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SHARED SERVICES CANADA

Request for Proposal for Warehouse, Distribution and Shipping Services

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Issuing Office	Shared Services Canada Ottawa, Ontario K1P 0B5	
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Closing Date and Time	October 25, 2022 at 14:00	
Time Zone	Eastern Daylight Time (EDT)	
Destination of Goods/Services		
Email Address for Bid Submission by the Closing Date	Krys.Pikula@ssc-spc.gc.ca	

SHARED SERVICES CANADA

Request for Proposals for Warehouse, Distribution and Shipping Services

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SHARED SERVICES CANADA

Request for Proposal for Warehouse, Distribution and Shipping Services

1. General Information

1.1 Overview

- a) **Nature of Requirement:** SSC has a requirement for warehousing in the National Capital Region (NCR) and distribution and shipping services across Canada.
- b) **Potential Client Users:** This solicitation is being issued by SSC. It is intended that the contract(s) resulting from any subsequent solicitation will be used by SSC to provide shared services to one or more of its clients. SSC's clients include SSC itself, those government institutions that are mandated as clients and other organizations for which SSC's services are optional. This process will not preclude SSC from using another method of supply for any of its clients with the same or similar needs, unless a subsequent solicitation for this Project expressly indicates otherwise.
- c) **Number of Contracts:** SSC is currently contemplating the award of 1 contract.
- d) **Term of Contract(s):** SSC is currently contemplating a contract period of 3 years, plus 2 option periods of one year each.

1.2 Applicable Trade Agreements

The following trade agreements apply to this procurement process:

Trade Agreements	Yes/No
Agreement on Internal Trade	Yes
North American Free Trade Agreement	Yes
World Trade Organization Agreement on Government Procurement	Yes
Canada-Chile Free Trade Agreement	Yes
Canada-Columbia Free Trade Agreement	Yes
Canada-Peru Free Trade Agreement	Yes
Canada-Panama Free Trade Agreement	Yes
Canada-Honduras Free Trade Agreement	Yes

2. Instructions for Bidders

2.1 Standard Instructions, Clauses and Conditions

- a) All instructions, clauses and conditions identified in this document or any of its attachments by number, date and title are either:
 - i) set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada; or
 - ii) included as attachments.

These documents are incorporated by reference and they form part of this document as though they were expressly set out here in full.

- b) Section 01 only of Public Services and Procurement Canada's 2003 Standard Instructions - Goods or Services - Competitive Requirements (bearing the most recent date before the date this solicitation was issued) is incorporated by reference into and forms part of this solicitation.
- c) SSC's Standard Instructions for Procurement Documents No. 1.4 ("**SSC's Standard Instructions**") are incorporated by reference into and form part of the solicitation. If there is a conflict between the provisions of SSC's Standard Instructions and this document, this document prevails.
- d) With respect to SSC's Standard Instructions:
 - i) With respect to bid validity (see Section 1.8 Bids
 - ii) of SSC's Standard Instructions, instead of expiring after 60 days, bids will remain valid for 120 days.
- e) By submitting a bid, as set out in the Bid Submission Form, the bidder is confirming that it agrees to be bound by all the instructions, clauses and conditions of the solicitation, including those incorporated by reference.

2.2 Security Clearance Requirement

A Respondent is required to have met the security requirements at the time of contract award. Security requirements will be a requirement throughout the period of contract.

2.3 Procure to Pay (P2P)

SSC uses the "P2P" (Procure to Pay) tool. Bidders must register in the SSC P2P portal in order to:

- a) be awarded contracts and receive contract amendments; and
- b) submit invoices and receive payment status updates.

To register, please go to <https://sscp2pspc.ssc-spc.gc.ca> and click "Register Now". Bidders intending to submit a bid are also encouraged to send an e-mail notification to the Contracting Authority indicating their intention to submit a bid.

3. Preparing and Submitting a Response to this Solicitation

3.1 General Instructions

SSC's Standard Instructions 1.4 include instructions with respect to bids, which apply in addition to those described in this document.

- a) https://buyandsell.gc.ca/cds/public/2021/09/08/2b4973383ca8f420c141e5841a0ed765/ssc_standard_instructions_for_procurement_documents_1.4.pdf

3.2 Submission of Responses

- a) Respondents must submit their responses by the date and time of bid closing to the email address provided on page 1 of the RFP identified as the "Email Address for Response Submission".
- b) All submission documents must be viewable with the Microsoft Office Suite of applications. Canada requests that bidders follow these format guidelines:
 - i) use 8.5 x 11 inch paper;
 - ii) use a numbering system that corresponds to the ITQ;
 - iii) include a title page at the front of each section of the bid that includes the title, date, ITQ number, bidder's name and address and contact information of its representative; and
 - iv) include a table of contents.
- c) **Signature of Bid:** Canada requires that each submission be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be signed in accordance with the Subsection above entitled "**Joint Venture Bidders**" as per the Standard Instructions. If the bid is not signed at the time it is submitted, the Bidder must sign the bid if requested by the Contracting Authority.
- d) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. Please see PWGSC's Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>), which SSC has also adopted (please verify). To assist Canada in reaching its objectives, Canada requests that bidders use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content
- e) **Language:** Documents and supporting information may be submitted in either or both Canadian Official Language, English or French.
- f) **Property of Canada:** All submissions whether received on time or not will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the *Access to Information Act*, the *Privacy Act* and any other applicable laws.
- g) **Submissions Must Be Complete:** Unless otherwise specified in the solicitation, Canada will evaluate only the documentation provided with the bid. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

- h) Respondents may submit their responses in multiple emails, but all emails must arrive before the bid closing date and time to be evaluated as part of the response. The maximum email size that can be received by SSC is 10 MB. Respondents should ensure that they submit their response in multiple emails if their attachments will cause the email to exceed that size.
- i) The time at which the response is received by SSC will be determined by the “Sent Time” indicated in the email received by SSC at the Email Address for Response Submission.
- j) If the Respondent is experiencing difficulties transmitting the email, the Respondent should contact SSC immediately.
- k) The respondent is encouraged to utilize a delivery and read receipt application to ensure their submission has been accepted by SSC. Respondents who have tried to submit a response, but have not received an email notification acknowledging receipt should contact the Contracting Authority so that they can determine whether or not the response arrived.
- l) Canada will not be responsible for any technical problems experienced by the Respondent in submitting its response, unless Canada’s systems are responsible for a delay in delivering the email to the SSC Email Address for Response Submission. Should a government system problem occur known to the contracting authority, the submission deadline will be extended.
- m) In the case of emergency, SSC has the discretion to accept a hand delivered (in person by a representative of the Respondent or by courier) of a CD that includes the entire response. The hand delivered response must be received by the closing date and time..

3.3 Response Requirements: Technical Response

A complete response consists of all of the following:

- a) **Response Submission Form:** Bidders are requested to include the Submission Form with their bids. It provides a common form in which Bidders can provide information required for evaluation, such as a contact name, the Bidder’s Procurement Business Number, the language for future communications with Canada about this procurement process, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- b) **Substantiation of Technical Compliance Form:** The technical response must substantiate the compliance of the Bidder and its proposed solution specific articles of the Statement of Work identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. The substantiation must not simply be a repetition of the text of the form, but must clearly explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be declared non-compliant and disqualified. The substantiation may refer to additional documentation submitted with the bid. This information can be referenced in the “Reference” column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where substantiation can be located in the bid the reference material. The reference must include the title of the document, and the page and paragraph numbers for the reference. Canada may request clarification that the Bidder direct Canada to the appropriate location in the documentation.

3.4 Bid Requirements: Additional Information for Bid

- a) **Certifications:**

- i) By submitting a response, the Bidder is automatically providing the following certifications set out in SSC's Standard Instructions in the section entitled "**Deemed Certifications from Each Bidder**":

Equipment and Software is "Off-the-Shelf"	Not Required
System is "Off-the-Shelf"	Not Required
Bidder's Proposed Resources will be available	Not Required
Bidder has Verified Information about its Proposed Resources	Not Required
Resources who are not employees of the Bidder	Not Required

- ii) The Bidder is also required to provide the following certifications described in SSC's Standard Instructions. Although all these certifications are requested at solicitation closing, if Canada determines that any certification is missing, incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

Federal Contractors Program for Employment Equity Certification	Required – please provide the information in the Bid Submission Form
Former Public Servants Certification	Required – please provide the information in the Bid Submission Form
OEM Certification Form	Not Required
Software Publisher Certification Form	Not Required
Software Publisher Authorization Form	Not Required
Regulatory Certifications set in Regulatory Forms A, B, C and D of SSC's Standard Instructions	Required – please provide the information using the certification forms provided in SSC's Standard Instructions [or delete text and insert "Not required"]
Canadian Content Certification	Not Required
Set-Aside for Aboriginal Business	Not Required

b) **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.

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.

3.5 Financial Response

- a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Tables provided as Annex B. Unless otherwise indicated in the Pricing Tables, providing a price for every pricing cell is a mandatory requirement of this solicitation.

4. Evaluation Process

4.1 General Evaluation Procedures

- a) General evaluation procedures that apply to this solicitation are described in SSC's Standard Instructions.
- b) A bid must comply with all the requirements of the solicitation and meet all mandatory evaluation criteria to be declared compliant.
- c) An evaluation team composed of representatives of Canada will evaluate the bids. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

4.2 Technical Evaluation

- a) **Assessment of Bids:**
 - i) Bids will be assessed in accordance with all the requirements described in the solicitation, including the evaluation criteria.
 - ii) If the bid solicitation describes several steps in the evaluation process, Canada may conduct steps of the evaluation in parallel. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the bidder has successfully passed all the previous steps.
 - iii) Each bid will be reviewed to determine whether it meets the mandatory requirement of the solicitation. Any element of the solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-compliant and be disqualified. Once a bid has been declared non-compliant, Canada will have no obligation to evaluate the bid further.
 - iv) If the solicitation includes rated requirements, then each bid will be rated by assigning scores to the rated requirements, which are identified in the solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by the solicitation will be rated accordingly.
- b) **Mandatory Evaluation Criteria:**
 - i) The Bids **MUST** meet all the mandatory technical criteria and financial criteria indicated below. The Bidder **MUST** provide the necessary documentation to support compliance with this requirement.
 - ii) Bids which fail to meet all the mandatory technical criteria will be declared non-responsive. Each technical criterion should be addressed separately.
 - iii) **Attention Bidders:** Indicate beside each of the criteria the relevant page number(s) of your Technical Proposal which addresses the requirements identified in the Criteria.

*** "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.**

Mandatory Criteria	Bidder Response
<p>M1 Bidder’s Warehouse Facility – National Capital Region</p> <p>Bidder MUST have a secure, climate controlled, warehouse facility or facilities equipped with security systems such as, closed circuit video, alarm system, monitored 24hrs/day, that can accommodate up to 200,000 cubic feet of actual dedicated space and up to 100,000 cubic feet of additional space as required, within the National Capital Region (Ottawa/Gatineau) for SSC.</p> <p>The Bidder MUST provide a detailed description outlining how each facility proposed meets the above requirements. The bidder MUST provide the following:</p> <ul style="list-style-type: none"> • Complete address including postal code of all warehouses proposed • Cubic feet available per warehouse • Security systems used • A valid certificate from the fire department of the City in which the warehouses are located, MUST be in place. (Proof MUST be provided) 	
<p>M2 Bidder’s Warehouse Facility – Barrie</p> <p>Bidder MUST have a secure, climate controlled, warehouse facility or facilities equipped with security systems such as, closed circuit video, alarm system, monitored 24hrs/day, that can accommodate up to 100,000 cubic feet of actual dedicated space and up to 50,000 cubic feet of additional space as required, within a 100KM radius of Barrie, ON for SSC.</p> <p>The Bidder MUST provide a detailed description outlining how each facility proposed meets the above requirements. The bidder MUST provide the following:</p> <ul style="list-style-type: none"> • Complete address including postal code of all warehouses proposed • Cubic feet available per warehouse • Security systems used <p>A valid certificate from the fire department of the City in which the warehouses are located, MUST be in place. (Proof MUST be provided)</p>	
<p>M3 Bidder’s Warehouse Facility – Dorval</p>	

Bidder **MUST** have a secure, climate controlled, warehouse facility or facilities equipped with security systems such as, closed circuit video, alarm system, monitored 24hrs/day, that can accommodate up to 50,000 cubic feet of actual dedicated space and up to 50,000 cubic feet of additional space as required, within a 100KM radius of Dorval, QC for SSC.

The Bidder **MUST** provide a detailed description outlining how each facility proposed meets the above requirements. The bidder **MUST** provide the following:

- Complete address including postal code of all warehouses proposed
- Cubic feet available per warehouse
- Security systems used

A valid certificate from the fire department of the City in which the warehouses are located, **MUST** be in place. (Proof **MUST** be provided)

M4 Bidder Experience

The Bidder **MUST** possess a minimum of sixty (60) months of combined experience in the provision of warehousing, handling, distribution and shipping services.

The experience **MUST** have been obtained by the bidder itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the bidder or any corporate predecessor.

Only listing the project title(s) or contract number(s) without details will not be accepted as experience.

The bidder **MUST** demonstrate the firm's experience by providing the following details of the specific work:

- detailed description of specific project/contract and services provided,
- name of client(s) including email
- Start and end date of project/contract
- The project/contract **MUST** include details relating to the ability and capacity to move large amounts of equipment at any given time and on short notice

Only consecutive months duration will be calculated. the overlapped sections of the projects/contracts will not be calculated.

Reference might be contacted to validate the information provided.

M5 Computerized Inventory System

The Bidder MUST confirm that it has an existing computerized inventory system used to track inventory records that accurately represents what is being warehoused in real-time.

The system MUST be able to track the following, at a minimum, for every inventory record:

- Date of Reception
- Model Number
- Serial Number
- SSC Asset Tag Number
- SSC Order/Contract Number
- Quantity Available
- Quantity Reserved
- Total Quantity

The tracking of records can be automated or manual, however the bidder MUST ensure that the information is stored and available in the Computerized Inventory System at all times

The records of inventory stored for SSC MUST only be visible to SSC representatives and staff, therefore MUST be accessible through a User name and Password for each individual.

The records of inventory stored for SSC MUST be exportable in spreadsheet format.

The system MUST serve as a central inventory system for all warehouse locations.

The system MUST be accessible via an Application Programming Interface (API) or via an external connection.

The system MUST operate within Canada, on Canadian servers.

To demonstrate the points above, the bidder MUST provide the following:

- Detailed description that clearly indicates how the system works and operates.
- Detailed description how SSC will gain access to the system and how the access is controlled and monitored.

Definitions:

Automated is defined as "the technique, method, or system of operating or controlling a process by highly automatic means, as by electronic devices, reducing human intervention to a minimum." i.e. Using computers, specific inventory software programs, printers, etc.

<p>Manual is defined as “done, operated, worked, etc., by the hand or hands rather than by an electrical or electronic device.” i.e. inputting data by hand into general inventory ledgers, etc.</p>	
<p>M6 Security Requirements</p> <p>The warehouses must be equipped with an alarm system for after hours security, monitored by a security service company.</p> <p>Physical access to the warehouse premises MUST be monitored and controlled by security cameras and electronic logging equipment 24 hours a day, 365 days per year.</p> <p>All doors of buildings are equipped with adequate locking devices. Access to doors is not blocked.</p> <p>A standard operating procedure MUST be in place to manage any degree of a security breach with any of the bidder’s staff, equipment, and/or facilities.</p> <p>The bidder MUST hold a designated organization screening (DOS) acquired through Public Services and Procurement Canada’s (PSPC) Contract Security Program (CSP).</p> <p>The bidder MUST have bulk storage capability acquired through Public Services and Procurement Canada’s (PSPC) Contract Security Program (CSP).</p> <p>For every warehouse and/or work site that will have IT goods stored, the bidder MUST have document safeguarding capability (DSC) up to the PROTECTED B level acquired through Public Services and Procurement Canada’s (PSPC) Contract Security Program (CSP).</p> <p>All company staff that will have access to the IT goods stored MUST have a Government of Canada RELIABILITY status clearance</p> <p>To help demonstrate this, the bidder MUST provide:</p> <ul style="list-style-type: none"> • A written statement and/or procedures that clearly indicates and explains how all points above are being met and will continue to be met throughout the contract. • Valid (not expired) copy of Government of Canada issued security clearances. This includes the company’s DOS, and DSC for ALL warehouses proposed. • List of resources, including security file numbers, security levels granted and work locations. • Name of individual or individuals that will be accountable for all security requirements explained in the SOW and in this section. 	

Note: SSC reserve the right to visit the bidder's facility at any time to verify compliance with these security requirements.

M7 Transportation of Goods Stored

The bidder MUST have the capacity to move up to approximately 2500 skids of equipment from the existing NCR warehouse to their warehouse(s) in the NCR within 6 months after contract award. Each skid holds on average 100 cubic feet of space.

In order to demonstrate this, the bidder MUST:

- provide a written statement that clearly indicates the ability and capacity to complete this task within 6 months of contract award

provide the detailed process that will be followed to complete this task in an efficient and secure manner

M8 Minimum Vehicle Requirements

The Bidder **MUST** have a fleet of vehicles with the following specifications:

- Have a hydraulic tail gate,
- Be GPS trackable,
- Have a minimum Registered Gross Weight (RGW) of 6,800 kgs (five (5) ton),
- Be a closed-in box type
- Comply with Canada's National Safety Code 10: Cargo Securement (published by the Canadian Council of Motor Transport Administrators (CCMTA))

To demonstrate, the Bidder MUST provide copies of all current vehicle registrations that will be used throughout the course of the contract.

c) **Point-rated Evaluation Criteria:**

Rated Criteria	Page #	Maximum Points	Score
<p>RT1) Bidder Experience – General</p> <p>In reference to M2, the Bidder should provide up to 5 additional projects that are relevant in size, nature and complexity to this RFP that have been completed within the last twenty-four (24) months from bid closing</p> <p>For a project to receive maximum points, it MUST involve the following:</p> <ul style="list-style-type: none"> • storage; (2 points) • distribution/handling; and (2 points) • local/national shipping. (2 points) <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). <p>References might be contacted</p>		<p>Each project=6 points Maximum points: 30 points</p>	

<p>RT2) Bidder's Quality Assurance Plan</p> <p>The Bidder is to:</p> <ul style="list-style-type: none"> outline its quality assurance plan to demonstrate how it will ensure SSC receives quality service demonstrate how it intends to ensure and control the quality of service provided by its personnel demonstrate how it will be meeting ongoing service delivery timelines and expectations <p>The Bidder's response should:</p> <ul style="list-style-type: none"> describe its training practices; describe its hiring practices; outline its approach for storage, distribution/handling and shipping <p>Up to fifteen (15) points will be allocated as follows:</p> <ul style="list-style-type: none"> 3 out of 3 assessment criteria are explained in detail and are sound = 15 points 2 out of 3 assessment criteria are explained in detail and are sound = 8 points 1 out of 3 assessment criteria are explained in detail and are sound = 3 points; and 0 out of 3 assessment criteria explained or the details provided are either unclear or not sound = 0 points. 		15	
<p>RT3) Bidder's Client Complaint Approach</p> <p>The Bidder is to detail its approach with respect to dealing with and processing a client's complaint by addressing:</p> <ul style="list-style-type: none"> process to initiate action to resolve the problem communication device(s) used to resolve the problem person (position title) assigned to investigate the complaint feedback to client (how, when, what, etc.); and approach to ensure problem does not re-occur <p>Up to ten (10) points will be allocated as follows:</p> <ul style="list-style-type: none"> 5 out of 5 assessment criteria are explained in detail and are sound = 10 points; 4 out of 5 assessment criteria are explained in detail and are sound = 5 points 3 out of 5 assessment criteria are explained in detail and are sound = 3 points and; 		10	

<ul style="list-style-type: none"> less than 3 out of 5 assessment criteria are explained or the details provided are either unclear or not sound = 0 points. 			
<p>RT4) Warehousing – Bidder’s Approach to Monitoring, Reporting and Retrieving Inventory</p> <p>The Bidder is to detail its approach to monitoring, reporting and retrieving inventory of IT equipment in an efficient and secure manner.</p> <p>Up to fifteen (15) points will be allocated as follows:</p> <ul style="list-style-type: none"> the Bidder provided a diagram mapping out how it will use an automated system of monitoring, reporting and retrieving the inventory of IT equipment from storage = 15 points. the Bidder provided a diagram mapping out how it will use a manual system of monitoring, reporting and retrieving the inventory of IT equipment from storage = 5 points; and the Bidder did not provide a diagram mapping out how it will use any system, or the Bidder does not have any system of monitoring, reporting and retrieving the inventory of IT equipment from storage = 0 points. <p>Definitions:</p> <p>Automated is defined as “the technique, method, or system of operating or controlling a process by highly automatic means, as by electronic devices, reducing human intervention to a minimum.” i.e. Using computers, specific inventory software programs, printers, etc.</p> <p>Manual is defined as “done, operated, worked, etc., by the hand or hands rather than by an electrical or electronic device.” i.e. inputting data by hand into general inventory ledgers, etc.</p>		15	
<p>RT5) Bidder’s After Hours Availabilities</p> <p>Additional points will be given to bidders that can have resources on call for each warehouse proposed</p>		4	

<p>to allow SSC staff access after hours* on an as and when requested basis:</p> <ul style="list-style-type: none"> • 2 or more on call resources = 4 points • 1 on call resource = 2 points • 0 on call resources = 0 points <p>* After hours includes any time outside of the regular working hours as defined in the Hours of Work section of the SoW</p>			
Minimum Required Technical Score (PASS MARK): 52/74 (70%)			
Maximum Technical Score: 74/74			

4.3 Financial Evaluation

The financial evaluation will be conducted by calculating the **Total Bid Price** using the Pricing Tables completed by the bidders.

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed below.

All rates entered **MUST** be in accordance with the basis of payment.

	QUOTED FIRM ALL INCLUSIVE RATES (in Cdn \$) Initial Contract Period (A)	QUOTED FIRM ALL INCLUSIVE RATES (in Cdn \$) Optional Contract Period 1 (B1)	QUOTED FIRM ALL INCLUSIVE RATES (in Cdn \$) Optional Contract Period 2 (B2)	AVERAGED FIRM ALL INCLUSIVE RATES (in Cdn \$) (C)= (A+B1+B2)/3
STORAGE & HANDLING (includes ALL storage and labor related services, required by SSC, as described in the SoW)	\$___ per cubic foot, per day	\$___ per cubic foot, per day	\$___ per cubic foot, per day	C1
CRATING	\$___ per cubic foot	\$___ per cubic foot	\$___ per cubic foot	C2

TRANSPORT / SHIPPING	\$___ per cubic foot	\$___ per cubic foot	\$___ per cubic foot	C3
THIRD PARTY SERVICES	at cost plus ___% markup (5% maximum)	at cost plus ___% markup (5% maximum)	at cost plus ___% markup (5% maximum)	C4
Total Bid Price				C1+C2+C3+C4

4.4 Basis of Recommendation for Award of Resulting Contract

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 52 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 74 points.
2. Bids not meeting choose "(a) or (b) or (c)" will be declared non-responsive.
 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

BID SUBMISSION FORM

SSC Solicitation No. [Insert No.] Bid Submission Form			
Bidder's full legal name <i>[Note to Suppliers: Suppliers should take care to identify the correct corporation as the Bidder.]</i>			
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name		
	Title		
	Address		
	Telephone #		
	Fax #		
	Email		
Bidder's Procurement Business Number (PBN) <i>[see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>			
Former Public Servants [Delete if not seeking information at ITQ phase] Please see the Section of SSC's Standard Instructions entitled "Former Public Servants" for more information. If you are submitting a bid as a joint venture, please provide this information for each member of the joint venture.	Is the Bidder a Former Public Servant in receipt of a pension as defined in SSC's Standard Instructions? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
	Is the Bidder a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	No	
	Is the Bidder a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
	Is the Bidder a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	No	
Federal Contractors Program for Employment Equity Certification [Delete if not seeking information at ITQ phase] Please see the section of SSC's Standard Instructions entitled "Federal Contractors Program for Employment Equity" for more information. Please check one of the boxes or provide the required information. If you are submitting a bid as a joint venture, please provide this information for each member of the joint venture.	The Bidder certifies having no work force in Canada		
	The Bidder certifies being a public sector employer		
	The Bidder certifies being a federally regulated employer subject to the <i>Employment Equity Act</i>		
	The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time, part-time and temporary employees.		
	The Bidder has a combined workforce in Canada of 100 or more permanent full-time, part-time and temporary employees.		
	Valid and current Certificate number		
	The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour.		
Requested language for future communications regarding this procurement process – please indicate either French or English			
Requested Canadian province or territory for applicable laws			
Bidder's Proposed Site or Premises Requiring Safeguard Measures and document safeguarding security level [Delete if N/A] If you are submitting a bid as a joint venture, please provide this information for each member of the joint venture.	Street Address with Unit/Apartment, if applicable		
	City		
	Province/Territory/State		
	Postal Code/Zip Code		
	Country		
Security Clearance Level of Bidder	Clearance Level		
	Date Granted		

<p><i>[Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i></p> <p>If you are submitting a bid as a joint venture, please provide this information for each member of the joint venture.</p>	Issuing Entity (PWGSC, RCMP, etc.)	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire solicitation, including the documents incorporated by reference into the solicitation, and I certify and agree that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the solicitation; 2. All the information provided in the bid is complete, true and accurate; and 3. The Bidder agrees to be bound by all the terms and conditions of this solicitation, including the documents incorporated by reference into it. 	Legal name of entity to which clearance issued	
Signature of Authorized Representative of Bidder		

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications and Additional Information Required with the Bid

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid List" at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid List" during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal

Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

5.2.2 Additional Certifications Required Precedent to Contract Award

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award .

ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html).

Date: _____ Instructions to the Bidder:(YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- () A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- () A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

- () A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

B1. The Bidder is not a Joint Venture.

or

B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

Name of Supplier's Authorized Signatory

Signature of Supplier's Authorized Signatory

Date: _____

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 Before award of a contract, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.1.2 For additional information on security requirements, 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.

PART 7 – RESULTING CONTRACT CLAUSES

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

- a. _____ (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- b. **Client(s)** : Under the Contract, the “Client” is Shared Services Canada (“SSC”), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC’s services are mandatory at any point during the Contract period, and those other organizations for whom SSC’s services are optional at any point during the Contract period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.
- c. **Reorganization of Client**: The Contractor’s obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. **Defined Term**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meaning:
 - i. Any reference to an Identified User is a reference to the Client.
 - ii. "deliverable" or "deliverables" includes all documentation outlined in this Contract
 - iii. "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location

7.1 STATEMENT OF WORK

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

7.2 TASK AUTHORIZATION (“TA”)

- a. **As and When Requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract on an “as-and-when-requested basis” using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk
- c. **Form and Content of Task Authorization** :

- i. The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix 3 to Annex A.
 - ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable :
 - A. a task number;
 - B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - C. the details of any financial coding to be used;
 - D. the type of training and the number of courses required;
 - E. the start and completion dates;
 - F. whether the work requires on-site activities and the location;
 - G. the language profile of the resources required;
 - H. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - I. any other constraints that might affect the completion of the task.
- d. **Contractor's Response to Draft Task Authorization:** The Contractor must respond within two (2) working days indicating they can meet the task, and provide the Technical Authority within five (5) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- e. **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- I. To be validly issued, a TA must be signed by the Contracting Authority.
 - II. Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.
- f. **Periodic Usage Reports:**
- i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a

quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

- ii. The quarterly periods are defined as follows:
 - A. April 1 to June 30;
 - B. July 1 to September 30;
 - C. October 1 to December 31; and
 - D. January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

- iii. Each report must contain the following information for each validly issued TA (as amended):
 - A. the Task Authorization number and the Task Authorization Revision number(s), if applicable;
 - B. a title or a brief description of the task;
 - C. the total estimated cost specified in the TA (applicable taxes extra);
 - D. the total amount (applicable taxes extra) expended to date;
 - E. the start and completion date; and
 - F. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

- iv. Each report must also contain the following cumulative information for all the validly issued TAs (as amended)
 - A. the amount (applicable taxes extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
 - B. the total amount, applicable taxes extra, expended to date against all validly issued TA's.

- g. Consolidation of TAs for Administrative Purposes: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

- h. Minimum Work Guarantee

In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and "**Minimum Contract Value**" means 1% of the Maximum Contract Value on the date the contract is first issued.

- i. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- ii. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- iii. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract for default.

- iv. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or for convenience within ten business days of Contract award.

j. Refusal of Task Authorizations:

The Contractor is not required to submit a quotation in response to every TA Form issued by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default if during the Contract Period the Contractor in at least five instances has either not responded or has not submitted responsive quotations when issued a TA Form. A responsive quotation is one that is submitted within the time stated in the TA Form and meets all requirements of the TA Form issued, including quoting the required number of resources that meet the minimum experience and other requirements of the Categories identified in the TA Form at pricing not exceeding the rates of Annex B.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.3.4 Security Requirement:

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. P2P-82647**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
- 4.. Processing of CLASSIFIED/PROTECTED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
- 5.. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b) *Contract Security Manual* (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from contract award ending three (3) years later.

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 two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Krys Pikula
Title: Procurement Officer
Department: Shared Services Canada
Telephone: 613-668-2207
Email: Krys.Pikula@ssc-spc.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.

7.5.2 Project Authority

(Fill in at time of contract award)

Name:

Title:

Organization:

Address:

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address:

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

7.5.3 Contractor's Representative

(Fill in at time of contract award.)

Name:

Title:

Organization:

Address:

Telephone: ___ - ___ - ___

Facsimile: ___ - ___ - ___

E-mail address:

7.6 PAYMENT

7.6.1 Basis of Payment

The Basis of Payment for each task will be identified at the time of TA issuance.

7.6.2 Authorized TA

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. 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.

7.6.4 Monthly Payments

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

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

7.6.5 Competitive Award: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

7.6.6 Purpose of Estimates: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

7.6.7 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.7 INVOICING INSTRUCTIONS

- (a) The Contractor must submit invoices electronically through the SSC P2P portal in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed. In the alternative, the Contractor may seek the consent of the Contracting Authority to submit invoices using an alternative method.
- (b) For Purchase Orders, the Contractor's invoice must indicate which line item(s) and the quantity for which it is invoicing.
- (c) If the Contractor submitted an advance shipping notice, the invoice should be linked to this advance shipping notice in the SSC P2P portal. The Contractor may link more than one advance shipping notice to the invoice. The invoice must match the total quantity and price of the advance shipping notices.

- (d) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (e) The Contractor must provide a digital copy of the invoice as an attachment through P2P.

7.8 CERTIFICATION AND ADDITIONAL INFORMATION

7.8.1 Compliance

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

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9 APPLICABLE LAWS

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

7.10 PRIORITY 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;
- (c) the general conditions 2035 (2022-05-12), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;

- (g) Annex D - ICT Accessibility Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated _____.

7.11 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

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

SACC *Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

SACC *Manual* clause [A2001C](#) (2006-06-15) Foreign Nationals (Foreign Contractor)

7.12 INSURANCE REQUIREMENTS

- (a) The Contractor must comply with the insurance requirements specified in this Article. 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.
- (b) 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.
- (c) The Contractor should 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. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor 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 the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 COMMERCIAL GENERAL LIABILITY INSURANCE

- (a) 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.
- (b) The Commercial General Liability policy must include the following:
 - i. 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.

- ii. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. Employees and, if applicable, Volunteers must be included as Additional Insured.
- viii. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- ix. 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.
- x. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- xi. 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.
- xii. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- xiii. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

7.14 LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) First Party Liability :

- i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.

- ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

(c) Third Party Claims :

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.16 Warehouseman's Legal Liability Insurance

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.

2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.

3. The following endorsements must be included:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.

 - (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.

 - (c) Loss Payee: Canada as its interest may appear or it may direct.

 - (d) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.17 All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable

conveyances while under its care, custody or control, in an amount of not less than \$2,000,000.00 per shipment. The Government Property must be insured on Replacement Cost (new).

2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

3. The All Risk Property in Transit insurance must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.

 - (b) Loss Payee: Canada as its interest appears or as it may direct.

 - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.18 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.

2. The policy must include the following:
 - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

- (b) Accident Benefits - all jurisdictional statutes

- (c) Uninsured Motorist Protection

- (d) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 JOINT VENTURE (if applicable)

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - i. _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
 - ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - iii. all payments made by Canada to the representative member will act as a release by all the members.

- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

7.20 PROFESSIONAL SERVICES – GENERAL

- (a) The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language

proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
 - b. assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).
3. Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment

7.21 SAFEGUARDING ELECTRONIC MEDIA

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify

Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.22 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.23 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.24 MATERIALS AND TOOLS

All materials and tools required in the performance of the work including office space, associated supplies, computing devices and telephony equipment are to be provided by the vendor unless otherwise agreed to by the designated technical authority

7.25. PROTECTION AND SECURITY OF DATA STORED IN DATABASES

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
 - a. equivalent protections are given to personal information as in Canada under legislation such as the [Privacy Act](#), R.S. 1985, c.P-21, and the [Personal Information Protection and Electronic Documents Act](#), S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
 - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.
2. In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the

right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

3. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
4. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
5. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
6. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
7. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

STATEMENT OF WORK

Warehouse, Distribution and Shipping Services

Background

Shared Services Canada (SSC) requires warehousing, distribution and shipping services across Canada. SSC requires warehouses to be physically located in the National Capital Region (NCR), Barrie/Borden, ON, and Dorval, QC.

Shared Services Canada procures a large quantity of various types IT equipment on a regular basis. SSC currently stores a large portion of its non-production IT assets at a central location in the National Capital Region. With the ever growing need to continuously procure/lifecycle IT equipment that requires pre-deployment storage, SSC MUST not only find a replacement warehousing solution that addresses these new requirements in the NCR, but one that also better meets the existing requirements.

Objective

The objective is to acquire services from one or more vendors to store, distribute, and ship IT equipment, and related goods/services, for SSC on an "as and when requested" basis and to obtain dedicated warehouse space in the National Capital Region (NCR). SSC has up to 2500 skids worth of IT gear to warehouse. On average a single skid takes up about 100 cubic feet of space.

Scope of Work - Tasks

The Contractor MUST carry out, to the satisfaction of the Client Authority, on an "as and when requested" basis, the following tasks:

Storage, Distribution and Shipping Services

The vendor agrees to provide, but not be limited to, the following services:

1. To receive, inspect, record, asset tag, and store material, such as, but not limited to paper goods (excluding records storage), office furniture, Information Technology (IT) equipment including workplace technology devices (WTD), heating, ventilation, and air conditioning (HVAC), power distribution units (PDU), uninterruptible power supplies (UPS), switches, routers, network appliances, mid-range servers and telecommunications equipment.
2. To perform a physical inspection and packing slip reconciliation of every incoming shipment.
3. To assemble, consolidate, and package assets in storage. This includes dividing shipments into multiple orders.
4. To provide local transport of SSC-owned assets as and when requested to an SSC chosen location. Local is defined as the geographical service location of a given warehouse.
5. To provide packaging, franking and mailing service or shipping requested via postal services. Parcel pickup is to be utilized if available; otherwise once a day delivery service to the nearest Post Office is to be provided.
6. Respond to emergency shipping request for internal SSC stakeholders.

7. To complete ad-hoc physical inventory counts/reports as requested of any or all identified SSC materials stored at each warehouse. Items that are subject to physical counts should be stored in a dedicated space/location of the warehouse. Stock taking reports MUST be provided in a spreadsheet format, at a minimum.
8. To provide a centralized web portal, for all warehouses, accessible by SSC employees, in order to view and download the reports defined in #7 above.
9. On request, to deliver/transport goods using a third party shipper to an SSC chosen destination within Canada.
10. To provide crating services as per shipping best practices and materials, upon request. Special crating/packaging is to be used for large and/or high value shipments.
11. To store Information Technology (IT) equipment on designated storage racks.
12. At all times, the vendor is to maintain an updated electronic list of SSC equipment, items etc. (including all information related to such items) stored at the warehouse and provide SSC employees access to such a list.
13. To provide reports for all equipment arriving and leaving the warehouse, including model, serial number, asset tags and bar code number to track delivery and shipping.
14. Provide monthly invoicing reports to SSC detailing current storage footprint cost and warehouse handling fees for all items in storage. Reports should be in spreadsheet format and accessible via the web portal defined in #8
15. Prepare assets for shipment on a daily basis and to include a packing slip with all deliveries. The packing slip should record shipment number, method of wrapping, bar code, asset tags, model and serial number and be sent to SSC.
16. Most requests for services will occur during normal local working hours – from starting at 7:30 a.m minimum and ending 8 hours later., Monday to Friday. The Contractor MUST make provisions for service requests, before and after the normal working hours, on weekends and statutory holidays on an “as and when requested” basis including GC fiscal year end deliveries.

Asset Tagging

When it comes to tagging IT equipment, the vendor MUST:

1. Tag every IT asset for incoming shipments as per SSC Materiel Management (MM) instructions, procedures and policies. Physical tags are tracked and provided by MM and can be requested at any time by the vendor in order to keep a sufficient number of tags on-site to perform the necessary tagging of IT goods.
2. Use special tools (such as anti-static mats and/or grounding straps) when handling and tagging IT assets. All warehouse employees that will serve SSC MUST be fully trained on how to handle IT goods. SSC MM will provide instructions and training as required.

3. Allow SSC employees to come on-site at any of the vendor's warehouses, regardless of circumstance, for the purpose of tagging SSC IT goods.

Warehousing Services

The Contractor agrees to provide warehousing facilities and services in the NCR, Barrie/Borden, ON, and Dorval, QC.

IT goods in the warehouse(s) MUST be stored in a secure, climate controlled storage spaces and readily accessible at all times to meet turnaround time detailed herein. A reserved, dedicated amount of storage space within the warehouses MUST be set-aside specifically for this requirement. In addition to the warehouses' space required, the warehouses MUST be capable of housing additional material at any time on an "as and when requested" basis.

All goods MUST be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused on commercial racking for easy access.

The following elements also form part of the warehousing services:

1. The warehouse(s) MUST be in a good state of repair and MUST have adequate lighting, in line with all Occupational Health and Safety regulations.
2. The warehouse(s) needs to be humidity controlled to the extent that Information technology (IT) equipment will not be damaged while in storage (maximum 50%, 25% minimum humidity level).
3. The warehouse(s) space MUST be laid out for aisles, wide enough to handle moving equipment and in line with all fire safety protocols.
4. The racked area MUST be able to accommodate pallets of four (4) feet in height vertically and measuring 40" x 48".
5. The floor locations shall be capable of stacking at least three (3) pallet high, each pallet being four (4) feet in height, with exceptions in rare cases of non standard height or width.
6. The receiving/shipping dock MUST be adjacent to the warehouse and be of sufficient height to accommodate large trucks and semitrailers according to package size, weight, quantity.
7. The warehouse(s) premises MUST be protected by a fire detection system and a sprinkler system.
8. A valid certificate from the fire department of the city in which the warehouses are located, MUST be in place.
9. The Contractor agrees to notify the contracting and technical Authority of any change in warehouse location at least sixty (60) days in advance of any proposed change. Relocation of facilities MUST be approved in advance by the contracting and technical authority.

Warehouse Security Requirements

1. The warehouse(s) MUST be equipped with an alarm system for after hours security, monitored by a security service company at all times.
2. Physical access to the warehouse(s) premises MUST be monitored and controlled by security cameras and electronic logging equipment 24 hours a day, 365 days per year.
3. All doors of buildings are equipped with adequate locking devices. Access to doors MUST not be blocked.
4. A standard operating procedure MUST be in place to manage any degree of a security breach with any of the bidder's staff, equipment, and/or facilities.
5. The bidder MUST hold a designated organization screening (DOS) acquired through Public Services and Procurement Canada's (PSPC) Contract Security Program (CSP).
6. The bidder MUST have bulk storage capability acquired through Public Services and Procurement Canada's (PSPC) Contract Security Program (CSP).
7. For every warehouse and/or work site that will have IT goods stored, the bidder MUST have document safeguarding capability (DSC) up to the PROTECTED B level acquired through Public Services and Procurement Canada's (PSPC) Contract Security Program (CSP).
8. All company staff that will have access to the IT goods stored MUST have a Government of Canada RELIABILITY status clearance

Optional Services

At SSC's sole discretion, the following services are requested as options. These are not mandatory and will not be evaluated as part of the solicitation but are included for documentation purposes in the event that the vendor can offer them.

1. Acquire services, as defined in the pricing table, for any other warehouse in Canada that falls within the vendor's network and that meet the security requirements of the contract.
2. Provide secure dedicated (white glove) transportation services. White glove transport should include but not be limited to the following:
 - Secure, dedicated shipping for fragile, large and/or high value equipment
 - Specialized trucks that are trackable and can be sealed off
 - Experienced staff/resources that employ stricter and safer security measures in order to prevent any damage or loss when handling/transporting the equipment
3. Provide dedicated, secured and climate controlled environments/areas, either within a warehouse or at another site owned and operated by the vendor, that could be used for staging and configuration of SSC-owned IT equipment.
4. Provide technical staff that could assist with, but not be limited to, the staging of IT equipment defined in #3 above.

5. Provide sanitization and/or disposal services for aging or end of life SSC-owned IT equipment.

Warehouse Equipment, Handling and Resources

The Contractor MUST have the ability to correspond by e-mail and MUST be available for weekly touchpoints, at a minimum.

The Contractor agrees to have educated and properly trained resources at each warehouse, dedicated to serving SSC only, who will interface with SSC employees in order undertake any of the services defined in this contract. Logs of all training courses, including certifications, MUST be kept and provided to SSC upon request.

If at any time during the contract, the Contractor's resources are unable to provide services, the Contractor is to provide replacement personnel who are of equal or better ability and attainment. These new resources MUST be presented to the contracting authority to confirm their security clearances.

The Contractor agrees to maintain all warehouse equipment and handling aids in good operating condition over the entire period of the contract.

The Contractor is required to provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, including but not limited to;

1. A powered forklift capable of reaching the highest location in the warehouse.
2. A powered forklift for use in loading and unloading, capable of transporting palletized material in and out of transport vans and of stacking pallets.
3. A powered forklift operator should be certified in the operations of loading and unloading, capable of transporting palletized material in and out of transport vans and of stacking pallets.
4. At a minimum, an automatic or semiautomatic stretch wrap machine MUST be available to unitize all pallet loads prior to shipping.
5. Sufficient pallets, as required, to store customer material while in the Contractor's warehouse.
6. The Contractor shall provide bins/shelves for the warehousing of small items at no extra cost.
7. Mailing machine with postage meter or a mailing and distribution system.
8. Consolidation of equipment to minimize floor space use while maintaining unitize of all equipment.
9. Sufficient number trucks or vans with the required space to move large volumes of equipment to and from the warehouses.
10. Anti-static mats and/or grounding straps for use when physically handling electronic equipment and/or IT goods
11. Additional tools and equipment may be required, depending on the requirement. SSC will not be responsible for any loss or damage to the Contractor's equipment and/or tools that are damaged during work or left on site.

Warehouse Safekeeping Practices

1. The Contractor agrees to follow good warehousing practices, e.g. stacks away from the wall, active warehousing, good housecleaning program, consolidation of pallets, rodent and pest control program, good lighting, etc.
2. Access to Government owned material is not permitted to others than the Contractor's regular security cleared employees normally engaged in providing warehousing services and, as arranged, to SSC.
3. During working hours, the doors to the warehouse will be either locked or supervised.
4. The warehouse MUST operate with a computerized location system that identifies the location of each item warehoused.
5. Telephone communication with the Contractor's warehouse(s) MUST always be available during normal working hours.
6. SSC MUST be allowed free access to the Contractor's warehouse for the purpose of inspecting their material.
7. Planned SSC visits are to be by appointment during normal working hours. After hours visits/access may be requested for emergencies, if available. Any necessary labor by Contractor's personnel, in making material accessible for examination or inspection, will be charged at the specified hourly labor rate.
8. SSC will provide on request from the Contractor, a list of authorized personnel to access physical locations and web based Contractor applications.

Timelines

The Contractor MUST respond to all inquiries within four (4) hours, upon receipt.

Goods from each individual shipment/delivery, upon arrival at the warehouse, MUST be processed and listed in the inventory within seventy-two (72) hour. This includes goods that require asset tagging.

Upon being notified, the Contractor MUST deliver from the warehouse to SSC locations small amounts of goods (up to 5 skids) within a twenty-four (24) hour period and within a forty-eight (48) hour period for larger orders (more than 5 skids).

The Contractor MUST provide warehousing related reports and expenditure reports within forty-eight (48) hours when requested by SSC.

Hours of Work

All work MUST be provided strictly in accordance with the hours of work condition specified herein. The work schedule may be subject to change in the event of unforeseen circumstances and as authorized by SSC.

The Contractor MUST perform all work described in this Statement of Work and resulting contract during SSC's core business hours of 7:00am to 5:00pm. These are hours are in local time where the services are being performed.

The Responsibilities of Shared Services Canada

Shared Services Canada will be responsible for the following:

1. to supply the Contractor with all the necessary documentation/materials for the receipt and tagging of Government owned assets to be warehoused;
2. to supply the Contractor with any relevant information or documentation that may be required for the onward shipment of the goods to different consignees, such as consignee's name, shipping address, method of transportation and deadline;

3. to inform the Contractor as soon as possible of any urgent requirements which could necessitate overtime and extra resources.

APPENDIX 1 TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix 2 to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. Once the quotation has been accepted by the Technical Authority, a TA Form will be signed by Canada and provided to the Contractor for electronic signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX 2 TO ANNEX A

TASK AUTHORIZATION INFORMATION /EXAMPLE

P2P Task Authorization (TA) form will be used to award TA (See example)

TASK AUTHORIZATION FORM -REQUIRED INFORMATION	
INFORMATION REQUIRED	RESPONSE
Contract number:	
Task authorization number:	
Period of services: (start-end dates)	
Work location:	
Travel requirements: (yes or no)	
Language requirements:	
Other conditions/constraints:	
Level of security clearance required for the contractor' personnel (If applicable)	
Services Required (Fields can be added, as required)	
A)	
Service/Resource category:	
Name of proposed resource(s) (if applicable)	
PSPC security file number(s): (if applicable)	
Rate:	
Units=Quantity/Days/hours etc :	
Total Cost A)=	
B)	
Service/Resource category:	
Name of proposed resource(s) (if applicable)	
PSPC security file number(s): (if applicable)	
Rate:	
Quantity/Days/hours etc	
Total Cost B)=	
Estimated cost (excluding taxes): (A+B)	
Taxes:	
Estimated travel cost	
Total estimated cost (including taxes):	

Task Authorization Example from P2P:

Shared Services Canada / Services partagés Canada		Task Authorization Autorisations des tâches P0000					
Ship to – Expéditeur à:		<p>To the supplier: The contract identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the contract. Only goods or services, or both, included in the contract will be supplied in the order against the contract.</p> <p>Au fournisseur: Le contrat indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans le contrat. Seuls les biens ou les services, ou les deux, inclus dans le contrat seront fournis dans l'ordre contre le contrat.</p> <p>Security: The order includes security provisions. Sécurité : La demande comprend des exigences en matière de sécurité.</p> <p style="text-align: center;">No <input type="checkbox"/> If YES, attach a SRCL to the order Si OUI, joindre une LVERS à la demande <input type="checkbox"/></p>					
Vendor:							
Issued Date Date de délivrance	Contract Start Date Date d'effet du contrat	Contract End Date Date de fin initiale du contrat	Requisition No. N° de demande	Client Reference No. (optional) N° de référence du client (facultatif)	Contract Number / Numéro du contrat		
Amendment No. N° de modification Amendment No.4					Currency/Devises CAD		
Item No. No de l'article	Item Description Description de l'article	Shipping Address Adresse de livraison	Delivery Date Date de livraison	UOM/ UDM	Quantity Quantité	Unit Price Prix unitaire (\$) (5)	Extended Price Prix calculé (\$) (5)



Shared Services
Canada

Services partagés
Canada

Task Authorization
Autorisations des tâches
P0000

								Net Total	
								A/P HST Applicable HST - CAON	
								Total	

For further information, call - Pour renseignements supplémentaires, contacter	
Name - Nom	Telephone No. - N° de téléphone
For the Minister - Pour le Ministre	

**ANNEX B
BASIS OF PAYMENT**

Contract Period

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

	QUOTED FIRM ALL INCLUSIVE RATES (in Cdn \$)
STORAGE & HANDLING (includes ALL storage and labor related services, required by SSC, as described in the SoW)	\$___ per cubic foot, per day
CRATING	\$___ per cubic foot
TRANSPORT / SHIPPING	\$___ per cubic foot
THIRD PARTY SERVICES	at cost plus ___% markup (5% maximum)

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Option Period 1

	QUOTED FIRM ALL INCLUSIVE RATES (in Cdn \$)
STORAGE & HANDLING (includes ALL storage and labor related services, required by SSC, as described in the SoW)	\$___ per cubic foot, per day
CRATING	\$___ per cubic foot
TRANSPORT / SHIPPING	\$___ per cubic foot
THIRD PARTY SERVICES	at cost plus ___% markup (5% maximum)

B-2 Extended Contract Option Period 2

	QUOTED FIRM ALL INCLUSIVE RATES (in Cdn \$)
STORAGE & HANDLING (includes ALL storage and labor related services, required by SSC, as described in the SoW)	\$___ per cubic foot, per day
CRATING	\$___ per cubic foot
TRANSPORT / SHIPPING	\$___ per cubic foot
THIRD PARTY SERVICES	at cost plus ___% markup (5% maximum)

ANNEX C, SECURITY REQUIREMENTS CHECK LIST



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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 Shared Services Canada		2. Branch or Directorate / Direction générale ou Direction NSDS	
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 Create a DISO for a national coverage for warehousing and storage contract for SSC assets			
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 type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/> No / Non <input 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 commerciales 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 checked="" 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 checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <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:	
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 checked="" 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 checked="" 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"/>

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité Unclassified





PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non 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?

No / Non Yes / Oui

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Jean Lamoureux	Title - Titre Senior Advisor	Signature Lamoureux, Jean <small>Digitally signed by Lamoureux, Jean Date: 2021.01.14 13:48:30 -0500'</small>	
Telephone no. - N° de téléphone (343) 999-1109	Facsimile - Télécopieur	E-mail address - Adresse courriel jean.lamoureux@canada.ca	Date 2021-01-14
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Pascal Savard	Title - Titre Deputy Chief Security Officer	Signature Savard, Pascal <small>Digitally signed by Savard, Pascal Date: 2021.01.14 19:03:07 -0500'</small>	
Telephone no. - N° de téléphone (613) 697-2069	Facsimile - Télécopieur	E-mail address - Adresse courriel pascal.savard@canada.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Pikula, Krys <small>Digitally signed by Pikula, Krys Date: 2022.09.13 12:04:36 -0400'</small>	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
Stephanie Tompkins Contract Security Officer Stephanie.tompkins@tpgsc-pwgsc.gc.ca		Signature Tompkins, Stephanie <small>Digitally signed by Tompkins, Stephanie Date: 2021.02.11 09:22:40 -0500'</small>	
		E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité Unclassified

ANNEX D - ICT ACCESSIBILITY REQUIREMENTS

SSC's Role in Promoting Accessibility

The *Accessible Canada Act* is intended to enhance the full and equal participation of all persons, especially persons with disabilities, in society. This is to be achieved through the progressive realization, under federal jurisdiction, of a Canada without barriers, particularly by the identification, removal and prevention of barriers.

SSC has a role in implementing the Government of Canada's (GC) vision for a more accessible Canada because SSC provides the information technology infrastructure that supports the delivery of digital services to Canadians and GC employees. This means that SSC is engaged in the procurement of goods and services and in supporting the delivery of programs and services by other government departments, both of which are areas covered by the *Accessible Canada Act*. SSC's goal is for its information technology infrastructure to be more accessible to and more usable by the broadest range of government officials and Canadians who use it, including those with disabilities.

SSC is committed to providing leadership to procure accessible ICT goods and services and supporting the goal of inclusive by design, accessible by default.

As the intention is for this initiative to take place progressively, suppliers should anticipate that, over time, the accessibility requirements in Canada's procurement contracts will evolve and may become more comprehensive.