

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address:
Attention: Eastern Service Centre

Email: aafc.escprocurement-
 cseapprovisionnement.aac@agr.gc.ca

REQUEST FOR STANDING OFFER

Offer to: Agriculture and Agri-Food Canada
Canada, as represented by the Minister of Agriculture and Agri-Food Canada hereby requests a Standing Offer on behalf of the Identified Users herein

Comments:

Vendor/Firm Name and Address:

Issuing Office
Agriculture and Agri-Food Canada

2001 Robert-Bourassa blvd.
Suite 671
Montréal, Québec, H3A 3N2

Title: Standing Offer - Carpentry Services (Nappan)	
Solicitation Number 01B46-2022-068	Date of solicitation: 2022-11-09
Solicitation Closes: At: 2:00 PM On: 2022-12-15	Time Zone: EST
Address Enquiries to: Jean-François Lemay Procurement Officer	
Name: Email: jean-francois.lemay@agr.gc.ca	
Telephone Number: 343-571-9706	FAX Number:
Destination of Goods, Services and Construction: Nappan Research Farm 4016 Highway 302, Nappan, Nova Scotia, B0L 1C0	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

Agriculture and Agri-Food Canada at 4016 Highway 302 Nappan Nova Scotia , B0L 1C0 has a requirement for a company to provide Carpentry services such as installation, removal and repair of various building components such as: roofing, windows, doors, siding and interior structural and mechanical components on a As and When Requested basis.

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.

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.

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20):

Delete "Public Works and Government Services Canada"
Insert "Agriculture and Agri-Food Canada".

Delete "PWGSC"
Insert "AAFC".

Subsection 5.2 of Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements 2006 is amended as follows:

Delete: "(d) send its offer only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the address specified in the RFSO, as applicable;"

Insert: (d) send its offer only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the RFSO or, to the address specified in the RFSO, as applicable;

2.2 Submission of Offers

Bids must be submitted only to Agriculture and Agri-Food Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to AAFC will not be accepted.

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

2.4 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 resulting Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Nova Scotia, Canada.

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, the Offeror is deemed to have consented to the applicable laws as specified herein by Canada.

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Nappan research Farm located at 4016 Highway 302 Nappan Nova Scotia , B0L 1C0 on **November 23, 2022. The site visit will begin at 10 AM local time.**

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The bid must be gathered per section and separated as follows:

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

Section I: Technical Bid

The Technical Proposal should demonstrate how the Bidder will meet the requirements of the Evaluation Procedures and Basis of Selection (Part 4).

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

Section II: Financial Bid

The bidder must complete and sign Annex B (Basis of Payment).
Prices shall not appear in any area of the proposal except in Annex B (Basis of Payment).

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The assessment by AAFC will be based solely on the information contained in the Proposal. AAFC may, but is not obligated to, ask the Bidder for clarifications.

The Bidder is requested to use the tables provided and/or identify where the information can be found in the proposal (i.e.: identify the page / project number, etc.)

4.1.1.1 Mandatory Technical Criteria (MC1 & MC2)

Failure to comply with any of the following mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

MC1 – Employees experience & Certificate of qualifications

Offerors must **provide a list** of journeyman carpenters in their present employ that would be sent to the site to perform any part of the general scope of work. List the **employees name and years of experience** as a journeyman and **provide copies of certificates of qualification**.

MC2 - Offeror Experience

Only Offerors with experience in general carpentry **in large institutional/commercial buildings** will be considered qualified for this work.

To demonstrate this experience the offeror must provide details on at least two (2) similar projects managed by the firm:

- Name and location of organization for whom work was done;
- Type of operating environment, i.e. factory, medical facility, etc.;
- Length time your firm has provided service for the named organization;

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest price for the 5 years will be recommended for award of a Standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

The certifications and additional information listed below should be submitted with the offer but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

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;
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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

The contractor and/or its employees MUST NOT have unescorted access to Agriculture and Agri-Food Canada premises until security clearances at level reliability are granted. The contractor(s) must, at all time, be escorted on Agriculture and Agri-Food Canada premises by the project authority or by a suitable replacement appointed by the project authority until security clearance(s) at level reliability is/are granted..

The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets.

The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).

The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Agriculture and Agri-Food Canada.

The contractor and its employees must comply with the provisions of the:

- Security Requirements Check List and security guide (if applicable);
- Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from February 1, 2023 to January 31, 2024.

7.4.2 Extension of Standing Offer

The Contractor grants to Canada the irrevocable option to extend the term of the Standing Offer by up to four (4) additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Standing Offer. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jean-François Lemay
Title: Procurement Officer
Agriculture and Agri-Food Canada
Address: 2001 Robert-Bourassa, Montréal, Québec, H3A 3N2
Telephone: 343-571-9706
E-mail address : jean-francois.lemay@agr.gc.ca

The Standing Offer Authority is responsible for the management of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:
(will be provided at contract award)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

The Project Authority for each resulting contract will be identified in the Call-up issued.

7.5.3 Offeror's Representative

(will be inserted at contract award)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Authorized Users

The Identified User authorized to make call-ups against this S.O. is the Facility Manager of the Nappan Research Farm.

7.8 Call-up Procedures

Call-ups must be made by the Authorized User 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.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$60,000.00 (Applicable Taxes included)**.

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$60,000.00 (Applicable Taxes excluded) annually** 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.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list below, 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 to the extent necessary to resolve such discrepancy.

- 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 [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated (will be inserted at contract award)

7.12 Certifications and Additional Information

7.12.1 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.

7.12.2 SACC Manual Clauses

[M3020C](#) (2016-01-28) Status of Availability of Resources

7.13 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.

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Requirement

The Contractor must provide the items detailed in the Call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Period of Contract

The Work must be performed during the period of 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

Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Basis of Payment, Annex "B" for work performed pursuant to the Call-up.

Payment by AAFC for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as AAFC requires.

7.5.1 Electronic Payment of Invoices – Call-up

The Contractor agrees to receive payment through direct deposit to a financial institution.

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada [Privacy Act and Access to Information Act \(R.S.C., 1985, c. A-1\)](#).

Additional information is available at: www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.6 Invoicing Instructions

The Offeror must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Duly supported by specified release documents and other documents called for under the Call-up.

The invoice shall be forwarded to :

- 1) the Project Authority at the address noted in Article 7.5.2. Part A
- 2) the following address: aafc.aafe-aackentvilleprocurement.aac@agr.gc.ca

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.8 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

Objective:

Agriculture and Agri-Food Canada at 4016 Highway 302 Nappan Nova Scotia , B0L 1C0 has a requirement for a company to provide Carpentry services such as installation, removal and repair of various building components such as: roofing, windows, doors, siding and interior structural and mechanical components on a **As and When Requested** basis.

Background:

The Research Centre operates on a five day basis from Monday to Friday, 8:00AM to 4:30PM, although some experiments are conducted around the clock over extended periods of time.

The Centre's Facilities includes:

- a) 20 buildings and barns (some not heated)
- b) A wide variety of roofing and siding systems
- c) Numerous overhead doors
- d) Assorted styles of windows and doors
- e) Assorted types of interior wall cladding

Codes and Legislated Requirements:

The following codes and standards in effect at the time of award are subject to change / revision. The latest edition of each shall be enforced during the term of the Standing Offer.

- i) Treasury Board of Canada
- ii) Canada Standards Association
- iii) Canadian Environmental Protection Act
- iv) National Building Code of Canada
- v) National Fire code
- vi) Part II of the Canada Labour Code
- vii) Canadian Occupational Safety and Health Section of Part II of the Canada labour Code
- viii) Fire Commissioner of Canada FC 301 Standard for Construction Operations
- ix) Provincial and Territorial Acts and Regulations
- x) Canadian Construction and Labour Safety Codes; Provincial Government Workers= Compensation board and Municipal Statutes and Authorities
- xi) Canadian Electrical Code, Part I, CSA 22.1-1998
- xii) Canadian Plumbing Code
- xiii) Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations

In the event of a conflict between any of the above codes or standards, the most stringent shall apply.

Security and Identification :

Photo identification is required for all employees working at the Research Centre and will be mandatory for all Contractors' staff when performing work at the site. All employees of the Contractor will be required to pass a Federal Government Security Clearance Screening. Photo identification cards will be worn by all employees of the Contractor at all times while on the site.

Service Required:

The Contractor shall furnish all necessary labour, supervision, transportation, material, tools and equipment to carry out this Standing Offer Agreement of maintenance and repairs of building systems and provide the services described throughout this specification.

The types of service could include but are not limited to:

- (1) repair of steel and asphalt shingle roofing
- (2) repair of overhead doors
- (3) repairs to drywall
- (4) repairs to windows and doors
- (5) repairs to wooden and steel structural building components
- (6) Painting various types of cladding

Terms and Conditions of Work:

1. Contractor, upon award of standing offer, shall furnish the Facility Manager or his designated representative a copy of the Contractors Workers Compensation Certificate and Liabilities.
2. Upon award of standing offer AAFC will submit the names of the people proposed to do the work, as listed in the mandatory section, to Government of Canada's Security to undergo screening for enhanced security clearances. No employee of the Contractor shall be allowed on site until clearances have been established. This requirement must be updated when staff changes occur. The contractor to pay all costs incurred.
3. The Contractor shall report to the Facility Manager or his/her designated representative upon arrival on site, provide identification, and sign in at the Nappan Research Farm main office.
4. The contractor must be available 24 hours a day, 7 days a week, via phone or cell phone number. The Contractor will respond immediately and be on site within 60 minutes for an emergency priority and within 24 hours for a routine priority.
5. The contractor shall complete all applicable log books before leaving the site each day outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
6. The Contractor shall warrant all services performed under this Standing Offer will at the time of acceptance, be free from defects in workmanship. If the Contractor is required to correct or replace the Work or any portion thereof, it shall be at no cost to AAFC, and any Work corrected or replaced by the Contractor shall be subject to all provisions of the Standing Offer to the same extent as Work initially performed. The warranty is one year for parts and 60 days for labour.
7. The Contractor will be responsible to maintain the integrity of the existing facility. Any damage caused by the Contractor must be made good.
8. Contractor shall provide training to AAFC's maintenance staff and user groups on operation and maintenance procedures on all new installations. The Contractor shall supply shop drawings and manufacturer's instructions and specifications on all new installations.
9. The Contractor shall execute the work with minimum disturbance to the occupants, public and normal use of the building.
 - i) Protect and maintain existing active services.
 - ii) Any connection to existing services are to be made with minimum disturbance to occupants and building operation.

- iii) Any shutdown to execute service or repair must first be approved by the Facility Manager or his/her designate.
- 10. The Contractor shall at his own cost, remove and dispose of debris, used and obsolete material on a daily basis environmentally as per the Green Code.
- 11. The Contractor is to supply all tools and equipment required to provide work under the Standing Offer.
- 12. Equipment and materials to be new and CSA certified. Deliver, store and maintain materials with manufacture's seal and labels intact.
- 13. Additions, relocations or removal of equipment or systems are to recorded, dated and initialled by the Contractor on the as-built prints where applicable.
- 14. Contractor shall submit a detailed work order explaining the Work undertaken to the Facility Manager or his designated representative before leaving the site.
- 15. The Contractor shall provide AAFC an invoice complete with a detailed breakdown of all parts, material and labour used. This invoice must clearly reference all work sheets associated with the call-up.
- 16. The Contractor may, upon request, provide AAFC with a wholesalers invoice complete with parts pricing.
- 17. While on-site, Contractor and Contractor's employees shall adhere to all AAFC's safety and workplace policies. A copy of the policy will be provided by the Facility Manager or his/her designated representative.
- 18. The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.
- 19. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well-being of his/her employees. Copies shall be made available to the Departmental Representative.
- 20. All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and supplied to the Departmental Representative.
- 21. Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors and personnel are advised of such Safety Plan and of the posted location.
- 22. The Contractor shall ensure all workers and authorized personnel entering the work site are notified of, and abide by the posted Safety Plan, safety rules, regulations, safe work practices and applicable Safety Acts, Regulations and Codes. Any person not complying with these shall not be permitted on the work site.
- 23. The Contractor shall ensure that all applicable personal protective equipment (PPE) is used. (Safety boots, hearing protection, etc.)
- 24. All Contractors' employees working with controlled products on Federal property and/or In Federal facilities will require WHMIS certification, Fall Arrest and Confined Spaces certification.
- 25. All Contractors must provide a copy of the Material Safety Data Sheet (MSDS) to the Facility Manager or designate.

26. The Contractor may be required to provide a written estimate for repair work and new installations to the Facility Manager or his designated representative when needed.
27. This Standing Offer does not create an exclusive right of the Contractor to perform all the work that may be required. AAFC reserves the right to have any work done by other means.
28. AAFC reserves the right to supply the Parts and Material to the Contractor. All materials must be approved by the Facility Manager or his designated representative prior to ordering or installation.
29. The Contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
30. The contractor must acquire advance expenditure approval from the Facility Manager for permits, certificates, assessment fees and special equipment charges for the work to be performed.

ANNEX B - BASIS OF PAYMENT

Part A Hourly Rates Offered for the duration of the Standing Offer

This section will be part of the Standing Offer.
Call-ups against the SO will be based on the Hourly Rates offered below.

Skilled Trades and Site Services	Unit	Year I			Year II (Optional)			Year III (Optional)		
		February 1, 2023 to January 31, 2024			February 1, 2024 to January 31, 2025			February 1, 2025 to January 31, 2026		
		During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$	During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$	During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Per hour	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Per hour	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Skilled Trades and Site Services	Unit	Year IV (Optional) February 1, 2026 to January 31, 2027			Year V (Optional) February 1, 2027 to January 31, 2028		
		During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$	During Regular Working Hours \$	Outside Regular Working Hours \$	Saturday, Sunday & Holidays Hours \$
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Per hour	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Per hour	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Name of Offeror: _____

Name of Authorized Signatory: _____

Address of Offeror: _____

Position of Signatory: _____

Signature: _____

Date: _____

Part B Financial Evaluation

This section will not be part of the Standing Offer; it is for evaluation purposes only.
Hourly Rates in this section must be identical to the rates submitted in Part A

Year I – February 1, 2023 to January 31, 2024

Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Quantity	Total A	Outside Regular Working Hours \$	Estimated Quantity	Total B	Saturday, Sunday & Holidays Hours \$	Estimated Quantity	Total C	Total per Trade / Service (Total A + B + C)
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Allowance for material, replacement parts, required permits, certificates, assessments and special equipment at net cost, plus a markup of 10% applied to the net cost.	Allowance										\$ 20,000
Total for Year I - February 1, 2023 to January 31, 2024											\$ _____

Year II (Optional) – February 1, 2024 to January 31, 2025

Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Quantity	Total A	Outside Regular Working Hours \$	Estimated Quantity	Total B	Saturday, Sunday & Holidays Hours \$	Estimated Quantity	Total C	Total per Trade / Service (Total A + B + C)
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Allowance for material, replacement parts, required permits, certificates, assessments and special equipment at net cost, plus a markup of 10% applied to the net cost.	Allowance										\$ 20,000
Total for Year II - February 1, 2024 to January 31, 2025											\$ _____

Year III (Optional) – February 1, 2025 to January 31, 2026

Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Quantity	Total A	Outside Regular Working Hours \$	Estimated Quantity	Total B	Saturday, Sunday & Holidays Hours \$	Estimated Quantity	Total C	Total per Trade / Service (Total A + B + C)
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Allowance for material, replacement parts, required permits, certificates, assessments and special equipment at net cost, plus a markup of 10% applied to the net cost.	Allowance										\$ 20,000
Total for Year III - February 1, 2025 to January 31, 2026											\$ _____

Year IV (Optional) – February 1, 2026 to January 31, 2027

Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Quantity	Total A	Outside Regular Working Hours \$	Estimated Quantity	Total B	Saturday, Sunday & Holidays Hours \$	Estimated Quantity	Total C	Total per Trade / Service (Total A + B + C)
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Allowance for material, replacement parts, required permits, certificates, assessments and special equipment at net cost, plus a markup of 10% applied to the net cost.	Allowance										\$ 20,000
Total for Year IV - February 1, 2026 to January 31, 2027											\$ _____

Year V (Optional) – February 1, 2027 to January 31, 2028

Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Quantity	Total A	Outside Regular Working Hours \$	Estimated Quantity	Total B	Saturday, Sunday & Holidays Hours \$	Estimated Quantity	Total C	Total per Trade / Service (Total A + B + C)
Licensed Carpenter: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Carpenter Apprentice: Service Calls, including travel time and all related expenses on the job site.	Hour	\$ _____	600 hours	\$ _____	\$ _____	60 hours	\$ _____	\$ _____	10 hours	\$ _____	\$ _____
Allowance for material, replacement parts, required permits, certificates, assessments and special equipment at net cost, plus a markup of 10% applied to the net cost.	Allowance										\$ 20,000
Total for Year V - February 1, 2027 to January 31, 2028											\$ _____

Total amount Year I	\$
Total amount Year II (optional)	\$
Total amount Year III (optional)	\$
Total amount Year IV (optional)	\$
Total amount Year V (optional)	\$
Total for the five (5) years	\$

(The total amount for the five (5) years will be compared against other receivable bids to determine the lowest cost)



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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine AAFC	2. Branch or Directorate / Direction générale ou Direction Science and Technology
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
Requirement for a company to provide Carpentry services such as installation, removal and repair of various building components such as: roofing, windows, doors, siding and interior structural and mechanical components on a As and When Requested basis.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

PART A (continued) / PARTIE A (suite)

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

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

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

PART B - PERSONNEL (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 EMBLEMES			

Special comments:
Commentaires spéciaux : Request to be able to escort unscreened personnel until security clearance has been granted.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
--



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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS 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? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Janice Carter		Title - Titre Integrated Services Manager	Signature Janice Carter <small>Digitally signed by Janice Carter Date: 2022.09.02 15:17:18 -03'00'</small>
Telephone No. - N° de téléphone 902-599-4317	Facsimile No. - N° de télécopieur 902-365-8455	E-mail address - Adresse courriel janice.carter@agr.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lise Levesque-Masson		Title - Titre Coordinator, SRCL and Passport Officer	Signature Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2022.09.08 11:29:24 -04'00'</small>
Telephone No. - N° de téléphone 613-773-1464	Facsimile No. - N° de télécopieur 613-773-1488	E-mail address - Adresse courriel lise.levesque-masson@agr.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date