – for the non-performance of IBC / NBC *(if applicable)*

- a. The Inuit benefits in this contract are subject to an IBP deduction.
- b. For this contract the term “IBP deduction” means a percentage or dollar value that is deducted by Canada in the event that the contractual requirement for Inuit benefits or Nunavut benefits are not met.
- c. For this contract the “Annual IBP Deduction Amount” is the total dollar amount that Canada may deduct annually in the event that the annual contractual requirement for Inuit benefits and Nunavut benefits are not met. (See Annex “C” Part D for detailed calculation).
- d. IBP deduction will be made at the discretion of the Contracting Authority upon proof that the Inuit benefits or Nunavut benefits required as part of the contract are not being met.
- e. If the Contractor does not meet the certified percentage of employment of Inuit labour, required by the Contract and fails to fulfill their employment of Inuit labour commitments, an amount of up to 30% of the Annual IBP Deduction Amount may be deducted for non-performance. (See Annex “C” Part D, Table 1 – Assessment of On-site Inuit Labour IBP Deductions).
- f. If the Contractor does not meet the commitment for Inuit training and skills development, required by the Contract and fails to fulfill their Inuit training and skills commitments, an amount of up to 30% of the Annual IBP Deduction Amount may be deducted for non-performance. (See Annex “C” Part D, Table 2 – Assessment of Inuit Training IBP Deductions).
- g. If the Contractor does not meet the certified percentage of Inuit ownership (of prime or subcontractor/suppliers), and fails to fulfill their Inuit ownership (of prime or subcontractor/suppliers) guarantees, an amount of up to 30% of the Annual IBP Deduction Amount may be deducted for non-performance. (See Annex “C” Part D, Table 3 – Assessment of Inuit Ownership (prime or subcontractors/suppliers) IBP Deductions).
- h. If the Contractor does not meet the commitment for a location in the Nunavut Settlement Area (NSA) (head offices, administrative offices, or other facilities), and fails to fulfill their commitment to provide a location in the NSA, an amount of up to 10% of the Annual IBP Deduction Amount may be deducted for non-performance. (See Annex “C” Part D, Table 4 – Assessment of Location Business: IBP Deductions).
- i. If applicable, Canada may at its sole discretion allow any remaining IBP deduction amount to be carried over to the next fiscal year to provide the Contractor with the opportunity to make up for any missed commitments for Inuit benefits or Nunavut benefits not met the previous year.
- j. Nothing in this section will be interpreted as limiting the rights and remedies which Canada may otherwise have under the contract.
- k. Canada reserves the right, at its sole discretion, to reduce or eliminate IBP deductions if it can be clearly demonstrated that reasonable efforts were made to meet the Inuit Benefits



Plan guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

7.9. Invoicing Instructions

7.9.1 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with a completed and up-to-date Inuit Benefits Plan (IBP) Achievement Report as described in Annex "C" of the Contract *(if applicable)* and the maintenance report described in the "Statement of Work" of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

One copy of the invoice, up-to-date IBP Achievement Report *(if applicable)* and maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

3. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the up-to-date IBP Achievement Report *(if applicable)*;
 - e. a copy of the maintenance report.

7.9.3 SACC Manual Clauses

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

7.10. Certifications and Additional Information

7.10.1 Compliance

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

7.10.2 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.



7.11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert at contract award*).

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 Articles of Agreement;
- (b) the supplemental general conditions 4006 (2010-08-16), Contractor to own Intellectual Property Rights in Foreground Information
- (c) 2035 (2022-05-12) General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Inuit Benefits Plan (*if applicable*)
- (g) Annex D, Security Requirements Check List;
- (h) Annex E, Integrity Provisions;
- (i) Annex F, Insurance Requirements; and
- (j) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.13. Insurance Requirements – Specific requirement

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

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

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

7.14. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B1505C (2016-01-28) Shipment of Dangerous Goods/Hazardous Products

7.15. Dispute Resolution



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



ANNEX "A" - STATEMENT OF WORK

1. TITLE

Life Safety Equipment Inspection, Testing and Maintenance at Eureka Weather Station, Nunavut

2. BACKGROUND

Environment and Climate Change Canada operates a weather station located in Canada's High Arctic. Eureka is located on Ellesmere Island, 80 degrees north. The population is 8. There is no community, no roads in or out. Access is via monthly chartered aircraft from Yellowknife NT. The Station is serviced via ship once a year to bring in bulk supplies, construction materials, vehicles and other materials that will not fit on the aircraft. The Station can be considered a small town, as there is a runway, diesel electric power generation, limited water supply, waste water handling, roads, buildings, and storage areas.

The staff and transients occupy one facility and work in others. These facilities contain the following Life Safety Equipment: Fire Pumps, Sprinklers, Stand Pipes and Fire Hoses, Fire Alarm Panels, Kitchen Fire Suppression System, etc. These systems have a requirement to be annually inspected and certified.

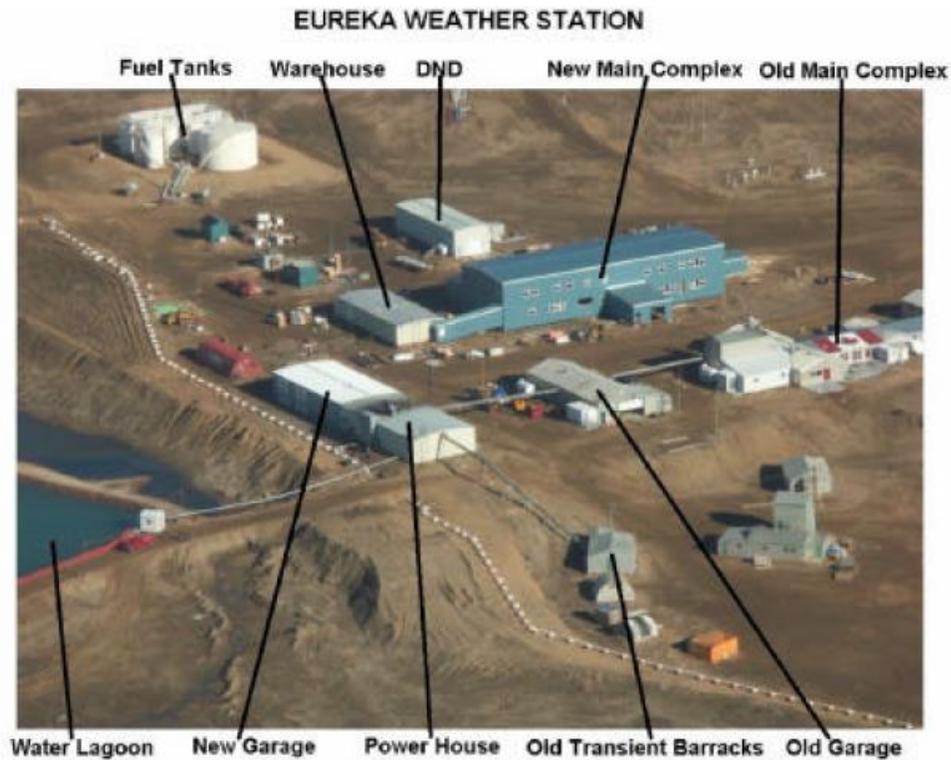


Photo 1 - Aerial View of the Weather Station



3. OBJECTIVE

The objective is for a Contractor to provide all labour, material and equipment to perform professional life safety inspection, testing and maintenance services on the fire detection and protection systems at the Eureka Weather Station.

4. SCOPE OF WORK

The scope of work includes the provision of a Fire Alarm Systems Technician and a Sprinkler and Fire Protection Installer/Technician to provide professional life safety inspection, maintenance and repair services for the following fire protection systems at the Eureka, NU Weather Station:

- a) Fire alarm systems;
- b) Packaged fire pumps;
- c) Manual Pull Stations;
- d) Heat and/or Smoke Detectors;
- e) Horns / Strobes;
- f) Emergency lighting system;
- g) Wet sprinkler system;
- h) Stand pipe and hose system;
- i) Fire related backflow preventers;
- j) Range hood – wet chemical suppression system;
- k) All other components of fire protection systems

TASKS:

The Contractor will supply all labour, material and equipment to perform a yearly inspection, testing and maintenance on all fire alarm and suppression systems in use at the Eureka Weather Station with the exception Portable Fire Extinguishers. Portable Fire Extinguishers are currently inspected and maintained under separate provisions and are not part of this requirement.

Should a subsequent visit be necessary, the Contractor will be paid hourly in accordance with the basis of payment, and will provide the material and equipment to perform repairs as needed.

The Contactor must subcontract all labour, material and equipment to perform a software upgrade on the fire panel Edwards Fireshield F Series Model NO. FSP 502 (G/R)D/G-2/F located in the Main Complex. This software is to be performed only once during the first year of contract. Contractor must subcontract *Chubb Edwards* to update the software on the fire alarm panel as it proprietary technology from *Chubb Edwards*.

Work shall be according to applicable codes and regulations in effect at the time of the Work including, but not limited, to:

CAN/ULC S536-04	Inspection and Testing of Fire Alarm Systems
NFPA 72	National Fire Alarm Code
NFPA 25	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems 2008
NFPA 1962	Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose
NFPA 17A	Standard for Wet Chemical Extinguishing Systems

The following is a non-exhaustive list of systems in Eureka and applicable codes and regulations.



System	Code or Regulation
Fire Alarm System (Panel - Edwards #EST3 CBA SERIES) (Panel – Panel Edwards FireShield Plus FPS502 (G/R) (Panel – Mircom FA106) (Panel – FSP302G in multipurpose building)	CAN/ULC S536-04, NFPA 72
Packaged Fire Pumps	CAN/ULC S536-04, NFPA 25
Wet Sprinkler System, Stand Pipe and Hose System, Fire Related Backflow Preventors	NFPA 25
Range Hood - Wet Chemical Suppression System	NFPA 17A
Fire Alarm Panel (Edwards Fireshield F Series Model NO. FSP 502 (G/R)D/G-2/F	CAN/ULC S536-04, NFPA 72
Carbon Monoxide/Nitrogen Dioxide Sensors Dwyer Series GSTA & GSTC	

Buildings that must be inspected
Main Complex and Warehouse
New Garage
Old Garage
Water reservoirs and Power House Building
Hydrogen Shed
PEARL Laboratory (Ridge Laboratory)
Multipurpose Building

ADDITIONAL TASKS (required on the first site visit only):

- Three (3) **Edwards 280 series** heat sensors in place in Eureka have been recalled and need to be replaced. The Contractor must replace 3 sensors with new ones already on site and provided by ECCC.
 - Frequency: to be performed once only in the Initial Contract Period (Year 1).
 - The 3 heat sensors are located at the Ridge Lab in rooms 117 and 120.
- Main complex fire pumps are not producing high enough psi due to two 3" check valves being seized. Flanged check valves are on site but four 3" flat faced gaskets are required. The Contractor must provide the gaskets and replace the check valves with the ones on site.
- The backup fire pump panel turns off / shuts down when the pump is activated. It needs to be restarted to work. Contractor must investigate.

DELIVERABLES:

The Contractor must provide the following:

- Written and electronic reports for the inspection, testing and maintenance work performed on each system, including noted deficiencies and written quotations to complete the repairs of the noted deficiencies;
- Qualified technicians to complete the repairs of noted deficiencies upon written approval from the Technical Authority, followed by a written report on the repairs performed and test results of the repaired system(s);



- Generate and provide a maintenance record that will be sent or made available to the site. A copy of the maintenance record shall be sent along with the Contractor's invoice to the Technical Authority.

All reports and records must be submitted in a format requested by or agreed to by the Technical Authority.

5. HOURS OF WORK

All Work must be provided in accordance with the hours of work specified herein. The Work schedule may be subject to change, in the event of unforeseen circumstances or as authorized by the Technical Authority.

Hours of Operation: Monday to Friday 8:00 to 17:00 CDT

If the Work falls outside of the Hours of Operation, then the Technicians' overtime rate will apply to those hours.

6. CERTIFICATIONS

The Contractor must ensure that all resources (technicians, equipment and materials) used to fulfill the Work are properly certified, registered and carry all authorities, permits, licenses, insurance and applicable warranties in good standing, as required.

Applicable certifications for the Contractor's technicians must be provided upon request.

7. CONTRACTOR'S RESPONSIBILITIES

Unless otherwise stated herein, the following shall apply:

- The Contractor will be responsible for providing all resources, tools, equipment and supplies necessary to perform the Work properly, efficiently and safely, as required and approved by the Technical Authority.

8. CROWN INPUT

The Technical Authority will liaise with the Contractor and coordinate as necessary with ECCC staff on site and with the Contractor's technicians, to provide the Contractor's personnel access to the life safety systems at the Eureka Weather Station.

ECCC will arrange passage and return flight for the Contractor's personnel from Yellowknife, NT to Eureka, NU.

9. LANGUAGE OF WORK

English.

10. TRAVEL REQUIREMENTS

The Contractor will be reimbursed for authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost; without any allowance for profit and/or



administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". NJC Website: <http://www.njc-cnm.gc.ca/directive/index.php?sid=97&lang=eng>

All travel must have the prior authorization of the Technical Authority.
All payments are subject to government audit.

Travel is associated with this requirement as follows:

- 10.1 Contractor personnel will need to meet an Environment and Climate Change Canada (ECCC) charter aircraft leaving Yellowknife NT. Exact dates TBD and will be provided by ECCC.
- 10.2 Environment and Climate Change Canada will provide, at no charge to the Contractor, a maximum of two (2) seats on the charter aircraft to and from Eureka NU. While onsite, meals and accommodations will be provided to the two (2) technicians, at no charge.
- 10.3 Due to circumstances beyond our control with regards to departure point for the aircraft servicing Eureka, and if Contractor's technicians are required to travel by air, to the charter departure point, TBD, ECCC will reimburse the Contractor, the price, lowest available economy airfare booked in advance, appropriate to the particular itinerary. All receipts are required.
- 10.4 ECCC will also reimburse, should overnight stay be required at the Charter Aircraft departure point, prior to charter departure, accommodations and meals, under reserve of flight cancellation/delays clauses below. The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped. The rates for the meals and accommodations will be compensated at the appropriate rate as listed by the National Joint Council available at <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en> should this situation be encountered).
- 10.5 The travel, meals and accommodations mentioned above would apply to a requirement of repair/replacement subsequent visit, above and beyond the annual inspection visit.
- 10.6 Travel to and from Eureka is contingent upon weather conditions, aircraft availability, and landing site conditions.
- 10.7 **Flight Cancellations/delays prior to technician/tradesperson travel to Eureka:**
 - Flight cancelled more than 24 hours before the scheduled flight – Contractor will not be paid for any work or the anticipation of work, nor travel expenses, misc. fees, lodging or meals.
 - Flight cancelled between 0 to 24 hours inclusively before the scheduled flight – Contractor will be paid for partial day's work up to either the time of notification of cancellation or a minimum of four hours of work, whichever is greater, based upon the technician's/tradesperson's hourly rate. Extra accommodation and meals expenses will be reimbursed to the Contractor.
 - Flight cancelled the day of the scheduled flight – Contractor will be paid for partial day's work up to either the time of notification of cancellation or a minimum of four hours of work, whichever is greater, based upon the technician's/tradesperson's



hourly rate. Extra accommodation and meals expenses will be reimbursed to the Contractor.

- 10.8 **Contractor Stand-by** - will occur when on the day of a scheduled flight, the flight is delayed but there is expectation it will fly that day – Contractor will be paid for partial day's work for all technicians/tradespersons on stand-by for a minimum of four hours or the amount of hours on stand-by, whichever is greater, based upon the technician's/tradesperson's hourly rate.
- 10.9 If the Contractor's technicians are delayed in Eureka after their work is completed, Environment & Climate Change Canada will compensate the Contractor to a maximum of eight (8) hours pay per technician for each calendar day.
- 10.10 It is understood that a return visit from the Contractor's certified/qualified technician(s) may be required should a repair or replacement to any of the system is identified and required. Should there be a requirement for a subsequent visit for repair/replacement, a seat on the charter aircraft and meals and accommodations will be provided by ECCC as per 10.1 and 10.2 above.
- 10.11 **Due to Government or Territorial Pandemic Requirements**, the Contractor may be required to self-isolate for a period up to 10 days in a commercial accommodation prior to traveling to Eureka. Self-isolation location is to be determined, but it will most likely be done in Yellowknife, NT
- Contractor must provide an hourly rate for self-isolation, per employee, as indicated in Annex B, excluding travel & living expenses, which are paid separately. Contractor will be paid 10 hours per employee, per day from Monday through Friday. Contractor will also be paid 3 hours per employee, per day on Saturday and Sunday.

11. SUSTAINABLE PROCUREMENT CONSIDERATIONS

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

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

- Provide all correspondence and deliverables including (but not limited to) documents, reports and invoices in electronic format.
- If correspondence and deliverables are not provided in electronic format, all documents must be printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.
- Single-use plastics must not be used in the deliverables, and, to the extent possible, in the performance of the Work.
- Deliverables must minimize packaging. When required, packaging must be recyclable and/or biodegradable.



ANNEX "B" - BASIS OF PAYMENT

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed in Table 1 below. All chargeable time, will be rounded to the nearest quarter hour.

Table 1

Item Category	Firm Hourly Rates	Estimated # of Hours	Estimated Cost
Initial Contract Period (Year 1) Contract Award to October 31, 2023			
Fire Alarm Systems Technician – Regular Rate	\$	32	\$
Fire Alarm Systems Technician – Overtime Rate	\$	8	\$
Sprinkler and Fire Protection Installer/Technician – Regular Rate	\$	32	\$
Sprinkler and Fire Protection Installer/Technician – Overtime Rate	\$	8	\$
Fire Alarm Systems Technician – Rate to isolate for 7 days	\$	56	\$
Sprinkler and Fire Protection Installer/Technician – Rate to isolate for 7 days	\$	56	\$
TOTAL ESTIMATED COST FOR INITIAL CONTRACT PERIOD (YEAR 1) (Applicable Taxes extra)			\$
Initial Contract Period (Year 2) November 1, 2023 to October 31, 2024			
Fire Alarm Systems Technician – Regular Rate	\$	32	\$
Fire Alarm Systems Technician – Overtime Rate	\$	8	\$
Sprinkler and Fire Protection Installer/Technician – Regular Rate	\$	32	\$
Sprinkler and Fire Protection Installer/Technician – Overtime Rate	\$	8	\$
Fire Alarm Systems Technician – Rate to isolate for 7 days	\$	56	\$
Sprinkler and Fire Protection Installer/Technician – Rate to isolate for 7 days	\$	56	\$
TOTAL ESTIMATED COST FOR INITIAL CONTRACT PERIOD (YEAR 2) (Applicable Taxes extra)			\$
Option Period (Year 3) November 1, 2024 to October 31, 2025			
Fire Alarm Systems Technician – Regular Rate	\$	32	\$
Fire Alarm Systems Technician – Overtime Rate	\$	8	\$
Sprinkler and Fire Protection Installer/Technician – Regular Rate	\$	32	\$



Sprinkler and Fire Protection Installer/Technician – Overtime Rate	\$	8	\$
Fire Alarm Systems Technician – Rate to isolate for 7 days	\$	56	\$
Sprinkler and Fire Protection Installer/Technician – Rate to isolate for 7 days	\$	56	\$
TOTAL ESTIMATED COST FOR OPTION PERIOD (YEAR 3) (Applicable Taxes extra)			\$

TOTAL BID PRICE (applicable taxes extra)	
Total Estimated Cost for Initial Contract Period (Year 1) + Total Estimated Cost for Initial Contract Period (Year 2) + Total Estimated Cost for Option Period (Year 3)	\$



ANNEX “C” - INUIT BENEFITS PLAN

PART A - INUIT BENEFITS PLAN (IBP)

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

Definitions

1. **Eligible Inuit Employee** is:

- a) An individual who is working on-site toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor; and
- b) a beneficiary of the Nunavut Agreement (<https://nlca.tunnngavik.com/>) at the time such work is performed; and
- c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee’s beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:

https://www.tunnngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/

2. **Eligible Inuit Trainee** is:

- a) an individual who is working on-site toward the performance of the Contract either as a trainee of the Contractor or as a trainee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement (<https://nlca.tunnngavik.com/>) at the time such work is performed, and
- c) is not an Eligible Inuit Employee (i.e. while this individual can be an employee, inclusion for IBP purposes can only count once, that is either as an “Eligible Inuit Employee” or as an “Eligible Inuit Trainee”, not both).

3. **Inuit Firm Registry (IFR) Firm** (contractor/supplier/subcontractor) is:

- a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (<https://inuitfirm.tunnngavik.com/>) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

Evaluation: Commitment

The Contractor must provide their IBP Commitments based on the Firm Requirement (excluding option periods) identified in Annex “B”, Basis of Payment.

The Contractor will be assessed annually on their total IBP commitments (including option periods). For example, in Inuit Benefits Criteria (IBC), Inuit Employment, if your commitment percentage is 20%, you should commit a minimum of 20% towards Inuit Employment labour hours annually.

It is recommended that the Contractor provides an IBP Commitment Schedule detailing commitments for each criteria for each year. If this schedule is provided, Canada may use the IBP Commitment Schedule to assess the annual commitment percentage instead.



For Example, in IBC, Inuit Employment, if your commitment percentage for Year 1 is 20% and for Year 2 is 25%, you should commit a minimum of 20% towards Inuit Employment labour hours in Year 1 and 25% in Year 2.

Bidders should provide a written plan of engagements, measures, and proposed procedures to be taken to deliver on the Inuit Benefit Criteria (IBC) and Nunavut Benefit Criteria (NBC) identified in the tables below.

For a bid to be assigned points for commitments made in respect to any IBP bid criteria, the Bidder should provide proof to demonstrate how they will meet the objective of each criterion. Bidders should use the commitment tables in Part B to detail their commitment.

Commitment Tables

The tables in Part B should be used by bidders to submit their proposals and to supplement their response.

If the Commitment Tables for each IBP criteria has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide the Commitment Tables within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, a score of zero (0) will be allocated for the Commitment requirement, as applicable.

For follow-up purposes, the communities may receive copies of the Contractor’s Inuit Benefits Plan and periodically receive performance monitoring results. Each commitment value will be confirmed during activities based on the commitment tables and supporting documentations provided by the Contractor and Project Authority, as applicable.

Contractor Selection

For IBP commitment, to establish the commitment score, each responsive bid will be assigned points as detailed in the IBC table below.

The Contractor selection will be based on the highest responsive combined rating of IBP, price and technical rating.

See **Part 4 - Evaluation Procedures and Basis of Selection** for details.

INUIT BENEFITS PLAN CRITERIA

The requirements of the Agreement Between the Inuit of the Nunavut Settlement Area (NSA) and Her Majesty the Queen in Right of Canada apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.

Inuit Benefits Criteria (IBC)		
1	Inuit Employment: to evaluate the employment of Inuit Labour.	Points
	The employment of onsite Inuit in carrying out the work under the contracts. Bidder will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours	/10



	<p>regardless of whether they are Prime Contractor staff and/or Subcontractor staff.</p> <p>Percentages should be supported by a list of specific positions that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>0-100% of total labour hours = 0-10 points. Points will be assigned based on a percentage % of the total Points available.</p> <p>___ % x total points available</p> <p>Example:</p> <p>Bidder guarantees 65% of total labour hours will be Inuit = 65 % x 10 = 6.5 points</p> <p>NOTE: Bidders must demonstrate how they will meet their Labour %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation (ie.labour plan estimate).</p>			
2	<p>Inuit training and skills development: to evaluate the undertaking of commitments, under the contract, with respect to training or skills development for Inuit.</p>			
	<p>Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract.</p> <p>“Training and Apprenticeship” is considered delivered when the receiving individuals have acquired certifiable work skills and received certification. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, each responsive bid will be prorated against the Bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p>	/10		
		Bidder 1	Bidder 2	Bidder 3
	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours
	Calculation of Points	20/60 = .33 x 10 of total points available	35/60 = .58 x 10 of total points available	60/60 = 1 x 10 of total points available
3	<p>Inuit ownership (prime contractor and/or subcontractors): to evaluate whether the Bidder is an Inuit firm on the IFR, and whether Inuit firms on the IFR will be engaged as subcontractor(s) in carrying out the government contract</p>			



	<p>The use of Inuit Firm Registry (IFR) prime contractor/subcontractors or suppliers in carrying out the contract.</p> <p>Bidders will be evaluated on their firm commitment to use IFR subcontractors for services or the procurement of supplies and equipment from IFR businesses.</p> <p>NOTE: If the Prime Contractor is an Inuit owned business, the total dollar value of the Inuit contracting shall also include the contractor's share of the contract.</p> <p>Bidders should provide their guarantee of Inuit prime contractor/subcontractor/supplier in accordance with the following:</p> <p>Estimated value of Contract: \$_____ - Less non-IFR contracting: \$_____ = Total guarantee of IFR contracting: \$_____</p> <p>Points will be assigned to bidder as follows:</p> <p>Total guaranteed of IFR contracting / Estimated value of contracting = _____ x _____ total points available = assigned points</p> <p>Example: Estimated value of Contract: \$100,000 - less non-IFR contracting: \$ 45,000 = Total guarantee of IFR contracting: \$ 55,000</p> <p>\$55,000 / \$100,000 = 0.55 x 10 = 5.5 points</p> <p>NOTE: Inuit ownership MUST be supported by a list of specific contractor / subcontractor(s) / supplier(s) that can be confirmed as Inuit.</p>	/10
Nunavut Benefits Criteria		
4	<p>Location in the NSA: to evaluate whether the Bidder or the subcontractor(s) have head offices, administrative offices or other staffed facilities in the Nunavut Settlement Area (NSA).</p>	
	<p>Bidders will be evaluated on their new or existing location of business in the NSA in performing work under the government contract. A Bidder may have head offices, administrative offices, or other staffed facilities.</p> <p>A maximum of 5 points will be assigned for this criterion. Points will be assigned as follows:</p> <ol style="list-style-type: none"> 1. Head Office(s) (2 points) 2. Administrative Office(s) (2 points) 3. Other Staffed Facilities (1 point) <p>Location Proposal Bidders must provide details regarding the locations submitted. Information to include:</p>	/5



	<ul style="list-style-type: none"> • a description of the locations, including addresses; • describe the nature of the firm's presence in the NSA; and • number of years the firm has been in the identified location(s) in the NSA. 	
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Criteria	Total Points Available	Total Score
Inuit employment	10	/10
Inuit training and skills development	10	/10
Inuit ownership/sub-contractors/suppliers	10	/10
Location in the Nunavut Settlement Area (NSA)	5	/5
Grand Total		/35

PART B – BIDDER GURANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

Commitment Table 1 – Gurantee of Onsite Inuit Labour

Total No. of onsite Inuit Person Hours for this Contract = _____%
 Total No. of onsite Person Hours for this Contract

1-A Total On-site Inuit Labour

Column		(A)	(B)	(C)
Name and/or Beneficiary Number	Employment Type or Position	Hourly Rate* (for the employment type or position)	Total On-site Inuit Labour Hours	Total Dollar Value (A x B)
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total				\$

Table 1-B – Total On-site non-Inuit Labour

Column		(A)	(B)	(C)
Name	Employment Type or Position	Hourly Rate* (for the employment	Total On-site non-Inuit Labour	Total Dollar Value (A x B)



	type or position)	Hours	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total			\$

Note: *The hourly rate must be the dollar value in CAD to the employee for the estimated work to be performed under the government contract.

Commitment Table 2 – Gurantee of Inuit Training

Name & Position Title (provide name(s) where possible)	Type of Training	Inuit Training Hours
Bidders to include the type of training and hours of training for each year as applicable.		

Commitment Table 3 – Gurantee of Inuit Ownership (Contractor/Subcontractor/Supplier)

Bidders should provide a written plan of engagements, measures, and proposed procedures for their deliver on the Inuit Ownership (of prime or sub-contractor/suppliers) criteria. The following is information required, at a minimum, to demonstrate Inuit ownership commitment:

- Demonstrable Inuit ownership of prime and/or subcontractor(s) through registration on the Inuit Firm Registry (IFR);
- list of specific Inuit businesses that will be subcontractors/suppliers;
- the type of work to be carried out by Inuit businesses on the IFR;
- the total contract value of the work to be performed by Inuit businesses on the IFR.

3-A Total Inuit Contractor/Sub-Contracting/Supplier Commitment

Company Name (Contractor)	Description of the Work	Inuit Firm ID	Dollar Value of Contractor Portion
			\$
Company Name (subcontractor/supplier)	Description of the Work	Inuit Firm ID	Dollar Value of the Subcontract or Supplies/Services
			\$
			\$
			\$
			\$



			\$
Total			\$

3-B Total non-Inuit Sub-Contracting/Supplier Commitment

Company Name (subcontractor/supplier)	Description of the Work	Dollar Value of the Subcontract or Supplies/Services
		\$
		\$
		\$
		\$
		\$
Total		\$

Commitment Table 4 – Guarantee of Location in the NSA

Company Name (Contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (subcontractor/supplier)	Address in the NSA	Nature of Presence and Office Type in the NSA

Bidder Certification

The Bidder must submit the following certification if an IBP guarantee is being provided, either at time of bid submission, or as requested by the Contracting Authority.

Inuit Benefits Plan Certification:

PRINT NAME

SIGNATURE

DATE

The Bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.



PART C – CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

Part C and D is for the successful Contractor only.

1. The Contractor must provide a summary of activities undertaken to meet the commitments made as part of the Inuit Benefits Plan (IBP) portion of their bid. The Certification and Achievement tables below must be submitted with supporting information (such as invoices, work logs, payroll receipts, etc.) by the Contractor on a bi-annual basis. The information provided will be used for Part D – Assessment of Annual IBP Deduction.
2. This will include at a minimum a list of the achieved versus committed listed in the tables below.
3. The Contractor must indicate if any objectives were not met, identify why they were not, and explain how the situation will be remedied and within what timeframe.
4. Canada reserves the right to verify any information provided in the IBP.
5. When requested by Canada, an independent professional engaged by the Contractor will monitor and confirm that the Contractor has met their objectives. Refer to Article 7.5.1 –Third Party Independent Professional of the Contract Clauses.

Return Reports to:

Contracting Authority Name: Garvin Suepaul

Title: Senior Manager, Strategic Procurement

Email: Garvin.Suepaul@ec.gc.ca

Contractor Name: _____

Bi-Annual Report Schedule:

1st Half: November 1 to April 30

2nd Half: May 1 to October 31

The reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Table 1 – Achievement of Onsite Labour

Total No. Of onsite Inuit Person Hours for this Contract = _____ %

Total No. Of Employee Hours for this Contract

1-A Total On-site Inuit Labour

Column		(A)	(B)	(C)
Name and/or Beneficiary Number	Employment Type or Position	Hourly Rate Paid* (for the employment type or position)	Total On-site Inuit Labour Hours Worked	Total Dollar Value Paid (A x B)
		\$		\$
		\$		\$



		\$		\$
		\$		\$
		\$		\$
Total				\$

Table 1-B – Total On-site non-Inuit Labour

Column		(A)	(B)	(C)
Name	Employment Type or Position	Hourly Rate Paid* (for the employment type or position)	Total On-site non-Inuit Labour Hours Worked	Total Dollar Value Paid (A x B)
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total				\$

Note: *The hourly rate must be the dollar value paid in CAD to the employee for work performed under the government contract.

Reporting Table 2 – Achievement of Inuit Training

Name and/or Beneficiary Number of Inuit Trainee	Position Title	Type of Training	Inuit Training Hours

Reporting Table 3 – Achievement of Inuit Ownership (Contractor/Subcontractor/Supplier)

3-A Total Inuit Contractor/Sub-Contracting/Supplier Commitment

Company Name (Contractor)	Description of the Work	Inuit Firm ID	Dollar Value of Contractor Portion
			\$



Company Name (subcontractor/supplier)	Description of the Work	Inuit Firm ID	Dollar Value of the Subcontract or Supplies/Services
			\$
			\$
			\$
			\$
Total			\$

3-B Total non-Inuit Sub-Contracting/Supplier Commitment

Company Name (subcontractor/supplier)	Description of the Work	Dollar Value of the Subcontract or Supplies/Services
		\$
		\$
		\$
		\$
Total		\$

Reporting Table 4 – Achievement of Location in the NSA

Company Name (Contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (subcontractor/supplier)	Address in the NSA	Nature of Presence and Office Type in the NSA

Contractor Certification

Inuit Benefit Plan Reporting Certification:

PRINT NAME

SIGNATURE

DATE

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



PART D – ASSESSMENT OF IBP DEDUCTION

Part C and D is for the successful Contractor only.

1. If the Contractor does not meet the certified percentage or commitment for each criteria, Canada may deduct up to the full Annual IBP Deduction Amount from the last invoice in accordance with the Annual IBP Assessment tables below. The Annual IBP Deduction Amount calculation is performed annually because the total cost of services may differ year to year.

If it is determined that the Contractor will not meet their certified percentage or commitment based on the Contractor Achievement Reports (Part C) and that the last invoice may not cover the Annual IBP Deduction Amount, Canada may deduct a portion of the Annual IBP Deduction Amount in advance of the last invoice.

The Annual IBP Deduction Amount is calculated as follows:

$$\text{Step 1} \quad \frac{\text{IBP Total Dollar Value / Total Evaluated Price for the Firm Requirement (excluding option periods)}}{\text{}} = \text{IBP Deduction Percentage (\%)}$$

$$\text{Step 2} \quad \text{Annual Invoice Totals} \times \text{IBP Deduction Percentage (\%)} = \text{Annual IBP Deduction Amount}$$

Example:

IBP Dollar Value (value determined from Part A)	\$100,000.00
Total Evaluated Price for the Firm Requirement (excluding option periods) (value determined from Annex “B”):	\$1,000,000.00

$$\text{Step 1: } 100,000.00 / 1,000,000.00 = 10\% \text{ (IBP Deduction Percentage)}$$

10% represents the value of the Contract committed to IBP commitments.

Annual Invoice Totals (value is determined based on all the total invoices from the year)	\$250,000.00
IBP Deduction Percentage (%) (percentage calculated in Step 1)	10%

$$\text{Step 2: } \$250,000.00 \times 10\% = \$25,000.00 \text{ (Annual IBP Deduction Amount)}$$

\$25,000.00 is the total amount Canada may deduct if the Contractor does not meet the certified percentage or commitment for each criteria for that year.

2. The Contractor must provide a summary of activities undertaken to meet the commitments made as part of the IBP portion of their bid in Part C. The information provided will be used in the tables below to assess the Contractor’s IBP Deduction.
3. Canada reserves the right to verify any information provided in the IBP.



4. Where a Contractor is unable to deliver the level of IBC/NBC benefits committed in the IBP, the Contractor should submit proof of efforts demonstrated to achieve those benefits, at a level commensurate with IBP commitments made to Canada. Contractors who meet or exceed each of their IBP commitment(s) will receive full points for each due diligence criteria below.
5. When requested by Canada, an independent professional engaged by the Contractor will monitor and confirm that the Contractor has met their objectives. Refer to Article 7.5.1– Third Party Independent Professional of the Contract Clauses.

IBP DEDUCTION CHECKLIST: ANNUAL IBP ASSESSMENT		
Step #	Contractor Name: _____ Total IBP Value (excluding applicable taxes): \$ _____	
Inuit Benefits Criteria		
1	On-Site Inuit Labour	
	Percentage Proposed – Hours Commitment	_____ %
	Percentage Achieved – Hours Commitment	_____ %
	Met: No applicable IBP deduction Not Met: Proceed to Table 1 to determine applicable IBP deduction	Met / Not Met
	Percentage Proposed – Financial Commitment	_____ %
	Percentage Achieved – Financial Commitment	_____ %
	Met: No applicable IBP deduction Not Met: Proceed to Table 1 to determine applicable IBP deduction	Met / Not Met
2	Inuit Training & Skills Development	
	Percentage Proposed – Hours Commitment	_____ %
	Percentage Achieved – Hours Commitment	_____ %
	Met: No applicable IBP deduction Not Met: Proceed to Table 2 to determine applicable IBP deduction	Met / Not Met
3	Inuit Ownership	
	Percentage Proposed	_____ %
	Percentage Achieved	_____ %
	Met: No applicable IBP deduction Not Met: Proceed to Table 3 to determine applicable IBP deduction	Met / Not Met
Nunavut Benefits Criteria		
4	Location of Business The Contractor must achieve a total score equal or equivalent to the score received	



	during their initial bid evaluation, contractors receiving a score less than their initial score will be subject to an IBP deduction.	
	Evaluated Score at Contract Award	_____ points
	Points Achieved	_____ points
	Met: No applicable IBP deduction Not Met: Proceed to Table 4 to determine applicable IBP deduction	Met / Not Met
Annual IBP Deduction Amount		
5	IBP Deduction Percentage (%)	_____ %
	Annual Invoice Totals	\$ _____
	Annual IBP Deduction Amount	\$ _____
6	Comments:	

TABLE 1 - ASSESSMENT OF ON-SITE INUIT LABOUR IBP DEDUCTION			
Item #	Requirement	Weight	Score
1	<p>Calculate the percentage of commitment achieved for on-site Inuit labour based on the following formula, where:</p> <p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows: (a) / (b) = (c) * 30</p> <p>Note: If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 30 points.</p>	30	
2	<p>Calculate the percentage of commitment achieved for on-site Inuit labour dollar value based on the following formula, where:</p> <p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows: (a) / (b) = (c) * 30</p> <p>Note: If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 30 points.</p>	30	



3	CONTRACTOR DUE DILIGENCE:		40
	Case-by-case-consideration is given to Contractor's ability to demonstrate diligent efforts to achieve on-site Inuit employment commitments.		
	Points awarded for Contractor due diligence based on the Following scale:		
	<p>0 points – No information submitted to demonstrate efforts to meet the IBP commitment.</p> <p>8 points – Contractor demonstrated little to no effort and made no Attempt to meet the IBP commitment.</p> <p>24 points - Contractor demonstrated moderate effort while attempting to meet the IBP commitment and attempted to mitigate shortfalls.</p> <p>40 points - Contractor demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls.</p>		
4	TOTAL ASSESSED SCORE		100
5	TOTAL CALCULATED IBP DEDUCTION: (100 - Total Assessed Score)% x (30% x Annual IBP Deduction Amount) = Calculated IBP Deduction		\$ _____
6	COMMENTS/JUSTIFICATIONS:		
7	SIGNATURE OF EVALUATION PANEL:		
	Technical Authority	Contracting Authority	
	_____	_____	
	Signature	Signature	

TABLE 2 - ASSESSMENT OF INUIT TRAINING IBP DEDUCTION			
Item #	Requirement	Weight	Score
1	<p>Calculate the percentage of commitment achieved for Inuit training based on the following formula, where:</p> <p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows:</p>	60	



	(a) / (b) = (c) * 60 Note: If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 60 points.		
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to Contractor's ability to demonstrate diligent efforts to achieve Inuit training commitments.</p> <p>Points awarded for Contractor due diligence based on the Following scale:</p> <p>0 points – No information submitted to demonstrate efforts to meet the IBP commitment.</p> <p>8 points – Contractor demonstrated little to no effort and made no Attempt to meet the IBP commitment.</p> <p>24 points - Contractor demonstrated moderate effort while attempting to meet the IBP commitment and attempted to mitigate shortfalls.</p> <p>40 points - Contractor demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED IBP DEDUCTION: $(100 - \text{Total Assessed Score})\% \times (30\% \times \text{Annual IBP Deduction Amount}) = \text{Calculated IBP Deduction}$</p>	\$ _____	
5	COMMENTS/JUSTIFICATIONS:		
6	SIGNATURE OF EVALUATION PANEL:		
	<p>Technical Authority</p> <p>_____</p> <p>Signature</p>	<p>Contracting Authority</p> <p>_____</p> <p>Signature</p>	

TABLE 3 - ASSESSMENT OF INUIT OWNERSHIP IBP DEDUCTION			
Item #	Requirement	Weight	Score
1	Calculate the percentage of commitment achieved for Inuit ownership based on the following formula, where:	60	



	<p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows: (a) / (b) = (c) * 60</p> <p>Note: If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 60 points.</p>		
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to Contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier commitments.</p> <p>Points awarded for Contractor due diligence based on the Following scale:</p> <p>0 points – No information submitted to demonstrate efforts to meet the IBP commitment.</p> <p>8 points – Contractor demonstrated little to no effort and made no Attempt to meet the IBP commitment.</p> <p>24 points - Contractor demonstrated moderate effort while attempting to meet the IBP commitment and attempted to mitigate shortfalls.</p> <p>40 points - Contractor demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED IBP DEDUCTION: (100 - Total Assessed Score)% x (30% x Annual IBP Deduction Amount) = Calculated IBP Deduction</p>	\$ _____	
5	COMMENTS/JUSTIFICATIONS:		
6	SIGNATURE OF EVALUATION PANEL:		
	<p>Technical Authority</p> <p>_____</p> <p>Signature</p>	<p>Contracting Authority</p> <p>_____</p> <p>Signature</p>	

TABLE 4 - ASSESSMENT OF LOCATION OF BUSINESS IBP DEDUCTION



Item #	Requirement	Weight	Score
1	<p>Demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area (NSA).</p> <p>Calculate the score of commitments achieved for the existence of head offices, staffed administrative offices or other staffed facilities in the NSA based on the following formula, where:</p> <p>Evaluated Score at contact award: (a) Evaluated Score at contact assessment/completion: (b)</p> <ol style="list-style-type: none"> 1. Head Offices (40 points) 2. Administrative Offices (40 points) 3. Other Staffed Facilities (20 points) <p>Note: If (b) is less than (a), the Contractor will receive 0 points. If (a) is equal or greater than (b), the Contractor will receive a max of 100 points.</p>	100	
2	TOTAL ASSESSED SCORE	100	
3	<p>TOTAL CALCULATED IBP DEDUCTION: $(100 - \text{Total Assessed Score})\% \times (10\% \times \text{Annual IBP Deduction Amount}) = \text{Calculated IBP Deduction}$</p>	\$ _____	
4	COMMENTS/JUSTIFICATIONS:		
5	SIGNATURE OF EVALUATION PANEL:		
	<p>Technical Authority</p> <p>_____</p> <p>Signature</p>	<p>Contracting Authority</p> <p>_____</p> <p>Signature</p>	



ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

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

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

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

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

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

PART B - PERSONNEL (SUPPLIERS) / 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 / Non Yes / Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
--



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

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



ANNEX "E" - INTEGRITY PROVISIONS

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹ / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹

* Informations obligatoires / Mandatory Information

*Dénomination complète de l'entreprise / Complete Legal Name of Company	
*Nom commercial / Operating Name	
* Adresse de l'entreprise / Company's address	*Type d'entreprise / Type of Ownership
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
* Membres du conseil d'administration² / Board of Directors² (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)	
Prénom / First name	Nom / Last Name
Position (si applicable) / Position (if applicable)	

¹ **Liste des noms** : Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

List of names: All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors



ANNEX "F" - INSURANCE REQUIREMENTS

E.1 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 \$2,000,000 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - 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.

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.

E2. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:
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.