

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

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

**1713 Bedford Row**

**Halifax, N.S./Halifax, (N.É.)**

## Halifax

## Nova Scotia

**B3J 1T3**

**Bid Fax: (902) 496-5016**

## Request For a Standing Offer Demande d'offre à commandes

## Regional Individual Standing Offer (RISO)

## Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Deployed Logistics Support Services Services de soutien logistique en déploiement	
<b>Solicitation No. - N° de l'invitation</b> W3371-225057/B	<b>Date</b> 2022-09-21
<b>Client Reference No. - N° de référence du client</b> W3371-22-5057	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-410-11578
<b>File No. - N° de dossier</b> HAL-1-86019 (410)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Daylight Saving Time ADT <b>on - le 2022-10-11</b> Heure Avancée de l'Atlantique HAA	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Assal, Mariam	<b>Buyer Id - Id de l'acheteur</b> hal410
<b>Telephone No. - N° de téléphone</b> (902)233-0685 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Attention N4 PO Box 99000 STN Forces Bldg D201 6th Floor Halifax Nova Scotia B3K 5X5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS .....	5
2.3 FORMER PUBLIC SERVANT .....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	7
2.5 APPLICABLE LAWS .....	7
2.6 BID CHALLENGE AND RECOURSE MECHANISMS .....	8
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>9</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>11</b>
4.1 EVALUATION PROCEDURES .....	11
4.2 BASIS OF SELECTION.....	15
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>17</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	17
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	17
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>19</b>
6.1 SECURITY REQUIREMENTS .....	19
6.2 FINANCIAL CAPABILITY .....	19
6.3 INSURANCE REQUIREMENTS.....	19
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>20</b>
<b>A. STANDING OFFER .....</b>	<b>20</b>
7.1 OFFER .....	20
7.2 SECURITY REQUIREMENTS .....	20
7.3 STANDARD CLAUSES AND CONDITIONS .....	24
7.4 TERM OF STANDING OFFER.....	25
7.5 AUTHORITIES .....	25
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	26
7.7 IDENTIFIED USERS .....	26
7.8 CALL-UP PROCEDURES .....	26
7.9 CALL-UP INSTRUMENT .....	27
7.10 LIMITATION OF CALL-UPS.....	27
7.11 FINANCIAL LIMITATION .....	27
7.12 PRIORITY OF DOCUMENTS .....	27
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	28
7.14 APPLICABLE LAWS .....	28

---

7.15	TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	28
<b>B.</b>	<b>RESULTING CONTRACT CLAUSES .....</b>	<b>29</b>
7.1	STATEMENT OF WORK.....	29
7.2	STANDARD CLAUSES AND CONDITIONS.....	29
7.3	TERM OF CONTRACT .....	29
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	29
7.5	PAYMENT .....	29
7.6	INVOICING INSTRUCTIONS .....	30
7.8	SACC MANUAL CLAUSES .....	31
7.9	DISPUTE RESOLUTION .....	31
<b>ANNEX A</b>	<b>.....</b>	<b>32</b>
	STATEMENT OF WORK .....	32
<b>ANNEX B</b>	<b>.....</b>	<b>65</b>
	BASIS OF PAYMENT .....	65
<b>ANNEX C</b>	<b>.....</b>	<b>67</b>
	PRICING SCHEDULE .....	67
<b>ANNEX D</b>	<b>.....</b>	<b>68</b>
	SECURITY REQUIREMENTS CHECK LIST .....	68
<b>ANNEX E</b>	<b>.....</b>	<b>69</b>
	CONTRACT SECURITY PROGRAM (CSP).....	69
	APPLICABLE FOR REGISTRATION (AFR) FOR CANADIAN LEGAL ENTITIES.....	69
<b>ANNEX F</b>	<b>.....</b>	<b>70</b>
	CONTRACT SECURITY PROGRAM (CSP).....	70
	INITIAL INTERNATIONAL SECURITY SCREENING FORM .....	70
<b>ANNEX G TO PART 3 OF THE REQUEST FOR STANDING OFFERS.....</b>		<b>71</b>
	ELECTRONIC PAYMENT INSTRUMENTS.....	71
<b>ANNEX H</b>	<b>.....</b>	<b>72</b>
	INSURANCE REQUIREMENTS.....	72
<b>ANNEX I</b>	<b>.....</b>	<b>74</b>
	STANDING OFFER REPORTING FORM .....	74
<b>ANNEX J</b>	<b>.....</b>	<b>75</b>
	EVALUATION.....	75
<b>ANNEX K</b>	<b>.....</b>	<b>90</b>
	LIST OF NAMES FOR INTEGRITY VERIFICATION FORM .....	90

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

- 1.2.1 Public Services and Procurement Canada, on behalf of the Department of National Defence, has a requirement for logistics support services to overseas for the HALIFAX, KINGSTON, VICTORIA, HARRY DeWOLF, QUEENSTON, PROTECTEUR JOINT SUPPORT SHIPS, and miscellaneous classes of naval vessels and support staff assigned to Maritime Forces Atlantic (MARLANT), and on occasional basis, those vessels and associated deployed support staff assigned to Maritime Forces Pacific (MARPAF) when deployed within the geographical areas described below. Services are to be provided on an "if and when requested" basis. Please refer to the Statement of Work for the defined zone.
- 1.2.2 This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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

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

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

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

### **1.6 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Prices and/or Rates

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO:

<b>Courier</b>	Bid Receiving Public Works and Government Services Canada 1713 Bedford Row Halifax, NS B3J 1T3
<b>Email for CPC Connect</b>	<a href="mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca</a>  <b>Note:</b> Offers will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions <a href="#">2006</a> , or to send offers through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.
<b>Facsimile number</b>	902-496-5016

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?\*

YES ( ) NO ( )

**\*OFFEROR TO COMPLETE**

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

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

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

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Guidelines on the Proactive Disclosure of Contracts.

### Work Force Adjustment Directive

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

YES ( ) NO ( )

**\*OFFEROR TO COMPLETE**

If so, the Offeror must provide the following information:

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

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### 2.5 Applicable Laws

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

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



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## 2.6 Bid Challenge and Recourse Mechanisms

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

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

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

Section I: Technical Offer (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (1 hard copy)

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

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

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

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

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Offer**

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

## **Section II: Financial Offer**

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

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

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

- 3.1.3.1** As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance\*:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**\*OFFEROR TO PROVIDE INFORMATION**

- 3.1.3.2** The Company Security Officer must ensure through the Contract Security Program that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation

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period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

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

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

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

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

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

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

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

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

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#### **4.1.2 Technical Evaluation**

The Phased Bid Compliance Process will apply to all Mandatory Technical Criteria.

##### **4.1.2.1 Mandatory Technical Criteria**

Mandatory technical criteria can be found in Attachment 2 – Evaluation Criteria.

##### **4.1.2.2 Point Rated Technical Criteria**

Point rated technical criteria can be found in Attachment 2 – Evaluation Criteria.

#### **4.1.3 Financial Evaluation**

Please refer to Annex B

[M0222T](#) (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

#### **4.2 Basis of Selection**

##### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 50 percent for each and every one of the point rated criteria and a minimum of 70 percent of the points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 1300 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

2. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
3. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
5. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
6. 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 Standing Offer.

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).



N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

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**5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer****5.2.3.2 Status and Availability of Resources**

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Financial Capability

[M9033T](#) (2011-05-16), Financial Capability

### 6.3 Insurance Requirements

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

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

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W3371-225057

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
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 D;
  - (b) Industrial Security Manual (Latest Edition)

#### SECURITY REQUIREMENT FOR FOREIGN SUPPLIER: PWGSC FILE No. W3371-225057

The Canadian Designated Security Authority (Canadian DSA) is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD). The Canadian DSA is the authority for confirming **Contractor** compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient **Contractor** incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent **contract**.

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1. The Foreign recipient **Contractor** must be from a country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument. The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.
  2. The Foreign recipient **Contractor** must, at all times during the performance of the **contract**, hold an equivalence to a valid Designated Organization Screening (DOS), issued by the Canadian DSA as follows:
    - i. The Foreign recipient **Contractor** must provide proof that they are incorporated or authorized to do business in their jurisdiction.
    - ii. The Foreign recipient **Contractor** must not begin the work, services or performance until the Canadian DSA is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient **Contractor** in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
    - iii. The Foreign recipient **Contractor** must identify an authorized Contract Security Officer (CSO) and an Alternate (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in the **contract**. This individual will be appointed by the proponent foreign recipient **Contractor's** Chief Executive Officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
    - iv. The Foreign recipient **Contractor** must not grant access to **CANADA PROTECTED B** information/assets, except to its personnel subject to the following conditions:
      - a. Personnel have a need-to-know for the performance of the **contract**;
      - b. Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in **their country** as well as a Background Verification, validated by the Canadian DSA.
      - c. The Foreign recipient **Contractor** must ensure that personnel provide consent to share results of the Criminal Record Check(s) with the Canadian DSA and other Canadian Government Officials, if requested; and
      - d. The Government of Canada reserves the right to deny access to **CANADA PROTECTED** information/assets to a foreign recipient **Contractor** for cause.
  3. **CANADA PROTECTED** information/assets provided or generated pursuant to this **contract** must not be further provided to a third party Foreign recipient Subcontractor unless:

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- a. written assurance is obtained from the Canadian DSA to the effect that the third-party Foreign recipient Subcontractor has been approved for access to CANADA PROTECTED information/assets by the Canadian DSA; and
    - b. written consent is obtained from the Canadian DSA, if the third-party Foreign recipient Subcontractor is located in a third country.
  4. The Foreign recipient **Contractor** MUST NOT remove **CANADA PROTECTED** information/assets from the identified work site(s), and the foreign recipient **Contractor** must ensure that its personnel are made aware of and comply with this restriction.
  5. The Foreign recipient **Contractor** must not use the **CANADA PROTECTED** information/assets for any purpose other than for the performance of the **contract/subcontract** without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.  
  
The Foreign recipient **Contractor** must, at all times during the performance of the **contract/subcontract** hold an equivalence to an approved Document Safeguarding Capability (DSC) at the level of **CANADA PROTECTED B**.  
  
All **CANADA PROTECTED** information/assets, furnished to the foreign recipient **Contractor** or produced by the foreign recipient **Contractor**, must also be safeguarded as follows:
    6. The Foreign recipient **Contractor** must immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED** information/ assets pursuant to this **contract** has been compromised.
    7. The Foreign recipient **Contractor** must immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED** information/ assets accessed by the foreign recipient **Contractor**, pursuant to this **contract**, have been lost or disclosed to unauthorized persons.
    8. The Foreign recipient **Contractor** must not disclose **CANADA PROTECTED** information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent must be sought through the Canadian DSA.
    9. The Foreign recipient **Contractor** must provide the **CANADA PROTECTED** information/assets a degree of safeguarding no less stringent than that provided by the Government of Canada in accordance with the National Policies, National Security legislation and regulations and as prescribed by the Canadian DSA.
  10. Upon completion of the Work, the foreign recipient **Contractor** must return to the Government of Canada, all **CANADA PROTECTED** information/assets furnished or produced pursuant to this **contract**, including all **CANADA PROTECTED** information/assets released to and/or produced by its subcontractors.

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11. The foreign recipient **Contractor** requiring access to **CANADA PROTECTED B** information/assets, under this **contract**, must submit a Request for Site Access to the Chief Security Officer of **Department of National Defence**.
  12. The Foreign recipient **Contractor** MUST NOT utilize its Information Technology (IT) systems to electronically process, produce, or store on a computer system **and transfer via an IT link** any **CANADA PROTECTED B** information/assets until authorization to do so has been confirmed by the Canadian DSA.  
  
See **Annex D** for security measures required for the treatment and access to **CANADA PROTECTED B** information.
  13. In the event that a foreign recipient **Contractor** is chosen as a supplier for this **contract**, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.
  14. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the Canadian DSA.
  15. All Subcontracts awarded to a third party foreign recipient are NOT to be awarded without the prior written permission of the Canadian DSA in order to confirm the security requirements to be imposed on the subcontractors.
  16. All Subcontracts awarded by a third party foreign recipient are NOT to be awarded without the prior written permission of the Canadian DSA in order to confirm the security requirements to be imposed on the subcontractors.
  17. The Foreign recipient **Contractor** must comply with the provisions of the Security Requirements Check List attached at Annex D.
  18. Canada has the right to reject any request to electronically access, process, produce, transmit or store **CANADA PROTECTED** information/assets related to the Work in any other country if there is any reason to be concerned about the security, privacy, or integrity of the information.
  19. The Foreign recipient Contractor personnel requiring access to NATO UNCLASSIFIED information/assets are not required to hold a personnel security clearance issued by their National Security Authority/Designated Security Authority. The Foreign recipient Contractor shall, nevertheless, ensure that the NATO UNCLASSIFIED information/assets are not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information/asset. For the purpose of this clause, the "need to know" principle means that the National Security Authority/Designated Security Authority has positively determined that a prospective recipient of NATO UNCLASSIFIED information/assets, has a requirement for access to, knowledge of, or possession of the NATO UNCLASSIFIED information/assets, in order to perform the services and tasks required pursuant to the Contract. Contracts, which contain NATO UNCLASSIFIED requirements are NOT to be awarded without the prior written approval of the



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Canadian DSA.

## **7.2.2 Offeror's Sites or Premises Requiring Safeguarding**

**7.2.2.1** Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.2.2.2** The Company Security Officer must ensure through the Contract Security Program that the Offeror and individual(s) hold a valid security clearance at the required level.

## **7.3 Standard Clauses and Conditions**

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

### **7.3.1 General Conditions**

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

### **7.3.2 Standing Offers Reporting**

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

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

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

The quarterly reporting periods are defined as follows:

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

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

## **7.4 Term of Standing Offer**

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

The period for making call-ups against the Standing Offer is from award to February 12, 2024.

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, from February 13, 2024 to February 12, 2025 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

### **7.4.3 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Mariam Assal  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Atlantic Region  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3  
  
Telephone: (902) 233-0685  
Facsimile: (902) 496-5016  
E-mail: [mariam.assal@pwgsc-tpsgc.gc.ca](mailto:mariam.assal@pwgsc-tpsgc.gc.ca)

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

### **7.5.2 Project Authority**

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

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

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

### 7.5.3 Offeror's Representative\*

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

**\*OFFEROR TO COMPLETE**

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

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND) Authorized Personnel.

### 7.8 Call-up Procedures

1. When goods and/or services are required, a DND Site Authority will provide a Pricing Request Form, Appendix A3, to the Project Coordinator, no less than five days (120 hours) prior to an anticipated port visit when possible. The Project Coordinator is to obtain and provide detailed costing information, including multiple quotes, to the DND Site Authority using this same Pricing Request Form. This costing information is to be provided by the Project Coordinator to the DND Site Authority no less than 48 hours after receipt. The DND Site Authority shall review the quotes provided by the Project Coordinator for all requested goods and services to ensure pricing is in accordance with Annex B Basis of Payment or, if not a firm-priced requirement, is fair and reasonable. Items that are not considered fair and reasonable are either to be removed or substituted based on agreement between the DND Site Authority and the Project Coordinator. Once the DND Site Authority is satisfied with the pricing information offered, a call-up, PWGSC-TPSGC 942 Call-up Against a Standing Offer form, will be issued against the Standing Offer by a DND Site Authority. Further conditions applicable to call-ups including amendments and cancellations can be found in Annex A - Statement of Work.

The table below sets out the steps to placing a call-up under the Standing Offer.

STEP ONE	STEP TWO	STEP THREE	STEP FOUR
120 hours prior to port arrival, usually 1 or more week(s) in advance	Not later than 72 hours prior to port arrival	Not later than 48 hours prior to port arrival	Upon receipt of required goods/services
DND Site Authority submits Pricing Request Form to Project Coordinator.	Project Coordinator provides quotes, rates and pricing to DND Site Authority. Any pricing issues are to be resolved at this time, ie, removal or substitution of item.	DND Site Authority issues PWGSC-TPSGC 942 Call-Up Against a Standing Offer form to Project Coordinator.	DND Site Authority or designated representative reviews commodities received against PWGSC / TPSGC 942 Call-Up Against a Standing Offer.

## 7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ CAD (Applicable Taxes included).

## 7.11 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2022-01-28), General conditions: Goods (medium complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Pricing Schedule
- h) Annex D, Security Requirements Check List;
- i) Annex H, Insurance Requirements;
- j) the Offeror's offer dated\* \_\_\_\_\_

**\*OFFEROR TO COMPLETE**

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

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

### **7.13.3 SACC Manual Clauses**

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

## **7.14 Applicable Laws**

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

## **7.15 Transition to an e-Procurement Solution (EPS)**

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

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

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

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## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010A](#) (2022-10-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **7.3 Term of Contract**

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

The period of the Contract will be in accordance with the call-up against the Standing Offer.

#### **7.3.2 Delivery Date**

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

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

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

The vendor will be paid in accordance with Annex C, Pricing Schedule.

#### **7.5.2 Limitation of Expenditure**

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

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

whichever comes first.

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

### 7.5.3 Multiple Payments

H1001C (2008-05-12), Multiple Payments

### 7.5.4 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

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

### 7.5.5 Electronic Payment of Invoices – Call-up

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

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

## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment:

Senior Staff Officer Contract Policies and Inspections,  
Building D201, MARLANT HQ N4,  
PO Box 99000,  
Stn Forces,  
Halifax, NS B3K 5X5

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## 7.7 Insurance – Specific Requirements

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

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

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

## 7.8 SACC Manual Clauses

A9006C (2012-07-16), Defence Contract  
A9068C (2010-01-11), Government Site Regulations  
C0711C (2008-05-12), Time Verification  
D5328C (2014-06-26), Inspection and Acceptance  
B7500C (2006-06-16), Excess Goods

## 7.9 Dispute Resolution

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



## ANNEX A

### STATEMENT OF WORK

#### DEPLOYED LOGISTICS SUPPORT SERVICES

##### I. SUMMARY

1. This statement of work defines the scope of work required to provide logistics support services to, HALIFAX, KINGSTON, VICTORIA, HARRY DeWOLF, QUEENSTON, PROTECTEUR JOINT SUPPORT SHIPS, and miscellaneous classes of naval vessels and support staff assigned to Maritime Forces Atlantic (MARLANT), and on occasional basis, those vessels and associated deployed support staff assigned to Maritime Forces Pacific (MARPAF) when deployed within the geographical areas described below. Services are to be provided on an "if and when requested" basis.
2. Specifications relating to most classes of vessel to be supported through this standing offer are outlined in Appendix A1.
3. The Offeror is to provide logistics support services for the Period of the Standing Offer, through individuals identified as a Project Coordinator. Goods and services may be requested in various ports or locations throughout the specified geographical area.

##### II. TERMINOLOGY

Term	Definition
DND	Department of National Defence
DND Site Authority	DND Site Authority shall be: (1) vessel's Logistics Officer, (2) vessel's Departmental Coordinator, and/or (3) designated support staff, i.e. deployed support staff / Base Logistics / Canadian Fleet Atlantic Headquarters contracting authorities. The DND Site Authority will be identified in the call-up against the Standing Offer. The DND Site Authority may designate representatives to act on his/her behalf for certain tasks.
Offeror	The Offeror is the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer.
Project Coordinator	The Project Coordinator is the individual employed by the Offeror and identified in the Standing Offer to act as a liaison between the DND Site Authority and the On-Site Representative. The Project Coordinator is responsible for ensuring goods/services are provided as requested in any resulting contract (call-up Against the Standing Offer) for the duration of the Standing Offer.
On-Site Representative	The On-Site Representative is the individual engaged by the Project Coordinator to meet the vessel upon arrival in port and to ensure all requests for goods and services identified by the Project Authority are delivered and carried out to the satisfaction of the DND Site Authority.
Subcontractor	The Subcontractor is one who takes portion of a contract from the principal contractor or another subcontractor. The Subcontractor is the one who actually performs the service or provides the goods to the vessel and its support staff, regardless of the number of layers between the Offeror and the actual provider of requested goods and services.

Refuse	Refuse includes all recyclable plastics, metals and paper products, organic waste (compost) and garbage such as debris, rubbish and other similar waste material, and anything else delivered to the vessel, but not taken onboard due to spoilage, etc., even though such refuse was not on board the vessel when it arrived in port. Not included are explosives and incendiary waste, contaminated waste from medical and radiological processes, or hazardous material.
Refuse Receptacles or Containers	Include cans, drums, bins, or similar receptacles that can be handled easily, and containers that are handled by mechanical truck-mounted hoists.

### III. BACKGROUND

In support of Canada's role to contribute to international peace and security, in concert with national and international partners, the Canadian Armed Forces deploys forces to conduct a wide range of activities. Activities include training exercises, humanitarian assistance and disaster relief efforts/initiatives, peacekeeping and combat operations. This standing offer covers logistics support services to Canadian Forces Naval entities and associated support staff when deployed away from home port to participate in such activities within the geographical area(s) described below.

### IV. GEOGRAPHICAL AREAS

#### 1. Purpose

The Offeror's Project Coordinator, in conjunction with an On-Site Representative, must provide a broad range of Logistical Support Services and shall coordinate or purchase goods and services on behalf of deployed Royal Canadian Navy on an if and when required basis when deployed away from home port, categorized as:

#### Zone 4

Mediterranean/Red Seas, Africa, Arabian Sea, Middle East and Surrounding Areas, defined as ports along the southern coastal border of Portugal, starting at Cabo de Sao Vincent, including Gibraltar, the coastal areas of the Mediterranean Sea and all adjoining bodies of water (i.e., Adriatic and /Black Seas); the Red Sea; coastal areas of the Gulf of Aden; Persian Gulf; Gulf of Oman; Arabian Sea and Indian Ocean to Cape Comorin, India; Sri Lanka; the coast of Africa; and, all adjacent islands such as the Azores, Madeira, Canary Islands, Cape Verde Islands, Madagascar, Seychelles, Maldives, and other islands within the surrounding areas.

2. A list of typical ports by area is attached at Appendix A2

### V. REQUIREMENT

- 1 The Offeror must provide logistics support services for the Period of the Standing Offer through a Project Coordinator. The requirement is to provide goods and services, as identified in Part XII to support deployed naval vessels assigned to the Royal Canadian Navy, and any deployed support staffs deployed within the specified geographical areas on an "if and when requested" basis twenty-four hours a day, seven days a week during the Period of the Standing Offer. Goods and services may be requested in various ports throughout the specified geographical areas.
2. When a deployment within a specified geographical area is identified, the Royal Canadian Navy will determine the support mechanism(s) to be utilized for logistics support. Support will normally be obtained through the use of host nation's support agreements or similar arrangements, use of a vessel's authority to contract directly for goods or services, use of this standing offer, or any combination thereof.

3. When this standing offer is utilized to support deployed ships or associated support staff within the specified geographical area, the Project Coordinator is the primary point of contact for logistics support and must be supported at each port visited by an On-Site Representative. The Project Coordinator is responsible for identifying DND Site Authority requirements to the On-Site Representative. The Project Coordinator may act as the On-Site Representative.
4. The Project Coordinator, On-Site Representative and all other personnel who deal directly with the DND Site Authority, the ship, and support staff must be fluent in English, i.e., they must speak and understand conversational English and be able to discuss technical aspects of naval vessel requirements and services.
5. The Offeror is responsible for the procurement and delivery of all goods and services as requested by the DND Site Authority. The Offeror is also responsible for the provision of all equipment and operators required for delivery and loading of provisions and materiel.
6. The Offeror is responsible for all work produced in relation to any of the call-ups, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices, including any physical and/or material security provisions in effect during the course of the raised call-up in the defined geographical area or in Canada, whichever is stricter and where possible.
7. All efforts must be made by the Offeror to comply with Canadian and local quality and standards, whichever is stricter, during the course of performing the Work; however, the DND Site Authority retains the right to accept a lesser standard.
8. The quality of all goods and services rendered must conform to the highest quality and standards in the relevant profession, trade, or field of endeavour. All services must be rendered by or supervised directly by individuals fully qualified and licensed in the relevant profession, trade, or field.
9. The Offeror is responsible for verifying and obtaining any necessary insurance, licenses and permits; and for complying with any applicable laws, codes, and regulations, in connection with the performance of the work. Upon request, proof of insurance, licenses and permits must be provided within 24 hours to the DND Site Authority. The Offeror must ensure that all local health and safety rules, regulations and/or legislations are strictly adhered to and is responsible for ensuring that proper safety and health precautions are taken to protect DND personnel and assets, workers, the public, and the property of others for any work initiated in support of DND.
10. The Offeror's Project Coordinators (both the primary and the back-up) must each have a minimum of 36 months of experience within the last 7 years in the administration and management of logistics support services to deployed naval vessels in multiple ports in the each zone covered by the Standing Offer.

## **VI. CONDITIONS**

The Offeror is, under no circumstances, an agent of Canada. When issued a call-up against the Standing Offer, the Offeror is a contractor of Canada, NOT an agent of Canada.

## **VII. DND SITE AUTHORITY RESPONSIBILITIES**

1. The DND Site Authority is responsible for issuing any call-ups against the standing offer when this procurement instrument has been selected as a means to support a deployed ship and/or support staff. Unless instructed otherwise, the DND Site Authority is the primary DND contact point for the Project Coordinator or On-Site Representative.

2. The DND Site Authority is also responsible for accepting and issuing any amendments to the call-up document, in accordance with the call-up procedures identified below.
3. Payment of invoices for goods and/or services supplied is normally the responsibility of the DND Site Authority or designated representative.

#### **VIII. PROJECT COORDINATOR RESPONSIBILITIES**

1. A Project Coordinator must be available twenty-four hours a day, seven days a week for the Period of the Standing Offer. Two Project Coordinators (the primary and a back-up) must be identified at all times to ensure a back-up process exists.
2. The Project Coordinator must coordinate all activities with the On-Site Representative.  
  
The Project Coordinator must provide the name, address, contact telephone numbers and e-mail address of the On-Site Representative to the DND Site Authority a minimum of 72 hours prior to the arrival of the ship or support staff in port. There is no additional charge to Canada under the per diem rate for the On-Site Representative.
3. The Project Coordinator is required to actively participate in the overall management of all activities related to the call-ups and the Statement of Work and is directly responsible for the effective supervision and coordination of its personnel in order to minimize the effort required by DND to manage the requirement.
4. An important service requirement is to ensure a prompt exchange of information between the Project Coordinator/On-Site Representative and the DND Site Authority. In coordinating the needs of a naval vessel port visit, particularly when more than one vessel is visiting the same or multiple ports at the same time, the Project Coordinator/On-Site Representative can expect to encounter a very busy logistics environment. A great deal of information exchange between the Project Coordinator/On-Site Representative and each vessel will be necessary to cover details and modifications as conditions change.
5. The Project Coordinator/On-Site Representative must keep the DND Site Authority informed of all problems, delays in service, schedule changes, and conflicts in scheduling relating to the delivery of requested goods and services. For example, any delays in delivery of any good or service, schedules changes, or schedule conflicts from those originally requested by the DND Site Authority must be reported immediately to the DND Site Authority.
6. The Project Coordinator must act as liaison to avoid duplication of services. Any disputes or discrepancies arising from goods and/or services provided must be resolved directly between the DND Site Authority and the On-Site Representative or the subcontractor(s) with the assistance of the Project Coordinator as deemed necessary by the DND Site Authority. Issues that cannot be resolved at these levels are to be referred to the DND Procurement and Contracting Officer.
7. When the Offeror is requested to provide logistics support services, the Project Coordinator must be the single point of contact for all goods and/or services requested for the port visit. The Project Coordinator is responsible for the management and administration of all acquisitions initiated on behalf of DND against the standing offer. The Project Coordinator is responsible for proving all of the equipment and operators required for the delivery and loading of provisions and materials onboard ship.

8. When required, the Project Coordinator must act as liaison and assist in coordinating the arrangement of goods and services provided by or to other commercial and military concerns (port authorities, local Navy). Involvement of the On-Site Representative is at the discretion of the Project Coordinator.

- 9 Invoices must be submitted to the DND Site Authority or their designated representative prior to the vessels departure from port. Where this requirement cannot be met invoices must be provided no later than 30 days after delivery of the goods or services. The Project Coordinator or the On-Site Representative must provide post visit goods and services report(s) (Appendix A6) to the DND Site Authority or their designated representative prior to the ships departure.

#### **IX. ON-SITE REPRESENTATIVE RESPONSIBILITIES**

1. The On-Site Representative must be identified by the Project Coordinator to the DND Site Authority no less than 72 hours prior to the port visit and is responsible for assisting the Project Coordinator in the performance of the work identified within the terms of the standing offer and resulting call-ups. Operational considerations may require that this function be performed by one or more individuals at one or more locations at the same time within the same Zone.
2. The On-Site Representative must:
  - (a) be physically located as determined by DND in order to carry out responsibilities, i.e., close proximity to ship or deployed support staff as determine by DND;
  - (b) be fluent in English; i.e., at a minimum the On-Site Representative must speak and understand conversational English and be able to discuss technical aspects of Naval vessel requirements and services available in port;
  - (c) be able to conduct business in a timely, efficient and effective manner in the Zone being supported; and
  - (d) act as the initial contact for DND Site Authority to resolve any problems, delays in service, schedule changes, conflicts in schedule and any other issues that may compromise the agreed to delivery and costs.
3. The On-Site Representative must meet the vessel and any deployed support staff upon arrival at all ports where goods and/or services are requested under this standing offer. The On-Site Representative must board each vessel upon arrival. For multiple Canadian naval vessel arrivals on the same day and in the same port, the On-Site Representative must board the vessels upon arrival or as soon as practical thereafter, but in any case within one hour after arrival of each vessel. The DND Site Authority may waive the above requirement for individual boarding by the On-Site Representative, and schedule a joint "Arrival Conference". This conference does not relieve the On-Site Representative from the initial boarding of any vessel not represented at the conference. The On-Site Representative must also be present at the vessel(s) for departure.
4. The On-Site Representative must provide the DND Site Authority, upon initial boarding, detailed information relating to local emergency services. Such information must include the location and telephone numbers for standard emergency services.
5. The On-Site Representative must, upon initial boarding, provide the DND Site Authority with a copy of the completed Water Taxi Inspection Checklist (Appendix A5), if such services have been requested.

6. The On-Site Representative must, if requested by the DND Site Authority, upon initial boarding, be prepared to brief vessel personnel on available athletic and recreational facilities in the vicinity of the port in which the vessel is berthed. Such information must include the location, hours of operation, and cost of facilities including but not limited to soccer fields, basketball courts, swimming areas, and the availability of local teams for competitive athletics.
7. The On-Site Representative must be available, either in person or by phone, twenty-four hours a day, seven days a week, for the period that the vessel and any deployed support staff are in port or as otherwise identified by the DND Site Authority. The On-Site Representative must visit the vessel or support staff daily on subsequent days unless the DND Site Authority advises otherwise. No daily fee shall apply to days that the On-Site Representative or Contractor's support staff is not requested to visit the vessel, if advised a minimum of 12 hours in advance by the Site Authority that a subsequent daily visit is not required. Such availability of the On-Site Representative is also to be provided to any deployed support staff.
8. The On-Site Representative must monitor the delivery of supplies and rendering of services to ensure performance is as requested by the DND Site Authority. The On-Site Representative must ensure that all requested requirements are in place at the required delivery point and time. The On-Site Representative must keep the DND Site Authority informed of the delivery status of goods and services. For example, any delays in delivery of any good or service, schedule changes, or schedule conflicts from those originally requested must be reported immediately to the DND Site Authority.
9. If applicable, should Canada experience any issues with the Offeror's subcontracted On-Site Representative during a port visit, it is at Canada's sole discretion to require the Offeror to provide non-subcontracted On-Site Representative for some or all subsequent call-ups against the Standing Offer at no additional cost to Canada.

#### **X. CALL-UP PROCESS**

1. Initial Contact:

When possible, the DND Site Authority will contact the Project Coordinator no less than 120 hours (five days) prior to an anticipated port visit (when possible).

2. Form and Content of Pricing Request Form

- (a) When a requirement is identified, the DND Site Authority will prepare an Appendix A3 a pricing request form and submit it to the Project Coordinator.
- (b) The Pricing Request Form must contain the following information, as applicable:
  1. The Pricing Request Form number;
  2. Description(s) and quantities of the requested deliverables on a line item by line item basis;
  3. The delivery and/or completion dates and times for each deliverable; and
  4. Any other constraints that might affect the Offeror's completion of the tasks.

3. Offeror's Response to the Pricing Request Form:

- (a) The Offeror must submit a response back to the DND Site Authority for each Pricing Request Form;
- (b) The Offeror must obtain and provide detailed pricing information, including multiple quotes where applicable, to the DND Site Authority in response to the Pricing Request Form;



**Three separate quotes must be attached to the Price Request Form response for each identified line item of goods and/or services where the line item value is expected to be greater than the equivalent of \$5,000.00 CAD.** In the event that this is not possible (i.e. urgent or emergency requirements or there are not three vendors of the requested goods or services available), all available quotes must be attached to the Pricing Request Form along with written explanation as to why three separate quotes were not provided.

The published port tariffs for goods/services provided by the local port and priced in that manner must also be provided by the Offeror and attached to the Pricing Request Form.

- (c) The Offeror must ensure that the pricing information provided for all requested goods and services is fair and reasonable, lowest cost or best value substantiated by quotations with evaluations or price certifications, for example, and in accordance with Annex B (Basis of Payment).
- (d) By submitting its response to the Pricing Request Form, the Offeror agrees to the Price Certification as stated on the Pricing Request Form.
- (e) Within the time specified by the DND Site Authority and no later than 72 hours prior to port arrival, the Offeror must submit its Pricing Request Form response to the DND Site Authority with the proposed total price for the requested deliverables and a breakdown of that price for each line item, established in accordance with the Basis of Payment.

The Offeror will not be paid for responding to the Pricing Request Form or for providing information to prepare and issue or the call-up. The Offeror must provide all information requested by Canada in relation to the call-up within the time period specified by Canada.

4. Pricing Request form Response Review Process:

- (a) The DND Site Authority will review the Offeror's Pricing Request Form response.
- (b) Items that are not considered to be fair and reasonable are either to be removed or if agreed by the DND Site Authority and the Project Coordinator, substituted.

5. Call-up Issuance Authority:

- (a) To be validly issued, the call-up must not exceed the call-up limitation as set out in the Standing Offer.
- (b) Any call-up that does not bear the appropriate signature is not validly issued by Canada. Any work performed by the Offeror without receiving a validly issued call-up is done at the Offeror's own risk.

6. Call-up Issuance

Once the DND Site Authority is satisfied with the pricing in the Offeror's Pricing Request Form response, a call-up using PWGSC-TPSGC 942 call-up against a Standing Offer form, will be issued by a DND Site Authority against the Standing Offer to the Offeror, for the required goods and services. A copy of the finalized Pricing Request Form will accompany the call-up as an attachment. Call-ups will typically be issued in writing a minimum of 48 hours in advance, including weekends and non-business days, by e-mail or facsimile to the Project Coordinator.

The table below sets out the steps to placing a call-up under the Standing Offer.

STEP ONE	STEP TWO	STEP THREE	STEP FOUR
<b>Not later than 120 hours prior to port arrival, usually 1 or more week(s) in advance</b>	<b>Not later than 72 hours prior to port arrival</b>	<b>Not later than 48 hours prior to port arrival</b>	<b>Upon receipt of required goods/services</b>
DND Site Authority submits Pricing Request Form to Project Coordinator.	Project Coordinator provides quotes, rates and pricing to DND Site Authority. Any pricing issues are to be resolved at this time, removal or substitution of item.	DND Site Authority issues PWGSC-TPSGC 942 Call-Up Against a Standing Offer form to Project Coordinator.	DND Site Authority or designated representative reviews commodities received against PWGSC / TPSGC 942 Call-Up Against a Standing Offer.

7. Amendments:

Requirements and delivery locations are subject to change. Scheduled port visits may be cancelled, redirected or amended on short notice. The Project Coordinator must remain flexible and maintain close contact with the DND Site Authority in order to successfully meet the requirements of the naval vessel/support staff.

Changes such as adjustments in quantity, product substitutions or additional requirements may be made by the DND Site Authority. Requested changes may be initiated by e-mail, telephone or fax submitted to the Offeror. The Project Coordinator is to provide pricing by e-mail or fax as soon as possible, but no later than 24 hours after receipt of such amendment requests. An amendment to the contract (PWGSC 942, call-up against a Standing Offer) is to be issued by the DND Site Authority when such amendments are initiated.

8. Cancellations:

DND reserves the right to cancel full or partial orders up to 48 hours prior to scheduled delivery in writing, by email or facsimile to the Project Coordinator, including weekends or non-business days, with no cost incurred by Canada. If such cancellations occur less than 48 hours prior to scheduled delivery, the DND Site Authority will authorize the Offeror's direct expenses, when supported by appropriate documentation (i.e., subcontractor invoices for re-stocking fees, etc).

9. Receipt of Goods and Services:

Required goods and services must be delivered to the location and by the date and time specified in the call-up and receipted by the DND Site Authority. When required to support advance deployed support staff, two week's notification will normally be provided to the Project Coordinator.

**XI. PORT VISIT INFORMATION WEBSITE**

- The Offeror is responsible for providing a secure port visit information website to assist DND in estimating, tracking, forecasting and reporting of all port visit costs occurred during the entire period of the Standing Offer. All reports must be downloadable into Microsoft Excel (2013) format. All documents must also be in Portable Document Format (pdf) and readable through Adobe Reader.



2. The Offeror's website must also:

- (a) Provide secure user login and password. The website must allow multiple simultaneous users to access the stored information. Access must be coordinated through the DND MARLANT Procurement and Contracting Officer in order to limit access. Only authorized users will have access to the website. A common secured access may be made available to limited users as a Port Visit Estimating tool.

Securely store copies of the following documents:

- (i) Completed Request for Pricing Forms with all accompanying quotes and other documents;
- (ii) Issued PWGSC 942 Call-up Against a Standing Offer forms with all subsequent amendments;
- (iii) Offeror invoices;
- (iv) Subcontractor invoices;
- (v) Delivery tickets; and
- (vi) Port Tariff Rates.

These documents must be made available for viewing or downloading as required by logged in users. The Offeror must ensure this data is accurate and complete as soon as available.

- (b) Track all prior port visits including detailed listing of goods/services provided along with final prices charged;
- (c) Provide monthly and annual financial summaries per port, as per categories listed under section XII Specifications.
3. All reports downloaded from this website are the property of DND, data rights are considered unilateral for the Navy portal into the website.
4. All data obtained by Canada through the use of the Offeror's port visit information website during the course of the Standing Offer is for the sole use of Canada. Canada will retain the rights to all data after the Standing Offer expires. Web site access and all data input on the website must remain available for download and viewing through the website for the Period of the Standing Offer.
5. At the expiry of the standing offer, the Offeror must provide CDs or DVDs containing all data and documents collected over the period of the Standing Offer to the DND MARLANT Procurement and Contracting Officer at no additional cost.
6. Before transmission of any website data via electronic transmission or any other data media, the Offeror must scan all documents with current anti-virus software to ensure computer virus free transmission. The website server must scan all reports for computer viruses and malware before inclusion in the website's databases. Any reports sent containing any computer viruses or malware will be returned immediately to the Offeror. The Offeror must provide virus-free and malware-free reports on the website.
7. The Offeror must have an operational website in place within 3 months from the issuance date of the Standing Offer.

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## Invoice Instructions and Payment

1. The DND Site Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the call-up 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.
2. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

As applicable, each invoice must be supported by:

- (a) time sheets to support the time claimed;
  - (b) release documents and any other documents as specified in the Contract; and
  - (c) original invoices, receipts, vouchers for all direct expenses.
3. Invoices must include the physical address, mailing address, telephone number, and if available, the e-mail address of the subcontractor.
4. Original invoices for all goods and services provided must be submitted to the DND Site Authority prior to the departure from port. When this requirement cannot be met for reasons beyond the control of the Offeror and to the satisfaction of the DND Site Authority, the invoices must be provided as soon as possible and no later than 30 calendar days after departing the port.
5. All invoices including subcontractor invoices must be uploaded to the port visit information website as soon as possible and no later than 30 calendar days after departing the port.
6. Invoices which lack the identification of the currency used for pricing will be deemed to be utilizing the official currency of the port's nation. Invoices are to reflect the currency exchange rates for the day the goods and services were received based on the Bank of Canada Daily Currency Converter's posted exchange rate.
7. Profit generated by the Offeror must only come from the firm daily rates identified in Annex C.
8. Any and all money received (in the form of overcharges, commissions, rebates, volume discounts, etc.) by the Offeror from any source other than Canada in relation to the goods and services provided under this Standing Offer and its subsequent call-ups must be disclosed and returned to Canada with 10 calendar days.

## Banking and Currency Requirements

Banking and currency services must be provided by the Offeror if and when requested by the Site Authority. Any exchange of funds must be completed based on the Bank of Canada Daily Currency Converter's posted exchange rate for the day the transaction is completed. If a local currency is not listed on the Bank of Canada Daily Currency Converter, the US Government's exchange tool is to be used.

## XII. SPECIFICATIONS

- 1 In addition to providing logistics support services, the Offeror will be required to provide the following goods and services if and when requested by the DND Site Authority:

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**a. Rations**

- (1) If and when requested by the Site Authority, the Offeror must arrange for the timely acquisition and delivery of the required subsistence items.
- (2) All food products must meet Food Quality Specifications as referenced in Appendix A4 or equivalent and be considered safe in accordance with **Canadian Armed Forces Food Safety and Defence System** or equivalent standards.
- (3) Fresh, chilled, frozen and grocery food commodities must be delivered in climate controlled transport.
- (4) All delivery vehicles must comply with or exceed the standards set out in **Canadian Armed Forces Food Safety and Defence System**.
- (5) The DND Site Authority is responsible for receiving food and checking for quality, quantity, refrigerated/frozen state of the product, degree of ripeness of fresh fruits and vegetables, and freshness as determined by visual examination and by "expiry date" (or the equivalent). All products supplied must be free of signs of deterioration, spoilage, filth and damage by rodents or insects. The verification is to be completed while the delivery is being made or as soon as possible thereafter. The DND Site Authority will have the right to reject products at the time of delivery and the Offeror will remove unacceptable product immediately at no cost to Canada.
- (6) All safety seals must be intact or the product will be rejected.
- (7) The Project Coordinator is to ensure the procurement of all meat products is USDA or Canada Grade AA and in accordance with current Canadian Food Inspection Agency directives relating to "Foot and Mouth" disease (available at <http://www.inspection.gc.ca/english/anim/disemala/fmdfa/fmdfae.shtml>) and if required, to arrange proper disposal of food waste products.
- (8) All meat and meat products must be processed at federally inspected plants.
- (9) Poultry and Fish must be individually quick frozen (IQF) with an internal temperature of not greater than minus eighteen (-18) degrees Celsius.
- (10) Products to be supplied must be of the latest production date available. Shelf life or best before date must be clearly marked in a conspicuous location and any condition affecting the product must be clearly stated at the time of pricing. The shelf life or expiry date (or equivalent) must be clearly marked.
- (11) Frozen products must be individually quick frozen (IQF) and delivered with an internal temperature of not greater than minus eighteen (-18) degrees Celsius.
- (12) Chilled products must be delivered with an internal temperature of not greater than four (4) degrees Celsius and not less than one (1) degree Celsius.
- (13) All fresh, frozen and canned fruits and vegetables supplied must be equivalent to the requirements outlined in the Canadian Food Services Industry or equivalent standards.
- (14) Fresh fruit and vegetables must be of good quality and meet the following specifics:

- i. must not be grown (cultivated) using Fecal Sludge.
  - ii. must be free of deterioration, spoilage, filth, and pest and/or insect infestation; and
  - iii. must be fresh, yet not overripe.
- (15) Unless otherwise indicated at the time of placement of the order with the Project Coordinator, orders are to be palletized and wrapped. Orders are not to be mixed (ie, pallets to carry all dry commodities, all frozen, all meat, etc). Returnable pallets or shipping containers are the responsibility of the Offeror.
- (16) Submarines have specific packaging requirements, which must be adhered to. Due to limitations posed by hatches, rations packages must not exceed 21 inches square.

**b. Refuse Coordination**

- (1) The Offeror must furnish all labour, tools, materials, equipment and supervision necessary for the performance of all operations incidental to the collection and disposal of refuse, including liquid, semi-liquid, or solid garbage generated by vessels or deployed support staff when requested.
- (2) The Offeror must comply with all laws, ordinances, statutes and regulations pertaining to the collection, transportation, and disposal of refuse and must obtain such permits, licenses or other authorizations as may be required.
- (3) For vessels pier side, unless prohibited by port regulations, the Offeror must furnish dedicated refuse containers/barges near the naval vessel (within 25 meters) or alongside the vessel. If port regulations prohibit this proximity, the containers/barges must be placed as close as permitted. The emptying of containers/barges must be organized by the Offeror with sufficient frequency to allow garbage disposal by the naval vessel whenever required.
- (4) Insofar as practicable, naval vessel crews shall separate refuse into recyclable plastics, metals, and paper products, organic waste (compost) and garbage categories. Any separation desired by the Offeror over and above this must be arranged by the Offeror at no additional cost or time lost to Canada.
- (5) All refuse from naval vessels in plastic bags or cardboard boxes must be collected as requested. Pickup of all other loose refuse, such as cardboard boxes, cartons, bundled and tied newspapers and magazines, and packing containers, pallets, etc., which are placed adjacent to the refuse must be arranged by the Offeror. Cleanup of any spillage of refuse in the course of the handling operation must be arranged immediately by the Offeror. Refuse containers must be returned to their original position with the lids replaced thereon when emptied. All refuse collected must be hauled in barges or suitable vehicles and disposed of as outlined below.
- (6) **Barge Crews:**
- (a) The crews of the refuse disposal barges utilized by the Offeror must have in their possession the necessary security clearance from the appropriate port authorities. The crew members must not engage in any business activity other than refuse removal during performance of refuse removal services. The barge crew must be entirely responsible for the

tending of lines and for barge security. The movement of refuse from the vessel to the barge must be performed with care by the naval vessel's sailors and in a manner ensuring the safety of the Offeror's crews and barges. Any instances of unsafe practices must be brought to the attention of the DND Site Authority immediately in order to ensure that corrective and preventive action is taken.

- (b) If a refuse barge must be removed because of bad weather conditions, the Offeror will be paid for the specific collection, or, in the case of a dedicated barge, for the balance of the day. Should bad weather occur, the DND Site Authority will contact the Offeror to direct that the barge be removed as a potential hazard to navigation.
- (c) Should a naval vessel with a dedicated barge alongside experience an emergency wherein the vessel must depart, the DND Site Authority will advise the Offeror at least four hours in advance for barge removal at no additional cost to the Crown.

**c. Collection, Holding and Transfer (CHT) / Sewage Removal**

- (1) The Offeror must provide sewage removal services, when requested. These sewage removal services involve the collection, holding and transfer of bacteriological/chemical liquids generated. This liquid waste must be pumped from the naval vessel into a barge/truck as arranged by the Offeror, and will include all wastewater generated by the vessel (i.e. grey water and black water). Most naval vessels can pump to a standard tanker truck, but some cannot. The DND Site Authority will identify if a vacuum truck is required.
- (2) The Offeror must arrange for the disposal of this liquid waste as required by local and national laws and regulations at authorized locations.
- (3) All equipment used for sewage removal must be in mechanically sound condition and meet all safety standards as required by all local laws and regulations. Hoses and connections for sewage removal supplied through the Offeror must be compatible with Canadian naval vessels' requirements.
- (4) Unless otherwise arranged with the DND Site Authority, the Offeror must:
  - (a) provide numbers of barges/trucks with sufficient capacity to assure that the CHT tanks are emptied prior to reaching 90% of capacity; and
  - (b) that service begins within one hour of the naval vessel's arrival and until to one hour before the vessel's departure.
- (5) Cost must include all operating expenses including, tugs, barges, tanks, fuel, discharge cost, insurance, drivers, crew members, all costs related to service performed in overtime, at night, Saturdays, Sundays, and holidays.
- (6) The Offeror must be able to fully service no less than four vessels on a daily basis at anchorage and/or pier side as appropriate.
- (7) The Offeror must provide an accurate flow meter/depth chart to document the amount of CHT removed from the vessel. The CHT removal figures must be certified by the DND Site Authority prior to payment for services rendered.

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**d. Waste Oil and Aggregate Water Removal**

- (1) The Offeror must provide waste oil services, when requested. The waste oil services involve the collection of oil and aggregate water generated by naval vessels, as identified by the DND Site Authority. The waste oil must be pumped by the naval vessel into tanks arranged through the Offeror. The Offeror must arrange for disposal of this liquid waste as required by local and national laws and regulations.
- (2) The Offeror must provide an accurate flow meter/depth chart to document the amount of waste oil removed from the vessel. The waste oil removal figures must be certified by the DND Site Authority prior to payment for services rendered.

**e. Disposal of Hazardous Materials**

- (1) The Offeror must provide hazardous waste disposal services when requested. The hazardous waste services involve the collection and disposal of hazardous wastes generated by naval vessels, as identified by the DND Site Authority. The Offeror must furnish all labour, tools, materials, equipment and supervision necessary for the performance of all operations incidental to the collection and disposal of hazardous materiel. The Offeror must arrange for the removal and disposal of hazardous waste as required by local and national laws and regulations.
- (2) All equipment used for hazardous waste removal must be mechanically sound and meet all safety standards as required by all local laws and regulations. The price offered must include the costs for drivers or operators (and any helpers or other crew members, as required), overtime charges, all insurance, fuel, customs clearance, and other operating costs.
- (3) The hazardous waste removal figures must be certified by the DND Site Authority prior to payment for services rendered.

**f. Fresh Potable Water**

- (1) The Offeror must supply fresh potable water when requested. Potable Water is defined as water that is drinkable and usable for culinary purposes, as a result of being free of pathogenic organisms or their indicators, toxic substances, objectionable taste, odour, and colour, and other undesirable physical, chemical, and biological characteristics.
- (2) The Offeror may be requested to have water testing completed for comparison purposes with the Canadian Drinking Water Guidelines as published by Health Canada so that the determination can be made by the DND Site Authority or their delegated representative regarding alternate means for the provision of potable water.
- (3) The Canadian Drinking Water Guidelines are available at <http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>
- (4) The Offeror must provide an accurate flow meter/depth chart to the DND Site Authority to document the amount of potable water taken on by the vessel if applicable. The quantities must be certified by the DND Site Authority prior to payment for services rendered.

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**g. Pilots, Tugboats, Line Handlers and Berthing Services**

- (1) The Offeror must provide pilots, tugboats, line handlers, and berthing services, when requested. The Offeror must liaise with Port Authorities as necessary to ensure that the services are available as required and at the times requested. Canada is not responsible for cost associated with moving vessels at Port Authorities' convenience.
- (2) Berthing information to include allocations of berthing assignments and charts, and sounding and tidal ranges relating to the assigned berth.
- (3) The Offeror must notify the DND Site Authority one day in advance of the time the pilot and tugs are scheduled to arrive to assist with vessel departure.

**h. Cargo Lighterage**

- (1) The Offeror must arrange cargo lighterage services, when requested. Requirements for lighterage may cover a wide variety of uses such as but not limited to movement of aircraft engines, motor vehicles, and general cargo. The Offeror must verify that the correct size and type of craft is used for the purpose intended. Services are calculated from the time the barge departs from the pier to the time of re-berthing.
- (2) Vessel's tackle may be used with the permission of the DND Site Authority, for loading or off-loading the cargo. However, the Offeror must arrange for adequate personnel on board the boat or barge to fully assist with slings, hoists, lines, and handling of cargo. The incidental handling of cargo in conjunction with loading or off-loading between the vessel and barge must not be separately charged. Charges for lighterage services will be assessed per hour, rounded up to the nearest hour. All invoices for lighterage services will state the actual time period conveyance was utilized. The Offeror, for invoicing purposes, may round up to the nearest hour. Prices must include all ancillary charges.
- (3) Unless otherwise directed, the Offeror must arrange for the lighter of fresh provisions and perishables on a preferential basis. Once an order for the lighterage of fresh provisions has been placed, the Offeror must ensure that the perishables reach the vessel with a minimum of delay. Should perishable provisions fail to be delivered within sufficient time to assure their preservation as the result of negligence on the part of the Offeror, the Offeror must be liable and chargeable for the shipment damage.
- (4) All equipment including boats, barges and lighters used in the lighterage operation must be maintained in an orderly and sanitary condition, free of debris and/or food substances, and must be washed down regularly with fresh water. No dogs or other animals are to be permitted aboard the cargo lighters. The boats and barges utilized by the Offeror for the performance of lighterage services must not be utilized for any other purpose that might serve to contaminate foods carried thereon. The Offeror must under no circumstances hire boats/barges and equipment for lighterage that has been used or is also used for the purposes of refuse or sewage removal.
- (5) Canada reserves the right to perform pier side inspection of lighters for security or other reasons, whenever such inspection is considered necessary.



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**i. Crane Services**

- (1) The Offeror must provide cranes with operators, when requested. Requirements for cranes may cover a wide variety of uses such as, but not limited to, movement of aircraft engines, motor vehicles, and general cargo. The Offeror must verify that the correct size and type of crane is used for purpose intended. Service charges are calculated from the time the crane commences.
- (2) Charges for crane services will be assessed by the hour, rounded up to the nearest hour. All invoices for crane services will state the actual time period conveyance was utilized. The Offeror, for invoicing purposes, may roundup to the nearest hour. Prices must include all ancillary charges.
- (3) Unless otherwise directed, the Offeror must arrange for the on-loading of fresh provisions and perishables on a preferential basis. Once an order for the loading of fresh provisions has been placed, the Offeror must ensure that the perishables reach the vessel with a minimum of delay. Should perishable provisions fail to be delivered within sufficient time to assure their preservation as the result of negligence on the part of the Offeror, the Offeror must be liable and chargeable for the shipment damage.

**j. Brows (Gangways)**

Canadian naval vessels, with the exception of submarines, carry brows. However, the use of their own brow is dependent upon the type of mooring obtained and other vessel considerations. The Offeror must provide brows (various sizes and categories), if required by the vessel. Prices offered must include all set-up and removal charges.

**k. Cargo Drayage/Free Time/Demurrage/Detention**

- (1) The Offeror must provide for cargo drayage when requested for use within a two-hundred (200) kilometre radius of the vessel. The price must include driver (and helpers, as required), all insurance, fuel, tools, and all incidental expenses. Inside storage is defined as supplies and/or material stored inside a secure warehouse or other inside facility. Outside storage is defined as supplies and/or material stored outside in a secure storage yard. Bonded storage is defined as supplies and/or material stored within any "bonded" warehouse, inside storage and/or outside storage yard.
- (2) Free Time is the time allowed to the consignee(s) for the pickup and return of containers to the carrier's berth or ocean terminal at discharge point. Upon expiration of Free Time at the carrier's ocean marine terminal, demurrage/detention will be charged to the consignor for each day, or portion thereof, including Saturdays, Sundays, and local holidays, that the container(s) remains at the carrier's ocean marine terminal and continue until container(s) is/are returned in clean and undamaged condition to discharging terminal or other carrier designated point after discharge of its contents.

**l. Water Taxi Service**

- (1) The Offeror must provide water taxi transportation services when requested by the DND Site Authority. All equipment used for transportation services under this standing offer must be in sound mechanical condition and meet all safety standards as required by all local laws and regulations. The prices must include



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driver or operator (and any helpers or crew members, as required), insurance required by local law, fuel, and other operating expenses.

- (2) The Offeror must arrange for the pre-inspection of the water taxis proposed for use for each order using the attached Water Taxi Inspection Cover Sheet and Check List at Appendix A5. The completed pre-inspection checklist must be provided to the DND Site Authority. The Offeror must ensure that all water taxis are fully licensed, registered, and insured, including liability insurance.
- (3) Water taxis provided must meet the following specifications:
  - (a) The following information must be conspicuously posted in English:
    - i. current operator's/captain's license and qualifications;
    - ii. passenger/weight capacity limit notice;
    - iii. location and number of life jackets and other life saving equipment;
    - iv. location of all exits indicated in large letters (if not obvious); and
    - v. emergency procedures.
  - (b) Each water taxi must be equipped with at least one clean and serviceable life jacket for each passenger and crew member, and all life jackets must be stowed in a readily accessible place.
  - (c) Except as otherwise specified herein, the service must include all equipment needed to transport personnel between the vessel anchored in the outer harbour or in the inner harbour and fleet landing or any designated pier or berth within the port. If it becomes necessary to change the landing point of the water taxi (pier or berth), docking at the new landing point is to occur at no additional cost to Canada.
  - (d) All water taxis hired used by the Offeror must have emergency lighting, both permanent and hand held, must be available and in working order at all times.
  - (e) Operation of the water taxi must be in a safe and seaworthy manner.
  - (f) The consumption of alcoholic beverages must not be permitted aboard the water taxis.
  - (g) Requirements for the material condition of the water taxis:
    - i. Hull:
      - watertight integrity of weather decks, bulkheads, watertight closures and interior hull structure;
      - superstructure (including masts and stacks);
      - railings, bulwarks, guard-rails, and lifelines must be soundly attached to the hull; and
      - provision for drainage of sea water from exposed decks.

ii. Machinery:

- main propulsion and auxiliary machinery essential to operation of craft must be in satisfactory condition and operating properly;
- sea and bulkhead closure valves in satisfactory working order;
- bilge suction strainers and dewatering systems - bilge pumps to be tested by operation;
- bilges free of flammable liquids; and
- steering apparatus operates satisfactorily.

iii. Electrical:

- cables and wiring in satisfactory condition, free of crimping, exposed bare wires and connections;
- navigation, deck and emergency lighting tests satisfactorily;
- all lighting and electrical fixtures properly mounted and connected;
- emergency lighting appropriate to water taxis' size and design is readily available and functions properly (a substantial hand held battery powered light may be adequate);
- rotating electrical machinery, e.g., generators and motors in satisfactory condition and good working order; and
- storage batteries properly vented, securely strapped and properly connected.

iv. Lifesaving Equipment:

- life preservers/jackets in sufficient number for maximum passenger capacity plus crew, stowed in accessible and identifiable locations, and in good repair;
- first aid kit(s) in satisfactory condition and readily identifiable (minimum of one per water taxi);
- life rings with automatically activated distress light, readily deployable, in good condition, and sufficient number for size of water taxi (minimum of one per water taxi);
- life raft(s) and hydrostatic release (where applicable) - sufficient for maximum water taxi capacity; and
- distress signalling devices should be sufficient in number and type of pyrotechnic for the class of vessel (portable air horn, flares, etc.).

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v. Fire Fighting Equipment:

- o fire pump with appropriate water pressure;
- o portable fire extinguishers, properly charged, accessible, sufficient number for size and configuration of water taxi (minimum of one located near engine compartment and at least one extinguisher for each passenger area); and fixed systems, i.e., CO2 cylinders in satisfactory condition.

vi. Miscellaneous Systems and Equipment:

- o harbour charts and either a lighted compass and/or a boat compass with sufficient portable lighting available;
- o ground tackle and mooring lines in good condition and of appropriate size;
- o low visibility signalling device (whistle, fog horn, or bell) in satisfactory working order;
- o compass;
- o operational radar;
- o two-way radio capable of bridge-to-bridge communications plus a battery back-up; and
- o current licenses.

- (h) All personnel operating water taxis must have all certifications required and issued by the law of the country in which the port is located for the operation of the type, class, or size of water taxi being operated by such personnel. In addition, all such personnel must have requisite experience, skill, knowledge, and familiarity with the water area in which the water taxis are to be operated to ensure the water taxis are operated in a safe and seaworthy manner.
- (i) During the period of the call-up against a standing offer, the vessel to be serviced will provide adequate and sufficient security personnel for maintaining the orderly transportation of its personnel and such civilians who may be transported. Such military personnel will be assigned at the discretion of the DND Site Authority. When a Boat Officer designated from the vessel's crew is embarked in a water taxi hired by the Offeror, he/she will be responsible for the good order and discipline of Canadian military personnel onboard. He/she will also have the authority from the vessel's Commanding Officer to refuse the contracted boat to be boarded or sail under conditions the Boat Officer considers to be unsafe and, once the contracted water taxi is underway, to direct the return of the taxi to its previous mooring due to conditions deemed unsafe by the Boat Officer.
- (j) In the event of a water taxi breakdown, immediately prior to or during a trip, the Offeror must arrange for a replacement water taxi that complies in all respects with this standing offer at no additional cost to Canada.
- (k) Any personal articles or items found on the water taxi after completion of each trip must be turned over to the DND Site Authority.

- (l) Any damage or destruction caused by Canada must be reported immediately to the DND Site Authority. The damage must be inspected by the DND Site Authority prior to the water taxi returning to service. No claims will be accepted after the ship has left port.
- (m) For purposes of the water taxi, the following definitions apply:
  - i. "Full day service" is defined as 18 hours of continuous service from the hours of 0600 to 2400 local time;
  - ii. "Additional hour" is defined as each additional hour of continuous service over and above 18 hours a day. Must be continuous following initial 18 hours of service;
  - iii. Fees will apply in the event service is cancelled due to adverse weather conditions, late arrival/early departure of the vessel;
  - iv. Actual passenger capacity at the time of the rendering of services will be determined by the DND Site Authority, notwithstanding the advertised or licensed passenger capacity. Determination of actual passenger capacity will be based on the consideration of many factors, including, but not limited to, the condition of the water taxi as determined through an inspection, local weather or sea conditions, and any other factors affecting safety.
- (n) The Commanding Officer or designated representative as identified by the DND Site Authority must inspect and accept all liberty boats/water taxis prior to transporting any personnel. Each request for liberty boat/water taxi service is made on the basis that the request is to be considered a final order/obligation of the ordering activity only after each water taxi has been inspected and accepted by the vessel's representative. The vessel's Commanding Officer is solely responsible for the safety of the crew and the subsequent acceptance of liberty boat/water taxi services. If the water taxi's condition is not in accordance with the requirements of the contract, the vessel's Commanding Officer or designated representative as identified by the DND Site Authority may reject the water taxi. In the event an item of critical safety equipment listed above is missing from the water taxi offered for service, the vessel's Commanding Officer or designated representative as identified by the DND Site Authority will have the option of either furnishing the missing item(s), with reimbursement from the Offeror at cost, or rejecting the water taxi. Listed in Appendix A5 are the guidelines to be used by Commanding Officers or their designated representative as identified by the DND Site Authority in the inspection of water taxis prior to acceptance.
- (o) In the event the water taxi is determined to be unacceptable or deficiencies are found, the Offeror must replace the water taxi or correct the deficiencies within one hour after receipt of notification. Failure to replace the water taxi or correct the deficiencies may result in the reduction of the contracted price. If Canada rejects a water taxi, Canada must not be liable for any costs the Offeror incurs in presenting said water taxi for inspection.

**m. Vehicle Rental**

- (1) Vehicle management is of highest concern during port visits. Utmost attention is drawn to the requirement for coordination between the Offeror, the DND Site

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Authority and drivers to ensure the best possible service. The Offeror's responsibilities to ensure smooth service include the following:

- (a) identification of vehicles (by sign or other method); and
- (b) in the case of vehicles provided with drivers:
  - i. fully discuss vessel's vehicle control plan at arrival meeting and with all drivers for cooperation with the vessel's control procedure;
  - ii. advise the DND Site Authority of the driver and vehicle rotation plan and the driver's meal schedule; and
  - iii. provide written guidance to bus drivers, and other drivers if necessary, for the planned schedule and any other instructions desired by the vessel.
- (2) All furnished vehicles must be provided with or without drivers as specified by the DND Site Authority, and provided fully fuelled.
- (3) All vehicles provided under this standing offer must be in sound mechanical condition and meet all safety standards required by local laws and regulations so as to preclude breakdown and injury. If the vehicles do not meet these requirements as determined by the DND Site Authority, Canada must have the right to reject the vehicle for performance of service. The Offeror must ensure that all vehicles are at all times fully licensed, registered and insured as required by local laws and regulations. In the event of a vehicle breakdown, the Offeror must provide, at no additional expense to Canada, a replacement vehicle that complies in all respects with the Standing Offer. The Offeror must further ensure that all vehicles are sufficiently clean so as to not soil passengers, their clothing, or possessions with dirt, grease oil or other matter.
- (4) The Offeror must, however, make recommendations to the DND Site Authority of possible alternatives to requested vehicles, when such requested vehicles are inappropriate for the port visited. For example, when vans are requested by a DND Site Authority, but are not available in the port at a reasonable cost, the Offeror must notify the DND Site Authority of the unavailability of such vehicles, and advise of reasonable alternatives (i.e., two or three sedans in lieu of one van, alternative use of buses, etc).
- (5) When requested, drivers must be licensed to operate assigned vehicles, and must be available during the entire rental period of the vehicle. English language speaking drivers are required. The Offeror must be responsible for ensuring that the vehicles are jointly inspected by the Offeror and the DND Site Authority prior to beginning service. No claim for damages or distribution can be submitted without prior conditions inspected.
- (6) Rental of vans and sedans must be either on a 24-hour per day basis (starting from the time the vehicle is rented) or, in the case of those provided with drivers, a 16 hour per day basis (usually between 0800 and 2400 hours), with an hourly charge in excess of 16 hours. Vehicles may be required at any time for official functions, and the vehicles (and drivers) must be available during the entire rental period. Daily rental charges must include driver (where applicable), fuel and mileage. Sedans must be 4-door vehicles, air conditioned, accommodating

at least four persons. One or two sedans are usually required per vessel. Vans must be as specified by the DND Site Authority but normally are 12 to 14 passengers. Two vans and one passenger vehicle plus a bus are normally required per vessel.

- (7) The Offeror must be liable for, and must indemnify and hold harmless Canada and its employees against all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Offeror, its subcontractors, its contractors, or employees.
- (8) When a driver is provided, fuel for rental vehicles must be shown separately on the invoice and will be reimbursed at cost. Copies of fuel receipts must be provided to the DND Site Authority.

**n. Bus Services**

- (1) The Offeror must provide air-conditioned or non air-conditioned bus services as requested by the DND Site Authority for vessels at pier side, or at fleet landing for vessels at anchorage. The price must include licensed drivers or operators (any helpers or other crew members, as required), all insurance, fuel, holiday surcharges, other operating expenses, and mileage. English language speaking drivers are required.
- (2) The Offeror must ensure that the bus is in sound mechanical condition and meets all safety standards required by local laws and regulations to preclude breakdown and injury. Further, the bus must be in a clean condition when presented for service and must be free of debris. The bus must be sufficiently clean so as not to soil passengers, their clothing, or possessions with dirt, grease, oil, or other matter. If the bus does not meet the requirements of this standing offer as determined by the DND Site Authority, Canada has the right to reject the bus for performance of services with no cost to Canada.
- (3) The Offeror must ensure that all buses provided are at all times fully licensed, registered, and insured (including adequate passenger liability insurance), as may be indicated elsewhere in this standing offer.
- (4) In the event of a bus breakdown immediately prior to or during a trip, the Offeror must provide, at no additional expense to Canada, a replacement bus that complies in all respects with this standing offer within one hour of notification of breakdown.
- (5) Any personal articles or items found on the bus after completion of each trip must be turned over to the DND Site Authority.
- (6) The Offeror must be responsible for ensuring that each bus is jointly inspected before and after a trip by the On-Site Representative and the DND Site Authority, or designated representative Canada will not consider any claim for damage to a bus that has not been inspected.
- (7) Rental of buses must be on either a 24-hour per day basis (starting from the time the bus is rented) or a 16-hour per day basis (usually between 0800 and 2400 hours), with an hourly charge-in of 16 hours. Vehicles may be required at any time for official functions, and the vehicles and drivers must be available during the entire rental period.

- (8) It is the responsibility of the Offeror to arrange access to secure facilities when authorization from a special entry authority is required.
- (9) The Offeror must be liable for, and must indemnify and hold harmless Canada and its employees against all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Offeror, its sub-contractors, its contractors, or employees.

**o. Paint Float Rental**

- (1) The Offeror must furnish paint floats with the following measurements on an as and when required basis:

	<b>Small</b>	<b>Medium</b>	<b>Large</b>
<b>Length</b>	3 - 5 metres	5 - 12 metres	over 12 metres
<b>Width</b>	2 metres	3 metres	5 metres

- (2) Scaffolding, when requested, must cover from two to three metres freeboard (from deck of paint float) and must be no higher than 3.5 metres from the waterline. Rental must be on a daily basis and it is the vessel's responsibility to secure the float to the ship if rented for more than one day. Transportation from and to the vessel is the responsibility of the Offeror.

**p. Forklift Services**

When requested, the Offeror must provide forklifts with qualified and experienced drivers and other incidental material handling equipment (i.e., nylon slings/chokers with hardware sufficient to lift up to forklift capacity) able to operate on the pier to load and unload cargo on and off trucks, or on and off the vessel when required.

**q. Telephone Service**

- (1) Landlines. When requested landlines must be made available for official, local and international use, whether installed on a permanent or temporary basis. Installation charge must be inclusive of all costs for installation and removal of landlines. Usage charge must be the actual charges computed in accordance with the local or national tariff.
- (2) Cellular Phones. When requested, the Offeror must provide activated and functional cellular telephones of the handheld type that are new or less than two years old, mechanically sound and in full compliance with local or national telephone regulations upon arrival. The exact number of telephones to be provided at that time must be addressed in the call-up. The phones must be delivered fully charged with battery charger (110V, 60hz), a transformer (110 to 220V), a spare charged battery, an adapter that permits use of the charger in the vessel's electrical outlets, and usage instructions written in the English language.
- (3) Vessels requesting these services must pay the Offeror the daily rental price. The daily rental charge must be inclusive of all costs for installation and removal. Phone usage unit charge must be based on phone meter reading or billing statement from the local or national phone company. Long distance plans must be made available for both landlines and cellular phones, and where possible, long distance texting plans for cellular phones with the details identified to the DND Site Authority upon arrival in port at the latest.



- (4) Telephone bills received after the departure of the vessel must be forwarded to the applicable invoicing address for payment purposes.
- (5) Reimbursement for telephone usage charges must be the actual costs charged by the phone company.

**r. Internet**

Where available when requested, the Offeror must provide Internet access by providing either LAN connection or dedicated telephone landlines. Internet usage charge must be based on the billing statement from the Internet Service Provider.

**s. Fenders**

The Offeror must furnish fenders or camels in sizes as ordered by the DND Site Authority. The camels must be flat surface barges for position at the stern or side of the vessel to be placed alongside the pier for use in breasting the vessel away from the pier. Fenders must be of the commercial cylinder type (Yokohama Fenders), made of hard rubber, free of cracks and cuts. Specific fender requirements for each submarine include two catamarans 3.3 metres wide by 12 metres long by four metres deep. Catamaran sides touching the submarine's hull are protected by "D" shaped rubbers of 0.3 metre sections placed no more than 1.2 metres apart extending the length of the catamaran. Alternate means of provision of fenders includes using a barge, minimum five metres wide with deep enough draft that the submarine pressure hull is in contact with the fenders and not the casing.

**t. Cargo Air Shipments**

- (1) Customs Clearance:

The Offeror may be requested to assist with customs clearance of inbound and outbound transshipment air/sea cargo for the vessel or deployed support staff that may arrive in advance of the scheduled port visit or arrival of support staff. The Offeror is responsible for providing secure/bonded storage for all inbound cargo and mail, estimated at 300 to 500 square feet. Anticipated usage for all classes of naval vessels is for two to three days per port visit. The Offeror is also responsible for accounting for receipt of inbound material, storage, and the delivery of inbound air/sea cargo to the vessel. The Offeror is responsible for retaining proof of delivery documentation for a period of six months after the time of material delivery to the vessel/deployed support staff for the purpose of reconciling with invoices.

- (2) When requested, the Offeror must arrange for the following air cargo transshipment handling services including, but not limited to:

- (a) Outbound cargo transshipment processing such as accepting cargo/mail from conveyance when tendered for shipment; ensuring all documents for cargo shipment are complete and accurate; arranging for loading of aircraft within established ground times. The Offeror must liaise with the DND Site Authority for all outbound cargo shipments.
- (b) Inbound cargo transshipment processing such as arranging for off loading, transportation, and delivery of cargo/mail, and ensuring accuracy of shipping documents to verify cargo arrival and departure.



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**u. Passenger Handling**

- (1) Passenger handling will be coordinated using DND resources wherever possible. When requested, the Offeror must arrange any required administration relating to passenger travel with the DND Site Authority to ensure there is no duplication of effort. Travel / accommodation arrangements requested by the DND Site Authority are to be in accordance with existing **Canadian Forces Temporary Duty Travel Instructions**, found at the following web site:  
[http://www.forces.gc.ca/assets/FORCES\\_Internet/docs/en/caf-community-benefits/canadian-forces-temporary-duty-travel-instruction.pdf](http://www.forces.gc.ca/assets/FORCES_Internet/docs/en/caf-community-benefits/canadian-forces-temporary-duty-travel-instruction.pdf)
- (2) Inbound passengers, either vessel's crew or personnel to assist with vessel repairs may arrive by air in the port ahead of the vessel. The Offeror may be requested to arrange transportation and accommodations. Transportation and accommodation requirements requested by a DND Site Authority are to be in accordance with existing **Canadian Forces Temporary Duty Travel Instructions**.
- (3) Outbound passenger handling will be conducted as follows:
  - (a) Routine and Emergency Departures. The Offeror may be requested to arrange transportation to departure airport and arrange accommodations, if required. The Offeror will be compensated for transportation expenses to the airport at the rate specified. The Offeror must assist in immigration processing for those travellers without passports. Military personnel will travel on official orders, but still may require immigration processing.
  - (b) Medical Emergencies. If requested, the Offeror may be required to make arrangements for emergency medical treatment of vessel's crew. In cases where a member is air lifted into a port, the Project Coordinator, in coordination with the DND Site Authority will arrange for proper medical care until the member can be returned to the vessel or evacuated appropriately.
- (4) Costs must be billed at an hourly rate. Any portion of an hour must be rounded to the next whole hour for billing purposes.

**v. Electrical and Steam Connections and Service**

Electrical and steam connections and service must be provided by the Offeror when requested by the DND Site Authority. When requested, Canadian naval vessels require steam for generating domestic heat and hot water production only. Shore power connections will be as specified in the call-up.

**w. Cable TV Connections and Service**

Cable TV connections and service must be provided by the Offeror if and when requested by the DND Site Authority.

**x. Provision of Force Protection Services**

Force protection services must be provided by the Offeror if and when requested by the DND Site Authority.

**y. Coordination of Laundry and Dry Cleaning**

Laundry and dry cleaning services must be coordinated by the Offeror when requested by the DND Site Authority.

**z. Containment Booms**

Fuel containment/anti-pollution booms are to be utilized by Canadian naval vessels when available. The Offeror must advise the DND Site Authority on the availability of booms. Booms must be removed one hour prior to a ship's scheduled departure.

**aa. Coordination of Local Repair for Vessel Equipment**

The Offeror must be responsible for coordinating any requirements for repair of equipment if and when requested by the DND Site Authority.

**ab. Coordination of Accommodations**

The Offeror may be required to coordinate accommodations of deployed staff as required by the DND Site Authority. Accommodations requested by a DND Site Authority must be in accordance with the existing Canadian Forces Temporary Duty Travel Instructions.

**ac. Interpreter Services**

The Offeror is responsible for arranging all required interpreter services when requested.

**ad. RAMPS**

A Repair and Maintenance Period (RAMP) is primarily a designated period during which a civilian shipyard is contracted to complete required modifications to the ship. The object of a RAMP is to complete small repairs to preserve the ship's hull and superstructure integrity, as well as repair defects to essential equipment. The Offeror must coordinate requirements relating to any RAMP during a deployment as identified by the DND Site Authority. Depending on the work to be completed, the Offeror or DND may establish the contract with the shipyard. A statement of work and required specifications will be provided by the DND Site Authority as part of any call-up issued. Examples of work that may be required to be completed during a RAMP include:

- (1) repairing of deck coverings;
- (2) cleaning / degreasing ship's hull, superstructure, spaces and tanks;
- (3) refurbishing stanchions, door and vent trunking;
- (4) lagging work; and
- (5) installing miscellaneous fittings and painting.

**Appendices to Annex A**

Appendix A1	Vessel Classes
Appendix A2	Typical Port Visits in Geographical Region
Appendix A3	Pricing Request Form Sample
Appendix A4	DND Food Quality Specifications
Appendix A5	Water Taxi Inspection Cover Sheet
Appendix A6	Port Visit Goods and Services Form

N° de l'invitation - Sollicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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**APPENDIX A1  
VESSEL CLASSES**

Class of Vessel	Draft (m)	Length (m)	Beam (m)	Displacement (tonnes)	Crew
1 - HALIFAX	7.5	134.1	16.4	4,770	225
2 - VICTORIA	7.6	70.25	7.60	2,241	59
3 - KINGSTON	3.4	55.3	11.3	970	47
4 - QUEENSTON	7.6	173.7	24	20,000+	140
5 - HARRY DeWOLF	5.7	103.6	19	6,440	65
6 – PROTECTEUR JOINT SUPPORT SHIPS	8	173.7	24	20,240	239

N° de l'invitation - Sollicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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## APPENDIX A2 TYPICAL PORT VISITS IN GEOGRAPHICAL REGION

### Zone 4

#### Mediterranean/Red Seas, Africa, Middle East and Surrounding Areas

Ponta Delgada, Azores  
Funchal, Madeira  
Las Palmas de Gran Canaria, Island of Gran Canaria  
Gibraltar, UK  
Cartagena, Spain  
Malaga, Spain  
Palma De Majorca, Spain  
Rota, Spain  
Toulon, France  
Augusta Bay, Italy  
Suez Canal, Egypt  
Alexandra, Egypt  
Port Said, Egypt  
Djibouti, Djibouti  
Muscat, Oman  
Salalah, Oman  
Dubai, United Arab Emirates  
Jebel Ali, United Arab Emirates  
Doha, Qatar  
Manama, Bahrain  
Civitavecchia, Italy  
Naples, Italy  
Cagliari, Sardinia  
Catania, Sicily  
Valletta, Malta  
Souda Bay, Crete  
Split, Croatia  
Istanbul, Turkey  
Aksaz, Turkey  
Limassol, Cyprus  
Acaba, Jordan  
Haifa, Israel  
Kuwait City, Kuwait  
Mumbai, India  
Mombasa, Kenya  
Simons Town, Cape Town, South Africa  
Accra, Ghana  
Abidjan, Cote d'Ivoire  
Monrovia, Liberia  
Freetown, Sierra Leone  
Dakar, Senegal  
Casablanca, Morocco

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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#### APPENDIX A4 DND FOOD QUALITY SPECIFICATIONS

All DND Food Quality Specifications are posted on the PWGSC Buy and Sell Tenders website at <https://buyandsell.gc.ca/procurement-data/tenders>. The identifying solicitation numbers for each product group are provided below:

Item #	Description	Solicitation Number
1	Beef / Bœuf	E6TOR-13RM06
2	Bread and Baked Products / Pain et produits de boulangerie	E6TOR-13RM07
3	Butter and Margarine / Beurre et margarine	E6TOR-13RM08
4	Canned Fruits / Fruits en conserve	E6TOR-13RM09
5	Canned Vegetables / Légumes en conserve	E6TOR-13RM10
6	Cereal / Céréales	E6TOR-13RM11
7	Cheese – Fromage	E6TOR-13RM12
8	Coffee and Tea / Café et Thé	E6TOR-13RM13
9	Condiments and Condiment Sauces / Condiments et sauces condimentaires	E6TOR-13RM14
10	Dehydrated Vegetables / Légumes déshydratés	E6TOR-13RM15
11	Dried Fruit / Fruits séchés	E6TOR-13RM16
12	Eggs and Egg Products / Œufs et produits d'œufs	E6TOR-13RM17
13	Fish and Seafood / Poissons et produits de la mer	E6TOR-13RM18
14	Flour and Cake, Pancake and Waffle Mixes / Farines, mélanges pour gateaux et mélanges pour pâtisseries	E6TOR-13RM19
15	Fresh Fruit – Fruits frais	E6TOR-13RM20
16	Fresh Vegetables / Légumes frais	E6TOR-13RM21
17	Frozen Fruit / Fruits congelés	E6TOR-13RM22
18	Frozen Vegetables / Légumes congelés	E6TOR-13RM23
19	Fruit Juices / Jus de fruits	E6TOR-13RM24
20	Herbs and Spices / Fines herbes et épices	E6TOR-13RM25
21	Icecream and Sorbets (sherbert) / Crème glacée et sorbet laitier	E6TOR-13RM26
22	Lamb – Agneau	E6TOR-13RM27
23	Legumes / Legumineuses	E6TOR-13RM28
24	Milk and Dairy Products / Lait et produits laitiers	E6TOR-13RM29
25	Pasta and Noodles / Pâtes alimentaires et nouilles	E6TOR-13RM30
26	Pie Fillings and Pie Fruits / Garniture de tarte et fruits à tarte	E6TOR-13RM31
27	Pork / Porc	E6TOR-13RM32
28	Poultry / Volaille	E6TOR-13RM33
29	Rice / Riz	E6TOR-13RM34
30	Shortenings, Fat and Oil / Graisses et huiles	E6TOR-13RM35
31	Sugars and Preserves / Sucres et conserves	E6TOR-13RM36
32	Veal / Veau	E6TOR-13RM37

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

## APPENDIX A5 WATER TAXI INSPECTION COVER SHEET

Canadian Naval inspecting official to indicate whether water taxi being offered meets the requirements of the solicitation. Please check the applicable label.

	YES	NO
A. The following information shall be conspicuously posted in the English language and the language of the country in which the port is located:		
- Current operator's/captain's license and qualifications.		
- Passenger/weight capacity limit notice.		
- Location and number of life jackets and other life saving equipment		
- Location of all exits indicated in large letters (if not obvious).		
- Emergency procedures.		
B. Each water taxi shall be equipped with at least one clean and serviceable life jacket for each passenger and crewmember, and all jackets shall be stowed in a readily accessible place.		
C. All water taxis used by the vendor shall be covered.		
D. Operation of the water taxi shall be in a safe and seaworthy manner.		
E. The consumption of alcoholic beverages shall not be permitted aboard the water taxis.		
F. Material condition of the water taxis:		
<b>HULL:</b>		
- Watertight integrity of weather decks, bulkheads, watertight closures and interior hull structure.		
- Superstructure (including masts and stacks) structurally sound.		
- Railings, bulwarks, guardrails, and lifelines shall be soundly attached to the hull.		
- Provisions for drainage of seawater from exposed decks.		
<b>MACHINERY:</b>		
- Main propulsion and auxiliary machinery essential to operation of craft shall be in satisfactory condition and operating properly.		
- Sea and bulkhead closure valves in satisfactory working order.		
- Bilge suction strainers and dewatering systems - bilge pumps to be tested by operation.		
- Bilges free of flammable liquids.		
- Steering apparatus operates satisfactorily.		
<b>ELECTRICAL:</b>		
- Cables and wiring in satisfactory condition, free of crimping, exposed bare wires and connections		
- Navigation, deck and emergency lighting tests satisfactorily		
- All lighting and electrical fixtures properly mounted and connected.		
- Emergency lighting appropriate to water taxis' size and design readily available and functions properly (a substantial hand held battery powered light may be adequate).		
- Rotating electrical machinery, e.g., generators and motors in satisfactory condition and good working order.		
- Storage batteries properly vented, securely strapped and properly connected.		
<b>LIFESAVING EQUIPMENT:</b>		
- Life preservers/jackets - sufficient number for maximum passenger capacity plus crew, stowed in accessible and identifiable locations, and in good repair.		
- First aid kit(s) in satisfactory condition and readily identifiable (minimum of one per water taxi).		
- Life rings with automatically activated distress light, readily deployable in good condition, and with sufficient number for size of water taxi (minimum of one per water taxi).		
- Life raft(s) and hydrostatic release (where applicable) - sufficient for maximum water taxi capacity		

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

	YES	NO
- Sufficient number and type of pyrotechnic distress signals for the class of vessel (portable air horn flares, etc.) in accordance with the International Maritime Organizations Guidelines.		
<b>FIRE FIGHTING EQUIPMENT:</b>		
- Fire pump - subject fire hose to fire pump pressure is adequate.		
- Portable fire extinguishers, properly charged, accessible, number for size and configuration of water taxi (minimum of one located near engine compartment and at least one extinguisher for each passenger area).		
- Fixed systems, e.g., CO2 cylinders in satisfactory condition.		
<b>MISC SYSTEMS AND EQUIPMENT:</b>		
- Harbour charts and either a lighted compass and/or a boat compass with sufficient portable lighting available.		
- Ground tackle and mooring lines in good condition and are appropriate for size of water taxi.		
- Low visibility signalling device (whistle/fog horn/bell) in satisfactory working order.		
- Compass.		
- Operational radar.		
- Two-way radio capable of bridge-to-bridge communications plus a battery back-up.		
- Current licenses.		
<b>G. Operator Qualifications:</b>		
- All personnel or employees of the vendor operating water taxis, shall have all certifications required and issued by the law of the country in which the port is located for the operation of the type, class, or size of water taxi being operated by such personnel.		
- All such personnel shall have requisite experience, skill, knowledge, and familiarity with the water area in which the water taxis are to be operated to ensure the water taxis are operated in a safe and seaworthy manner.		

CHECK ONE:

[ ] APPROVED

[ ] DISAPPROVED

\_\_\_\_\_  
APPROVING OFFICIAL'S NAME AND TITLE

\_\_\_\_\_  
DATE



N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

APPENDIX A6  
PORT VISIT GOODS AND SERVICES FORM

PORT VISIT GOODS & SERVICES FORM - Appendix A5				Date:		DRAFT / FINAL (identify one)	
Port:							
Vessel:						Offeror:	
Standing Offer Number:				Call-Up #:		Project Coordinator:	
DND Site Authority:				Request #:		On-Site Representative:	
DND Site Authority Contact Info:				Revision #:		On-Site Representative Contact Info:	
Service	Description of Services and Supplies	U of I	Quantity	Service Recived		Remarks	
				YES	NO		
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## ANNEX B

### BASIS OF PAYMENT

#### 1. Firm Daily Rates – Logistics Support Services

- (a) The Contractor will be paid firm all-inclusive daily rates as specified in Annex C (Pricing Schedule), for work performed in accordance with the Contract.

The daily rates constitute total consideration for performance of logistics support services performed in accordance with the Standing Offer and resulting contract. The daily rate includes the furnishing of all necessary or proper inputs for the completion of the work, except as may be otherwise expressly described within the Standing Offer. The daily rates include but are not limited to the services of the Project Coordinator(s), On-Site Representative(s), any additional support staff, and all local port / vessel / husbanding agent services fees, labour, subcontractor fees, subcontractor overtime fees, customs duties, foreign taxes, overhead, fringe benefits, direct and indirect costs, office expenses, financing costs, contingencies, photocopying, postal / courier charges, telephone / facsimile charges, Internet / e-mail charges, general administration fees, travel, accommodations, living expenses, profit, etc. Applicable Canadian taxes are extra.

The daily rates must be expressed in the currency indicated.

- (b) The Contractor will be paid the "Subsequent Day in Port" Daily Rate as specified in Annex C (Pricing Schedule), for work performed in accordance with the Contract to support advance or post deployed support staff.
- (c) Profit generated by the Offeror must only come from the firm all-inclusive daily rates for logistics support services.

#### 2. No Fees – Goods and Services (refer to Annex A – Section XII. Specifications)

- (a) The Contractor will be reimbursed for the goods and services other than logistics support services covered in the first paragraph of this Annex and specified in the call-up at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers that are in accordance with Part XI Invoicing Instructions and Payment.
- (b) Canada's liability to the Contractor under the authorized Contract must not exceed the limitation of expenditure specified in the authorized Contract.
- (c) No increase in the liability of Canada or in the price of the Work specified in the authorized Contract 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 DND Site Authority before their incorporation into the Work.
- (d) The Contractor must not charge prices for any services in excess of published Port Tariff Rates or other publicly established prices (e.g. telephone service, pilots, tugs, etc.).
- (e) Prices for all services must be inclusive of all necessary equipment, labour, licensed operators, all liability insurance as required by local law, holiday and overtime costs, customs clearances, fuel and operating expenses, and any applicable taxes per international agreement.

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

- 
- (f) Any and all money received (in the form of returns, overcharges, commissions, rebates, volume discounts, etc.) by the Offeror from any source other than Canada in relation to the goods and services arranged and/or provided by the Offeror under this Standing Offer and its subsequent call-ups must be disclosed and returned to Canada within 10 calendar days.
- (g) Profit generated by the Offeror must only come from the firm all-inclusive daily rates for logistics support services covered in Article 1 above.

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

## ANNEX C

### PRICING SCHEDULE

A typical port visit is four days in total. This includes the day of arrival, two full days in port, and the day of departure. In the event of a single day port visit, the Offeror will be paid the daily rate for the First Day in Port only.

#### Pricing for Zone 4: Mediterranean/Red Seas, Africa, Arabian Sea, Middle East and Surrounding Areas:

In accordance with Annex B (Basis of Payment), the firm all-inclusive daily rates for Logistics Support Services in the Zone

		Period 1 (year one)	Period 1 (year two)	Option Period 1 (one year)
First Vessel	First Day in Port	\$_____ USD	\$_____ USD	\$_____ USD
	Subsequent Day in Port	\$_____ USD	\$_____ USD	\$_____ USD
	Final Day in Port	\$_____ USD	\$_____ USD	\$_____ USD
Each Additional Vessel	First Day in Port	\$_____ USD	\$_____ USD	\$_____ USD
	Subsequent Day in Port	\$_____ USD	\$_____ USD	\$_____ USD
	Final Day in Port	\$_____ USD	\$_____ USD	\$_____ USD
	Subtotal	\$_____ USD	\$_____ USD	\$_____ USD
Total for all columns over all years for evaluation purposes				\$_____ USD

Estimated time:

Period 1: Award date to February 12, 2024

Option Period 1: February 13, 2024 to February 12, 2025

N° de l'invitation - Sollicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**

*(see attached)*

N° de l'invitation - Sollicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX E**

### **CONTRACT SECURITY PROGRAM (CSP)**

### **APPLICABLE FOR REGISTRATION (AFR) FOR CANADIAN LEGAL ENTITIES**

*(see attached)*

*Complete this form if you are a Canadian entity.*

N° de l'invitation - Sollicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX F**

### **CONTRACT SECURITY PROGRAM (CSP)**

#### **INITIAL INTERNATIONAL SECURITY SCREENING FORM**

*(see attached)*

*Complete this form if you are a Foreign Supplier.*

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



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## ANNEX H

### INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- 
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

## ANNEX I

### STANDING OFFER REPORTING FORM

Please email to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and the end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)

## **ANNEX J**

### **EVALUATION**

#### **OVERVIEW**

##### **1.1 General**

This Evaluation Plan details the method and procedures that will be employed in the evaluation of the Offerors' response to the Request for Standing Offer (RFSO) for the Deployed Logistics Support Services (DLSS).

##### **1.2 Objective**

The Evaluation Objective is to prepare a recommendation for the issuance of the standing offer for this requirement.

##### **1.3 Evaluation of Bids**

The evaluation will be conducted in six distinct stages.

#### **Stage 1 - Evaluation of Mandatory Requirements (Phased Bid Compliance Policy)**

Offers must meet the mandatory requirements of the Request for Standing Offer. An Offeror's compliance will be based entirely on the submission of the material presented in the Offeror's Offer and is a pass/fail methodology with no points being assigned.

Offerors should be cautious where mandatory requirements are concerned. It is the responsibility of each Offeror to ensure that all mandatory requirements are fully met, explained, and verified or substantiated as appropriate. Failure to meet any mandatory requirement will deem the offer non-responsive and it will be given no further consideration.

#### **Stage 2 - Point Rated (Technical/Management) Evaluation of Offers**

Compliant Offers that meet the mandatory requirements will be evaluated further. The Evaluation Team will conduct a thorough evaluation of all aspects of each Offer. A structured evaluation approach will be used and all Offers will be evaluated against predetermined criteria. Offerors should respond to the rated requirements in conjunction with the Statement of Work (SOW) and the point rated requirements detailed herein. Based on the defined requirements in the SOW, and by applying the criteria elements as explained herein, responses will be evaluated, and points will be assigned to each rated criteria.

In responding, Offerors should address point rated requirements by: indicating what the Offeror plans to do or provide so as to meet the requirement; the extent to which the requirement is met; or approaches that the Offeror may suggest aimed at achieving the same result; and, ensuring the completeness of the Offer by describing, supporting, demonstrating, verifying, and substantiating the performance claimed or offered. Offers should include any supporting documentation (resumes, financial information etc.).

Offerors should ensure that they include sufficient information so that the Evaluation Committee will have a solid comfort level with the Offeror's capacity to perform the work as claimed.

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### **Stage 3 - Technical/Management Proposal Ranking**

The results of Stage 2 will be tabulated to establish an overall technical/management rating for each Offer. The overall technical/management rating for each Offer will be used to determine the ranking of each Offer prior to the evaluation of the financial proposal.

### **Stage 4 - Results to PWGSC**

The evaluation committee will submit to PWGSC an Evaluation Summary document showing the results of the technical/management evaluation for final review and acceptance.

### **Stage 5 - Financial Evaluation**

Once technical/management evaluations are complete, financial proposals submitted by Offerors will be evaluated. During the mandatory and point rated technical/management evaluations, the Evaluation Committee will be blind to all financial information.

The Offeror's Offer must address all pricing items detailed in the Request for Standing Offer (RFSO) document, and must do so according to the breakdowns and structures provided by PWGSC in the Attachment 1, Financial Proposal of the RFSO. Failure to provide pricing in the format specified for all items (regardless of the expected usage figures), may result in the inability of PWGSC to perform a proper financial evaluation. Should this occur, your Offer will be deemed non-responsive and will be given no further consideration.

### **Stage 6 - Contractor Selection and Verification**

A responsive Offeror's total overall points will be expressed with a weight of 60% on the Technical/Management Point Rated score, and 40% on the financial score. The Offeror with the highest rated overall points (technical and financial) will be recommended forward. Verification may occur at any point in the evaluation process. When deemed appropriate, such verification will be requested, coordinated, and carried out solely through PWGSC. As no "new" information can be submitted after the close of bids, any verification undertaken will be limited to clarification/confirmation of already submitted information. Final evaluation and Offer selection, therefore, may be based both on the material submitted and on confirming information acquired through verification. Where the Evaluation Committee can not verify an Offeror's ability to perform as claimed, the bid will fail and the Offer will be given no further consideration.

Once all evaluations and the verifications of substantiating material have been completed and accepted, PWGSC will determine the Offer offering the best overall value to Canada (highest total overall points), and will advise the Project Authority accordingly.

### **Total Overall Point Evaluation**

Application of "Weights" to Point Ratings, and Cost/Price:

An Offeror's total points will be expressed out of a final maximum total score of 100 with a weight of 60% on the "Technical/Management Point Rated" score, and 40% on the Financial Proposal score.

### **Technical Sample Calculation**

An Offeror's total technical point score will be the points achieved by totaling all of the rated criteria in all point rated categories - R1 to R9 inclusive. The maximum score possible is 1300 points. The minimum acceptable amount of points is 70% or 910 points.

The Bidder's technical score shall be prorated against the maximum technical score achievable (1300) and multiplied by 60% (weighting) as illustrated in the following example.

Example:

Offeror	Offeror's Technical Score	Technical Score Calculation	Technical Bid Score
Offeror 1	1300 points	$1300/1300 \times 60$	60
Offeror 2	1100 points	$1100/1300 \times 60$	50.77
Offeror 3	950 points	$950/1300 \times 60$	43.85
Offeror 4	900 points	Non Compliant (did not meet minimum point standard of 910)	0

For purposes of the above calculation as well as the total score calculation, PWGSC will carry two figures to the right of the decimal point, with rounding up at five or above, and down at anything below five.

#### Financial Sample Calculation

Bidders should be aware that the figures provided in the following example bear no relationship to the expectations of cost, bid prices, or the expected budget associated with these future requirements and are provided solely for the purpose of providing numbers for a calculation example.

Example:

Offeror	Offeror's Financial Bid	Financial Score Calculation	Financial Bid Score
Offeror 1	\$60,000.00	$50 \div 60 \times 40$	33.60
Offeror 2	\$55,000.00	$50 \div 55 \times 40$	36.40
Offeror 3	\$50,000.00*	$50 \div 50 \times 40$	40.00
Offeror 4	Non Compliant no further consideration given.	Financial proposal is not accepted	0

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### Recommendation for Standing Offer Award

The responsive Offer with the highest Overall Bid Score will be ranked number one and will be recommended for award of an Individual Standing Offer subject to the provisions of this Request for Standing Offer.

Example:

Offeror	Responsive-ness	Technical Offer Score	Financial Offer Score	Overall Offeror's Score	Ranking
Offeror 1	Responsive	60	33.60	93.6	1
Offeror 2	Responsive	50.77	36.40	87.17	2
Offeror 3	Responsive	43.85	40.00	83.85	3
Offeror 4	Non-compliant	0	0	0	0

Should 2 or more Offers have equal Overall Offeror's Scores, the award shall be made to the lowest priced, technically compliant Offer received.

## ATTACHMENT 2 EVALUATION CRITERIA

### Mandatory Criteria

The Offeror's technical response to the Standing Offer will be evaluated in accordance with the following criteria as detailed herein. The offer must first meet the mandatory requirements of the Request for Standing Offer. Responses will be evaluated and given a "Pass or Fail" rating. No points will be awarded for compliance with the mandatory requirements.

It is the responsibility of each Offeror to ensure that all mandatory requirements are fully met, explained and verified or substantiated as appropriate. Failure to meet any mandatory requirement will deem the offer non-responsive and it will be given no further consideration.

Only those offers which receive a "pass" to each mandatory criteria M1, M2 and M3, will move to the next phase of the evaluation process. Please include a cross reference page number as to where in your bid the information can be found.

All Mandatory Criteria are subject to the Phased Bid Compliance Policy (PBCP)

<b>M1<sup>PB</sup></b>	<b>The Offeror's firm</b> must have a minimum of 36 months experience within the last 7 years (as of the Solicitation closing date) in the provisioning of logistics support services through a Project Coordinator to naval vessels of similar size and scope (as per Annex A) at multiple ports, including Naval Bases, within the specified geographical area being offered. This experience must include providing: <ul style="list-style-type: none"><li>• Port services;</li><li>• Administrative management of port service (invoicing, etc);</li><li>• Sourcing of goods and services; and</li><li>• Delivery of goods and services.</li></ul>	<b>Cross Reference</b>
<b>M2<sup>PB</sup></b>	<b>The Offeror</b> must demonstrate that each individual acting as <b>Project Coordinator</b> possesses a minimum of sixty (60) months of experience within the last 7 years (as of the Solicitation closing date) in the provisioning of project coordinator services (as per Annex A) to naval vessels of similar size and scope within the specified geographical area being offered. This experience must include providing: <ul style="list-style-type: none"><li>• Port services;</li><li>• Administrative management of port service (invoicing, etc);</li><li>• Sourcing of goods and services; and</li><li>• Delivery of goods and services.</li></ul>	
<b>M3<sup>PB</sup></b>	Proof in the form of a letter from a financial institution to verify that the Offeror has access to sufficient financial resources to finance \$1,000,000.00 USD for a thirty-day period. The letter must be on letterhead of the financial institution and dated within 45 calendar days prior to the Solicitation closing date. The Offeror is required to finance Standing Offer requirements until such payment is made in accordance with the terms and conditions of the Standing Offer.	



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## Point Rated Evaluation Criteria

Compliant proposals that meet the mandatory requirements above will be evaluated further using the point rated evaluation criteria below. The Evaluation Committee will conduct a thorough evaluation of all aspects of each offer. A structured evaluation approach will be used and all offers will be evaluated against pre-determined criteria.

Offers will be evaluated and scored based exclusively on the merits of the Offeror's written response in accordance with the stated evaluation criteria. Only the Offeror's written response to the point-rated criteria, R1 to R9 inclusive will be evaluated. Listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered "demonstrated" for the purpose of the evaluation.

To be considered "responsive", offers must achieve a minimum pass mark of 50% in each of the categories, (R1 to R9), and 70% overall. Offers that do not meet the minimum pass marks in each category will be considered "non-responsive". Only bids that meet all minimum pass marks for the rated criteria will be considered responsive.

In responding, Offerors should address point rated requirements by:

- indicating what the Offeror plans to do or provide so as to meet the requirements outlined in Annex A;
- the extent to which the requirement is met;
- ensuring the completeness of the offer by describing, supporting, demonstrating, verifying, and substantiating the performance claimed or offered and;
- offers should include any supporting documentation including, at a minimum resumes.

No outside knowledge of the Evaluators will be considered in the evaluation, only the written submissions will be evaluated. Offerors should ensure that they include sufficient information so that the Evaluation Committee will have a solid comfort level with the Offeror's capacity to perform the work as claimed.

Once all the technical and financial evaluations have been completed and accepted, PWGSC will determine the Offer providing the best overall value to Canada (highest total overall points) and will advise the Project Authority accordingly.

## Point Rated Criteria

There are 2 components to the Point Rated Criteria section of your offer. Table 1 represents the technical portion and Table 2 represents the management portion. To be considered responsive, your offer must achieve 50% of the points allocated for each and every one of the point rated criteria in each table and 70% of the total points available in each Table 1 and 2, and 70% overall for point rated criteria R1 – R9.

## Overall scores

Maximum overall points available = 1300

Minimum overall points required for R1 – R9 = 70% (910 points) (A minimum score of 50% is required for each individual criteria)

In order to allow Offeror's to understand how the bids will be evaluated, please see below rating grids (depending on points allocated to the criteria):

<b><u>Fail</u></b>	<b><u>Good</u></b>	<b><u>Very Good</u></b>	<b><u>Excellent</u></b>
<b><u>Less than 50 points</u></b>  Did not provide sufficient or relevant information	<b><u>50-60 points</u></b>  Lacks information, limited detail provided.	<b><u>61-80 points</u></b>  Complete but generates questions. Relevant detail provided.	<b><u>81-100</u></b>  Completely addresses all components and logical. Significant relevant detail provided.
<b><u>Fail</u></b>	<b><u>Good</u></b>	<b><u>Very Good</u></b>	<b><u>Excellent</u></b>
<b><u>Less than 100 points</u></b>  Did not provide sufficient or relevant information	<b><u>100-125 points</u></b>  Lacks information, limited detail provided.	<b><u>126-175 points</u></b>  Complete but generates questions. Relevant detail provided.	<b><u>176-200 points</u></b>  Completely addresses all components and logical. Significant relevant detail provided.

The following Table 1 represents the Technical portion of the point rated criteria.

Table 1	Technical Criteria	Maximum Points	Minimum Points
R1	<p>Demonstrated understanding of scope and objectives.</p> <p>Points to consider:</p> <ol style="list-style-type: none"> <li>1. The Offeror's approach and proposed methodology to meet the requirements of this Request For Standing Offer and Statement of Work as well as the degree of success expected.</li> <li>2. Relevant business processes to ensure qualified on-site agents are available to support multiple naval ships at multiple ports at the same time.</li> <li>3. The proposed processes, methods, and practices are identified.</li> <li>4. Sufficient detail should be provided to demonstrate the Offeror's grasp of the Statement of Work and the Offeror's competence to meet it.</li> </ol>	100	50

Table 1	Technical Criteria	Maximum Points	Minimum Points
R2	<p>Proposed work feasibility, approach and methodology in meeting the requirement; company ability to control costs; details around proposed processes, methods and practices.</p> <p>Points to consider:</p> <ol style="list-style-type: none"> <li>1. Relevant business process are in place to provide full range of goods and services described in the solicitation document to multiple ships in multiple ports at the same time.</li> <li>2. The Offeror has previous experience in both planned and ad hoc missions.</li> <li>3. Demonstrated understanding of the importance to perform work in a manner to successfully participate in financial audits and performance audits. The Offeror shall indicate how they will collect and maintain records for audits.</li> <li>4. Types of communication/liaison plan and equipment for use on land and at sea.</li> </ol>	100	50
R3	<p>Recognition of direct as well as peripheral problems, difficulties, and risks, as well as proposed solutions.</p> <p>Points to consider:</p> <ol style="list-style-type: none"> <li>1. Identified risk of non-performance including major difficulties that have been experienced in delivery of such services in the past and explain how these difficulties were addressed, resolved and learned from.</li> <li>2. Stated any major difficulties that are anticipated in the performance of the service delivery of the specified SOW, and explain how The Offeror would address these difficulties.</li> <li>3. The Offeror shows a general awareness of potential problems and presents solutions or resolutions to those problems</li> </ol>	100	50

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

Table 1	Technical Criteria	Maximum Points	Minimum Points
R4	<p>Adequacy of level of effort, work plan and schedule, deliverables; detailed information regarding the expected flow and exchange of information during period of deployment(s); records maintenance; performance and participation in audits; ability to meet resource and time commitments of personnel at multiple locations at one time.</p> <p>Points to consider:</p> <ol style="list-style-type: none"><li>1. Details provided regarding the expected information flow and exchange during period of deployment.</li><li>2. Demonstrate the understanding of the importance to perform work in a manner to successfully participate in financial audits and performance audits.</li><li>3. The Offeror shall indicate how they will collect and maintain records.</li><li>4. Demonstrated ability to meet resource and time commitments to provide one or more of the Firm's personnel at one or more locations at the same time.</li></ol>	100	50

Maximum points available for Table 1 = 400 points  
(A minimum score of 50% is required for each individual criteria)  
Minimum total points required for R1 - R4 = 70% (280 points)

The following Table 2 represents the Management portion of the point rated criteria.

Table 2	Management Criteria	Maximum Points	Minimum Points
R5	<p>Qualifications of the proposed Project Coordinator(s) including but not limited to: position(s) within the organization; relevant experience; education; experience in controlling costs; and single point of contact.</p> <p>Points to consider:</p> <ol style="list-style-type: none"> <li>1. The name, position and role of each proposed Project Coordinator, their relevant experience, qualifications, language capability and competence proven by similar and/or related work.</li> <li>2. Detailed curriculum vitae outlining years of experience, character references, abilities in problem solving, teamwork, leadership, autonomy, resourcefulness and pro-activeness. Education (HS, post secondary, post graduate), qualifications (relevant courses or training), languages spoken and written (English, French, Spanish, Portuguese)</li> <li>3. An identified single point of contact and backup(s).</li> <li>4. Previous experience in obtaining multiple quotes and/or controlling costs.</li> </ol>	200	100

Table 2	Management Criteria	Maximum Points	Minimum Points
R6	<p>Key personnel capabilities including relevant experience, qualifications and competence proven by similar and/or related work. This should include, but is not limited to: name, position and role of personnel within the team; language capabilities; education; ability to work in a team; abilities to problem solve; leadership; experience in the geographic region; code of ethics and/or conflict of interest issues.</p> <p>Points to consider:</p> <ol style="list-style-type: none"> <li>1. The name, position and role of each proposed Key personnel, their relevant experience, qualifications, language capability and competence proven by similar and/or related work.</li> <li>2. Detailed curriculum vitae outlining years of experience, character references, abilities in problem solving, teamwork, leadership, autonomy, resourcefulness and pro-activeness. Education (HS, post secondary, post graduate), qualifications (relevant courses or training), languages spoken and written (English, French, Spanish, Portuguese)</li> <li>3. Adequacy of planned team organization including availability of team members and back up capability, reporting structure, management of project and sub contracts.</li> </ol>	200	100

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

Table 2	Management Criteria	Maximum Points	Minimum Points
R7	<p>Company capability (including subcontractors, if applicable) and relevant experience in work similar in size and scope. This should include but is not limited to: resource capability, risk of non-performance, commitment to this field of work; experience in the geographic region(s) that an offer is submitted on; experience with multiple deployments at one time; experience with planned and ad hoc missions.</p> <p>Points to consider:</p> <ol style="list-style-type: none"><li>1. Details should include as a minimum the time frame, size and dollar value and location of such projects, whether it was a planned or ad hoc mission, and a contact at the Organization(s) (name, title, organization, and current phone number).</li><li>2. Demonstrated ability to meet resource and time commitments to provide one or more of the Firm's personnel at one or more locations at the same time.</li><li>3. Relevant business practices to provide full range of goods and services described in the solicitation document to multiple ships in multiple</li></ol>	200	100



Table 2	Management Criteria	Maximum Points	Minimum Points
R8	<p>Adequacy of planned team organization, including availability of team members and backup capability, reporting structure, management of project, subcontracts and capability to carry out the project.</p> <p>Points to consider:</p> <ol style="list-style-type: none"><li>1. Provides a plan for in-port coordination between the Project Coordinator and the On-site Representative.</li><li>2. Provides an at sea communication/liaison plan between the Firm, the Project Coordinator and the On-site Representative.</li><li>4. Relevant business practices to ensure qualified On-Site Agents are available to support multiple naval ships at multiple ports at the same time</li><li>5. Provides a copy of the Firms' code of ethics, code of conduct, bond of employees and an agreement structure with sub-contractors.</li></ol>	100	50

<b>Table 2</b>	<b>Management Criteria</b>	<b>Maximum Points</b>	<b>Minimum Points</b>
R9	<p>As it applies to "acquisition call-ups" (provision of goods and/or services): ability of on-site personnel to obtain competitive quotations; sourcing methodology for a wide variety of goods and/or services; ability to assist in establishing evaluation criteria, selection methodologies, and negotiations to ensure fair value for money spent; ability to ensure compliance from selected suppliers and/or sub-contractors.</p> <p>Points to consider:</p> <ol style="list-style-type: none"> <li>1. A detailed description of the Firms' sourcing methods used for goods and services being requested for each geographic region on-site(s). The Offeror should indicate how they will aspire to obtain competitive quotes, where possible, for each call-up.</li> <li>2. A detailed description of the Offeror's on-site ability to establish evaluation criteria, negotiate, and create selection methods to enable provision of goods and services in a competitive manner.</li> <li>3. The Offeror has demonstrated its Firm's on-site practices in seeking "value for money" for the Crown. This includes but is not limited to: inspections, reports, quality control, and audit procedures used by the Firm to ensure compliance by your selected Suppliers or sub-contractors.</li> </ol>	200	100

Maximum points available for Table 2 = 900 points

Minimum total points required for R5 - R9 = 70% (630 points)

(A minimum score of 50% is required for each individual criteria)

## ANNEX K

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

#### Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier's Information

Supplier's Legal Name	
Organizational Structure	<input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's Address	
Supplier's Procurement Business Number (PBN)	
Solicitation Number	
Date of Offer (yyyy-mm-dd)	

#### List of Names

NAME	TITLE

N° de l'invitation - Solicitation No.  
W3371-225057/B  
N° de réf. du client - Client Réf. No.  
W3371-22-5057

N° de la modif - Amd. No.  
File No. - N° du dossier  
HAL-1-86019

Id de l'acheteur - Buyer ID  
HAL410  
N° CCC / CCC No./ N° VME - FMS

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### **Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

### **Signature**

Please include with your offer.



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		2. Branch or Directorate / Direction générale ou Direction	
Department of National Defence		Maritime Forces Pacific and Atlantic	
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 Delivery of logistics support to deployed vessels.			
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input checked="" 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 checked="" type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		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 checked="" type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



**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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRES SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



## CONTRACT SECURITY PROGRAM (CSP)

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

#### Instructions for completing the Application for Registration (AFR)

##### Privacy notice for Canadian entities registering in the CSP

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

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

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

##### General Instructions:

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

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

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





## CONTRACT SECURITY PROGRAM (CSP)

### Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Stock exchange identifier (if applicable);
    - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status, ie. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.  
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### Section B - Security Officers

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

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

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



## CONTRACT SECURITY PROGRAM (CSP)

### Section C - Officers

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

### Section D - Board of Directors

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

### Section E - Ownership Information

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

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

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

### Section G - Certification and Consent

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



## CONTRACT SECURITY PROGRAM (CSP)

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

**NOTE:**

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

#### SECTION A - BUSINESS INFORMATION

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



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION B – SECURITY OFFICERS

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

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

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

#### For Document Safeguarding Capability ONLY:

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

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

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

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



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

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

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

#### Please complete for each level of ownership

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

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

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

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



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION E-2 - OWNERSHIP LEVEL 2

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

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

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

### SECTION E-3 - OWNERSHIP LEVEL 3

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

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

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



## CONTRACT SECURITY PROGRAM (CSP)

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

#### Add additional rows or attachments as needed

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

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

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

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

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

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

Recommendations	
Recommended by e-signature	Approved by e-signature



## CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM

### Purpose

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and/or investigation. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

### Instructions for completing this form

#### General

- This form and the additional documentation required must be provided in English or French.
- In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

#### Section A - Business Information

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government authorities.
- **Business or trade name** refers to the name which a business trades under for commercial purposes, although its registered legal name used for contracts and other formal situations, may be another name.
- **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Stock exchange identifier (if applicable); and
  - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Government registration documentation; and
  - Other (e.g. Master Business License).
- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - National Law, Act or policies defining the entity; and
  - Evidence of legal status.





- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status;
  - National laws and Acts; and/or
  - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

## Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity's Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.
- The CSO **must** be:
  - an employee of the company or corporate entity; and
  - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

## Section C – List of Board of Directors

- List all members of the company's Board of Directors. Applicants are to add additional rows to the section if required.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

## Section D – Ownership Information

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

## Section E – Certification and Consent

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



**IMPORTANT NOTE:** The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

SECTION A - BUSINESS INFORMATION		
Complete Section A and provide the required documentation identified in the instructions above.		
1. Legal name of the company or corporate entity		
2. Business or trade name (if different from legal name)		
3. Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)  <input type="checkbox"/> Sole proprietor  <input type="checkbox"/> Partnership  <input type="checkbox"/> Corporation (Private or Public)  <input type="checkbox"/> State-owned entity  <input type="checkbox"/> Other, specify:		
4. Provide a brief description of your company or corporate entity's general business activities		
5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
8. Business Identifier Number if applicable (e.g. CAGE/NCAGE code)	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites
13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)		14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)		16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)

## SECTION B – COMPANY SECURITY OFFICER

### Complete Section B.

Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile
Email address for the company security officer:				

## SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)

### Complete Section C. Add additional rows or attachment as required

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

## SECTION D – OWNERSHIP INFORMATION

### Complete Section D for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.

#### SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)

Identify all individual owners or direct organizations ownership related to the company or corporate entity identified in Section 1.

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

#### SECTION D-2 – OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

#### SECTION D-3 – OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship



**SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)**

I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.

Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

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

Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date