



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</b></p> <p><b>Electronic Copy:</b> <a href="mailto:soumissionsbids@ec.gc.ca">soumissionsbids@ec.gc.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUMISSION À:</b> <b>ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> <i>Field Site Operations Technician for Aerosols Monitoring in Egbert, Ontario</i></p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000068459</p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2023-01-11</p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b>  at – à <b>3:00 P.M.</b> on – le <b>2023-01-26</b></p>	<p><b>Time Zone – Fuseau horaire</b>  <i>Eastern Standard Time</i></p>
	<p><b>F.O.B – F.A.B</b> <i>N/A</i></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> <i>Angelina Garcia</i> <i>Contracting Authority</i> <i>Email : <a href="mailto:Angelina.Garcia@ec.gc.ca">Angelina.Garcia@ec.gc.ca</a></i></p>	
	<p><b>Telephone No. – N° de téléphone</b> <i>778-726-1680</i></p>	<p><b>Fax No. – N° de Fax</b> <i>N/A</i></p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> <i>Contract Award to 2025-03-25</i></p>	
	<p><b>Destination of Services / Destination des services</b> <i>Clean Air Building</i> <i>Centre for Atmospheric Research Experiments</i> <i>Environment and Climate Change Canada</i> <i>Egbert, ON</i></p>	
	<p><b>Security / Sécurité</b> <i>There is a security requirement applicable to the Solicitation.</i></p>	
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	



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## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the "<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>" **Canadian Industrial Security Directorate (CISD), Industrial Security Program** (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Comprehensive Land Claims Agreement(s)**

This procurement is not subject to any Comprehensive Land Claims Agreement(s).

### **1.4 Debriefings**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

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

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

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

**Delete:** In its entirety

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

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

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

**Delete:** In its entirety

**Insert:** “Bids may be submitted by facsimile if specified in the bid solicitation.”

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

**Delete:** In their entirety

**Insert:** “Deleted”

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

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

**Insert:** “Deleted”

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

**Delete:** In its entirety

**Insert:** “Deleted”

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

**Delete:** “sixty (60) days”

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



## 2.2 Submission of Bids

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

## 2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms](#) contains information on potential complaint bodies such as:

Office of the Procurement Ombudsman (OPO)  
Canadian International Trade Tribunal (CITT)

- c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## 2.7 Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

#### **Note for electronic submission of bids:**

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

Email Address: [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca)  
Attention: Angelina Garcia  
Solicitation Number: 5000068459

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

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

Bids sent by fax will not be accepted.

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

#### **Section I: Technical Bid**

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

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

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





## Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

### 1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, National Joint Council Travel Directive and with the other provisions of the directive referring to "traveler's", rather than those referring to "employees".
- e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long-distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

### 1.5 Bidders should include the following information in their financial bid:

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

## Section III: Certifications

Bidders must submit the certifications required under Part 5.





**ATTACHMENT "1" TO PART 3  
FINANCIAL BID PRESENTATION SHEET**

- 1.0 The Bidder should complete the Financial Bid Presentation Sheet and include it in its financial bid once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid for each of the periods specified below its quoted fixed hourly rate (in Cdn \$) for each of the resource categories identified.
- 2.0 The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- 3.0 Ref Cost component #3 in table(s) below. An allowance of estimated hours has been included as an optional requirement for unforeseen work, trouble shooting and emergency repairs during the inclusive period(s). The figures are for evaluation purposes only during the solicitation process and is an estimate provided in good faith. This does not commit Environment and Climate Change Canada to pay such an amount.
- 4.0 The following notes apply to cost components described in the tables below for a CABM Aerosol Site Operator:
  - \* to perform instrument checks, weekly filter changes, CLAP filter changes, Butanol top-up, inventory of supplies
  - \*\* unscheduled visits to troubleshoot instrument(s)
  - \*\*\* rate reimbursed following Treasury Board National Travel Directive; for evaluation purposes, estimated amounts indicated on the financial tables should not be changed.

**Initial Contract Period: April 1, 2023 to March 31, 2024**

Description / Calculation	Firm Unit Price (A)	Total No. of Units (B)	Total (C = A x B)
1. Weekly operational visits * 52 weeks x 2 hours/week	\$_____/hour	104 hours	\$
2. Carbon sampling (14C) 1 x 26 bi-weekly sampling	\$_____/sample	26 samples	\$
3. As and when required visits ** 5 trips x 2 hours/trip	\$_____/hour	10 hours (estimated)	\$
4. Travel Mileage *** 104 visits + 5 extra visits	Not to exceed annually		\$5,000.00
<b>Total Price for Period April 1, 2023 to March 31, 2024 (D)</b>			\$



**Initial Contract Period: April 1, 2024 to March 31, 2025**

Description / Calculation	Firm Unit Price (A)	Total No. of Units (B)	Total (C = A x B)
1. Weekly operational visits * 52 weeks x 2 hours/week	\$_____/hour	104 hours	\$
2. Carbon sampling (14C) 1 x 26 bi-weekly sampling	\$_____/sample	26 samples	\$
3. As and when required visits ** 5 trips x 2 hours/trip	\$_____/hour	10 hours (estimated)	\$
4. Travel Mileage *** 104 visits + 5 extra visits	Not to exceed annually		\$5,000.00
Total Price for Period April 1, 2024 to March 31, 2025 (E)			\$

**Option Year 1 : April 1, 2025 to March 31, 2026**

Description / Calculation	Firm Unit Price (A)	Total No. of Units (B)	Total (C = A x B)
1. Weekly operational visits * 52 weeks x 2 hours/week	\$_____/hour	104 hours	\$
2. Carbon sampling (14C) 1 x 26 bi-weekly sampling	\$_____/sample	26 samples	\$
3. As and when required visits ** 5 trips x 2 hours/trip	\$_____/hour	10 hours (estimated)	\$
4. Travel Mileage *** 104 visits + 5 extra visits	Not to exceed annually		\$5,000.00
Total Price for Option Year 1 (F) April 1, 2025 to March 31, 2026			\$

**Option Year 2 : April 1, 2026 to March 31, 2027**

Description / Calculation	Firm Unit Price (A)	Total No. of Units (B)	Total (C = A x B)
1. Weekly operational visits * 52 weeks x 2 hours/week	\$_____/hour	104 hours	\$
2. Carbon sampling (14C) 1 x 26 bi-weekly sampling	\$_____/sample	26 samples	\$
3. As and when required visits ** 5 trips x 2 hours/trip	\$_____/hour	10 hours (estimated)	\$
4. Travel Mileage *** 104 visits + 5 extra visits	Not to exceed annually		\$5,000.00
Total Price for Option Period 2 (G) April 1, 2026 to March 31, 2027			\$



Total Price for April 1, 2023 to March 31, 2024 <b>(D)</b>	\$
Total Price for April 1, 2024 to March 31, 2025 <b>(E)</b>	\$
Total Price for Option Year 1 - April 1, 2025 to March 31, 2026 <b>(F)</b>	\$
Total Price for Option Year 2 - April 1, 2026 to March 31, 2027 <b>(G)</b>	\$
Total Evaluated Bid Price (D + E + F + G)	\$
Applicable Taxes	\$
Total Bid Price with Taxes	\$



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

### **4.1 Evaluation Procedures**

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

### **4.2 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

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

#### **4.2.1 Mandatory Technical Criteria**

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

Mandatory technical evaluation criteria are included in Attachment "1" to Part 4.

#### **4.2.2 Point Rated Technical Criteria**

Point rated technical evaluation criteria are included in Attachment "1" to Part 4.

### **4.3 Financial Evaluation**

#### **4.3.1 Evaluation of Price**

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

For evaluation purposes only, the price of the bid will be determined as follows:

- 4.3.1.1 The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
- 4.3.1.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

### **4.4 Basis of Selection**

#### **4.4.1 Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]**

4.4.1.1 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 10 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 20 points.



- 4.4.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 4.4.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 4.4.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 4.4.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.4.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.4.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.17	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd



**ATTACHMENT "1" TO PART 4  
MANDATORY TECHNICAL CRITERIA**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Bidder must submit a resumé that includes details on how it responds to the mandatory technical criteria below. The Bidder must also provide at least 1 reference, including information on name of company, contact person, email and telephone no. and inclusive period of the work for these references.

ECCC reserves the right to contact these references to validate the information provided by the Bidder and/or it's proposed resource(s).

No.	Mandatory Technical Criteria	Met/Not Met Resume/References	Page Number
MT1	<p>The Bidder's proposed resource must confirm their availability and willingness to make unscheduled site visits, within 48 hours should an instrument breaks down.</p> <p>To demonstrate the resource's availability, the Bidder must submit the template provided for in Attachment 3 to Part 4, Letter of Availability and Willingness to perform the Work under the contract, for the proposed Resource.</p>		

**Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

No.	Point-rated Technical Criteria	Maximum Points	Rating/Score
RT1	<p>The Bidder should propose a Resource who has experience in operating at least two aerosol monitoring instruments, namely:</p> <p>Continuous Light absorption Photometer, Nephelometer, Condensable Particle Counters, Flow controller,</p> <p>and performing minor repairs of technical equipment, troubleshooting technical issues with instruments and the ability to work with data collection systems using laptops/computers.</p> <p>To demonstrate it meets this requirement, the Bidder must provide the following details by completing Attachment 2 Part 4, Bidder's Resource Experience Table</p> <ul style="list-style-type: none"> <li>- Name of resource</li> <li>- identify where the resource gained the knowledge and experience by providing:               <ul style="list-style-type: none"> <li>- Education, certification and/or experience</li> <li>- Name of company</li> </ul> </li> </ul>	20	



	<ul style="list-style-type: none"> <li>- Address of company</li> <li>- Inclusive period of work</li> <li>- Brief description of duties and responsibilities, including frequencies as to when these activities were performed as per references provided</li> <li>- Name and contact information of references</li> </ul> <p>Points will be awarded as follows:</p> <p>Experience operating all 4 atmospheric aerosol measurements instruments listed: = 20 points</p> <p>Experience operating any 3 of the listed atmospheric aerosol measurement instruments = 15 points</p> <p>Experience operating any 2 of the listed atmospheric aerosol measurement instruments = 10 points</p>		
	TOTAL SCORE	20	
	MINIMUM SCORE TO PASS	10	





**ATTACHMENT 2 TO PART 4  
BIDDER RESOURCE'S EXPERIENCE TABLE**

The Bidder should complete the Resource Experience Table and include it with its bid.

*Additional rows, sheets may be added as required.*

<b>Bidder's Resource Experience Table</b>	
<b>Proposed Resource's Name:</b>	
<b>Education, Certification and/or Training</b>	
<b>Experience 1</b>	
<b>Name of Client Address and Contact Information:</b>	
<b>Start Date:</b>	
<b>End Date:</b>	
<b>Scope/Description of Work</b>	
<b>Experience 2</b>	
<b>Name of Client Address and Contact Information:</b>	
<b>Start Date:</b>	
<b>End Date:</b>	
<b>Scope/Description of Work</b>	



**ATTACHMENT 3 TO PART 4  
LETTER OF AVAILABILITY AND WILLINGNESS  
TO PERFORM WORK UNDER THE CONTRACT**

The Bidder should fill in and sign off on the Letter of Availability and Willingness to Perform the Work under the Contract.

I        **[insert name]**, confirm that I am willing and available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation, and that I am willing to undergo any required training to do the work,

- a. Performing all duties identified in Statement of Work,
- b. Making myself available to respond within 48 hours when an instrument breaks down,  
and
- c. Arranging unscheduled site visits to trouble shoot and/or resolve technical issues that may arise at the site.

I further confirm that        **[insert name of Bidder]** has the authorization to provide my name as a resource in its bid for the Weather Observation Services Contract.

\_\_\_\_\_

Name and Signature



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions - Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder 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 - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity [FCP Limited Eligibility to Bid](#)" list available from Employment and Social Development Canada (ESDC) - Labor's website.

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

#### **5.2.3 Additional Certifications Precedent to Contract Award**

##### **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the



purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

#### **5.2.3.2 Education and Experience A3010T (2010-08-16)**

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



**PART 6 - RESULTING CONTRACT** *(at contract award, delete this line)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

**Title:** *(insert only at contract award)*

**6.1 Security Requirement**

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

1. The Contractor personnel must have a confirmed reliability and valid security clearance.
2. The Contractor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid security screening issued by the Government of Canada/Environment and Climate Change Canada (ECCC).
3. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by ECCC.
4. The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information.
5. Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

**6.2 Statement of Work**

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

**6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC *Standard Acquisition Clauses and Conditions Manual* issued by Public Works and Government Services Canada.

**6.3.1 General Conditions**

[2010B \(2022-01-28\)](#) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

General conditions 2010B is modified as follows:

**At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 13 Transportation Carriers' Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

**At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"



**Insert Subsection: “36 Liability”**

“The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

**At Section 19 Copyright**

**Delete:** In its entirety

**Insert:**

1. In this section:  
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.  
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;  
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.
6. No restrictions other than those set out in this section must apply to Canada's use of the Material or of translated versions of the Material.

**6.3.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ **(insert name(s) of person(s)).**

**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The Work is to be performed during the period of contract award to March 31, 2025

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



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

**6.5 Comprehensive Land Claims Agreement(s)**

The Contract is not subject to any Comprehensive Land Claims Agreement(s):

**6.6 Authorities**

**6.6.1 Contracting Authority** to be named at contract award

The Contracting Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	

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

**6.6.2 Technical Authority** to be named at contract award

The Technical Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	

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

**6.6.3 Project Authority** to be named at contract award

The Project Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	





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

**6.6.4 Contractor's Representative** to be named at contract award

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	

**6.7 Proactive Disclosure of Contracts with Former Public Servants**

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

**6.8 Payment**

**6.8.1 Basis of Payment**

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

**6.8.2 Limitation of Expenditure**

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

**6.9 Invoicing Instructions**

**6.9.1 Monthly Payments**

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



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

## 6.10 Certifications and Additional Information

### 6.10.1 Compliance

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

### 6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(Insert the name of the province or territory as specified by the bidder in its bid, if applicable.)*

### 6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B \(2022-01-28\)](#) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List; and
- (f) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)).*

### 6.13 Insurance G1005C (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 6.14 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" [Dispute Resolution](#)".



## ANNEX "A"

### STATEMENT OF WORK

#### Field Site Operations Technician for Aerosols Monitoring in Egbert, Ontario

##### 1.0 Background

Climate Research Division's Climate Chemistry Measurements and Research (CCMR) operates a network of atmospheric monitoring stations across Canada for Canadian Aerosol Baseline Measurement Network (CABM). These sites have various instrumentation that runs 24/7. In-situ instruments collect the air sample and data automatically. Air sample is also collected on the filters that also requires manual sample changes. It is necessary for a site operator to make regular visits to take grab samples and perform regular checks on the operation of instruments for valid data.

Other duties include going through check list, reading and recording of various parameters, diagnostics, and regular servicing, troubleshooting, and minor repair of a variety of monitoring equipment. Knowledge transfer will be provided by Environment and Climate Change Canada (ECCC) technical staff on-site. Detailed duties and frequency are outlined in Attachment 1 to Annex A.

##### 2.0 Objective:

To provide operational support to the Aerosols monitoring site for CABM.

##### 3.0 Details of Work to be Performed

The Work for this contract is of a general nature with specific ability to follow technical instructions and some experience in troubleshooting electronic air sampling devices. All sampling, shipping, and maintenance must be performed in accordance with the Site Operations Instructions. The routine may involve additional collectors as required by the program. ECCC will provide the Contractor the aforementioned instructions and amendments.

##### 4.0 Tasks and Deliverables:

###### A. Firm Requirement:

1. The Contractor is responsible for servicing and changes for:
  - a. In-situ measurements Optical and physical instruments like Continuous Light Absorption Photometer (CLAP), Nephelometer, Condensation Particle Counter (CPC), Scanning Mobility Particle Sizer (SMPS).
  - b. Changes of weekly filter collection for Elemental Carbon/Organic Carbon (EC/OC) measurements
  - c. Changes of biweekly filter collection for C14 isotope experiment.
2. The Contractor must collect filter samples, pack and store them in the freezer located in the main building until ready to ship or picked up by ECCC technician.
3. The Contractor must perform first level maintenance, diagnosis of problems, and minor repairs to equipment is often required of the Contractor. This may include, but is not limited to:
  - Cleaning of equipment
  - Replacement of Defective parts
  - Resetting or rebooting electronic systems
  - Replacement and setup of operational unit with backup unit
  - Checking and readjustment of various parts or software parameters as needed.



The ECCC Technical Authority or technician should be able to bring the replacement part or when the replacement part is already on site, then the Contractor must help in changing of the replacement equipment as required.

- The Contractor is responsible for the general cleanliness of the immediate sampling area, including the removal of garbage/waste from the site.

Above tasks must be carried out in proximity of sensitive and expensive research and monitoring equipment and it is essential that the Contractor understands the need to avoid adverse effects on the measurements and data.

**Optional Requirement:**

ECCC may require the Contractor to perform unforeseen work and emergency repairs on an as required basis.

Work must not commence until a duly signed authorization form (refer to Annex E) is completed by the Technical Authority and provided to the Contractor.

**B. Sample Change Estimated Time Required**

**Firm Requirement:**

<b>A. Weekly</b>	Minutes	Hours
Filter changes, system checks, pump maintenance, span check as per tasks and deliverables with 2 visits per week in 52 weeks with total of 104 visit per year	120	2.0
Weekly Total		2.0
Annual Sub-total:		104.0

<b>B. Bi-Weekly</b>	Minutes	Hours
Perform bi-weekly sample 14C in CO <sub>2</sub> and filters changes for C14 isotope experiment and archive sampled filters appropriately.	15	0.25
Bi-Weekly Total		0.25
Annual Sub-total:		6.50

<b>Approximate Annual Total hours:</b>		<b>110.50</b>
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**As and when required:**

<b>C. As Required</b>	Minutes	Hours
<b><i>Original Year 1 of 3</i></b>		
Unforeseen work and emergency repairs	360	6.00
As Required Total		6.00
Annual Sub-total:		6.00
<b><i>Original Year 2 of 3, Year 3 of 3, and Option Years</i></b>		
Unforeseen work and emergency repairs	600	10.00
As Required Total		10.00
Annual Sub-total:		10.00

**C. Work Considerations**

- The Contractor must have knowledge of local weather conditions.
- The Contractor will be supplied with a phone number and name for emergencies. Only the Technical Authority can make any changes to the sampling program. All changes will be made known to the Contractor, either orally or in writing, or both.
- The Contractor's primary resource must be proficient in English, both written and oral.



4. The ECCC Technical Authority or technician in charge will provide the training on the equipment and the tasks and inspect on a regular basis with the check list.
5. Smoking is not permitted within 500 meters of the compound. Vehicles must not approach closer than the designated parking area. The Contractor must not enter the building with contaminated clothing or footwear.
6. The Contractor must not bring toxic or contaminating compounds such as oil based products, road salt, soaps, disinfectants, or insect repellents to the CABM station. Paints, solvents or glues must not be used onsite or in the vicinity of the compound.
7. The Contractor must contribute to the security of the Site by adhering to the use of locks where applied. The Contractor must report any suspicious activity or tampering of the Site equipment to the Technical Authority, as should any event or activity that may compromise the sampling integrity.
8. Animals or pets are not allowed inside the building.
9. The Contractor must have access to reliable transportation to get to and from the Site.

All deliverables are subject to the review and acceptance of the Technical Authority.

#### **5.0 Government Supplied Materiel**

ECCC will provide a phone number and name for emergencies.

#### **6.0 Official Languages**

English is the preferred language of communication and reporting related to this contract.

#### **7.0 Work Location:**

The work must be performed at the Centre for Atmospheric Research Experiments (CARE) Clean Air Building at Egbert, ON.

#### **9.0 Sustainable Procurement Considerations**

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

#### **10.0 Accessibility Considerations**

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the [Accessible Canada Act](#), its associated regulations and standards, and Treasury Board Contracting Policy. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.



**ATTACHMENT 1 TO ANNEX A**

**DUTIES AND FREQUENCIES OF THE WORK**

Under the general direction of the CCMR staff, the Contractor must travel to the Egbert, ON CARE facility and complete the required maintenance/sampling tasks. If unexpected problems occur, the Contractor may have to perform additional work, such as repairs/troubleshooting, for up to an additional 5 hours. All standard operating procedures are also included in Annex A.

**Specific duties on weekly basis:**

1. Filter change for Elemental Carbon/Organic Carbon (EC/OC) sampling system. Ensure all info is transferred for sampled filters and properly archived according to instructions. New unsampled filters are place according to the Standard Operating Procedures (SOP) (shown later).
2. Change filter on the Continuous Light Absorption Photometer (CLAP) instrument as per instructions shown later.
3. Perform span check on Nephelometer by using Carbon dioxide (CO<sub>2</sub>) gas as per instructions. The error needs to be less than 5%. If otherwise, repeat span check. If more than 2 readings are the same, then notify the Technical Authority.
4. Fill and level off all bottles for the instruments that require butanol such as Scanning Mobility Particle Sizer and Condensation Particle Counter (SMPS and CPC) instruments.
5. Ensure all pumps and flow controllers are working well by checking the required flows on the readout devices.
6. Perform bi-weekly filter sample change for C14 isotope experiment and archive sampled filters appropriately.
7. Clean the cyclones on the main sample lines.
8. Ensure cleanliness in the working bench after all work is finished.
9. Some of troubleshooting and maintenance may include lamp change on the Nephelometer instrument, changing the pump, SOP is included.
10. Do system checks for all Aerosol instruments and mark them as follows:

SYSTEM CHECK ON INSTRUMENT	YES	NO
Make sure that laptop is working by tapping on the mouse button in the middle of the keyboard. The numbers are scrolling on the window displaying the software and bars are moving on the second laptop which collects SMPS data.		
There is enough butanol in the bottle on the side of the SMPS instrument. Also enough butanol in the CPC bottle. The butanol bottles are securely stored. Open the cap on the bottle and fill it up until ¾ full. Screw on the lid on top of the white plastic bottle but do not tighten it all the way.		
Clean the cyclone in front of the SMPS instrument		
Clean the cyclone on the sample inlet		
Change CLAP filter. Adjust CLAP flow is 1 lpm		
All pumps and electronics are in proper working condition Flow on the flow controller units is 13.5 lpm		
Before starting span check, make sure there is enough CO <sub>2</sub> in the tank. Start span check on Nephelometer		

If answers to any of these are no, the Contractor must notify the Technical Authority via the phone # provided or via email.



## STANDARD OPERATING PROCEDURES FOR THE FOLLOWING:

### Starting span check procedure in Nephelometer

### Changing lamp in Nephelometer

### Filter change in CLAP

### Filter change for EC/OC sampling

### Starting automated Span check algorithm for TSI 3563 Nephelometer

## Overview

In a span gas check, the scattering coefficients of a low span gas (typically filtered air) and a high span gas (for example, pure Carbon dioxide (CO<sub>2</sub>)) are measured under instrument conditions of temperature and pressure. The results are used to derive the measured scattering coefficient of CO<sub>2</sub> under conditions of standard temperature and pressure (STP; 273.15K and 1013.25 mb). The measured value of scattering by pure CO<sub>2</sub> is compared with the published value [Anderson et al., 1996; Anderson and Ogren, 1998] for each measurement wavelength. The mean "error" in the CO<sub>2</sub> measurement (i.e., the difference from the CO<sub>2</sub> target value), calculated from each of the six Nephelometer channels (three wavelengths each with a total and hemispheric backscatter measurement) should be within a few percent, with no individual channel's error being larger than 10%. If observed errors are larger than this, it suggests an instrument problem and/or a poor calibration. A span check algorithm is provided in Appendix A so that users can perform these calculations. As discussed below, span gas checks should occur at regular intervals (e.g., weekly to monthly) so that instrument performance can be tracked over time.

## Procedure

This is an automated procedure initiated by using a software. The valve that controls the flow of filtered air and CO<sub>2</sub> is switched automatically in a timely fashion. Turn the CO<sub>2</sub> cylinder valve on. Use a command to start the span check:

Put a message on the online log that resource is starting a span check. Record the pressure in the CO<sub>2</sub> tank. Open the menu on the laptop and choose N for Nephelometer, choose the option to start the span check. The procedure will guide you with the instructions and steps it is performing. The steps will include:

- Flushing the Nephelometer with air for 3-5 minutes at ~ 30 lpm
- Flush with CO<sub>2</sub> for 10 minutes at ~ 5 lpm
- Measure with CO<sub>2</sub> for 5 minutes at ~ 5 lpm
- Flush the Nephelometer with filtered air and measure the constants
- It will give an % error which should be less than 5%

## Changing TSI Nephelometer Bulb

These instructions are meant to augment the description of changing the Nephelometer lamp in chapter 8 of the Nephelometer manual. The Nephelometer manual can be downloaded from the TSI website or follow the following section 8-11.

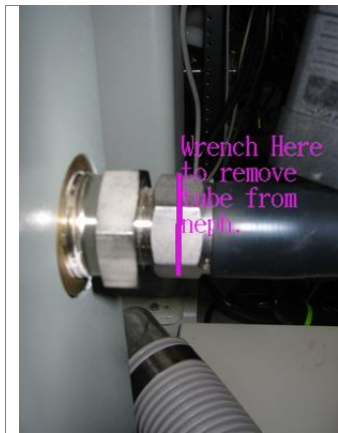
See section 8-11.

1. Put a message in the message log saying you are changing Nephelometer lamp.
2. Turn off power to Nephelometer – there's a switch on the Nephelometer power supply.
3. Remove inlet and outlet tubing from Nephelometer – you should be able to do this using a wrench on the Swagelok nut – there should be no need to twist the tubing in the process. (see picture 1 for where to use wrench)
4. Remove top cover from Nephelometer (this is the grey cover that runs the length of the Nephelometer on the side where the inlet and outlet tubing are). There are 4 screws that hold it in place. These screws are along the side with the serial cable etc. Picture 2 shows a Nephelometer with its top cover removed.
5. Rotate Nephelometer so the side with the bulb is facing you and easy to get at.





6. Unscrew the 2 screws holding the lamp shield. Move the lamp shield but do not let it hang by the thin wires. Support it on something or have someone hold it while you do the lamp change. (Picture 3 shows the location of the lamp shield screws).
7. Allow the lamp to cool (about 5 min) from when the power was turned off)
8. Use the lamp lever to push the lamp out of the socket. If the Nephelometer is standing vertical this means you will push the lever away from the body of the Nephelometer (i.e., parallel with the ground). As you push the lever the lamp will slide down toward the ground out of its socket. (Picture 3 shows the location of the lamp lever)
9. Plug in a new lamp (make sure it is aligned straight in the socket) and push down the lamp lever to secure the lamp.
10. Replace the lamp shield and reattach using the screws to hold it in place
11. Replace the Nephelometer top cover and reattach using the screws to hold it in place
12. Apply power to Nephelometer (turn on the switch on the Nephelometer power supply) and observe whether the lamp has come on or not.
13. On the CPD screen open the Nephelometer menu <enter><N> (or <enter><O> for a humidified Nephelometer) and check that the lamp voltage is about 12 V and the lamp current is about 6 amp.
14. Put a message in the message log saying you are done changing the lamp.

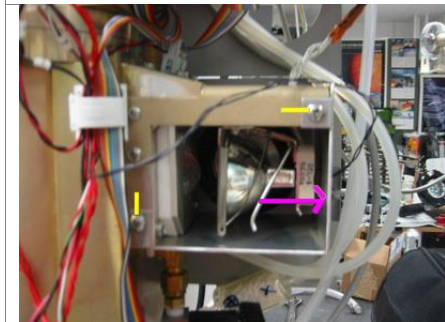


**Picture 1**  
Shows nut on inlet of a Nephelometer. The operator should be able to twist the nut counterclockwise using a wrench to remove the tubing from the Nephelometer. The tubing should not spin with the nut.

English	French
Wrench Here to remove tube from nephrometer.	Posez la clé ici pour enlever le tube du néphélomètre.



**Picture 2**  
Picture of a Nephelometer with the inlet and outlet tubing removed and the top cover removed. The 4 yellow lines indicate the approximate location of the screws holding the top cover on. (Note: Nephelometer is horizontal in this picture)



**Picture 3**  
Picture of the lamp installed in the Nephelometer. The 2 yellow lines indicate the location of the lamp shield screws. The pink arrow indicates the direction to move the lamp lever. The left side of the arrow is on the lamp lever. The lamp will slide downward. (Note: Nephelometer is vertical in this picture)

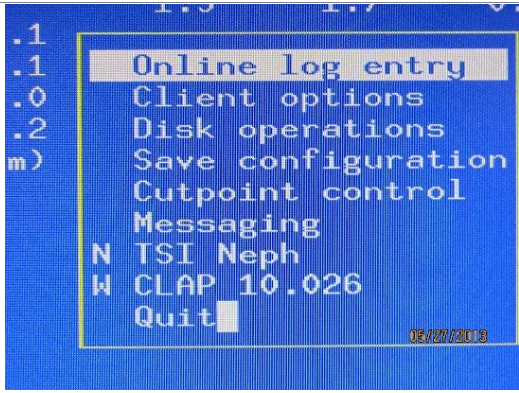
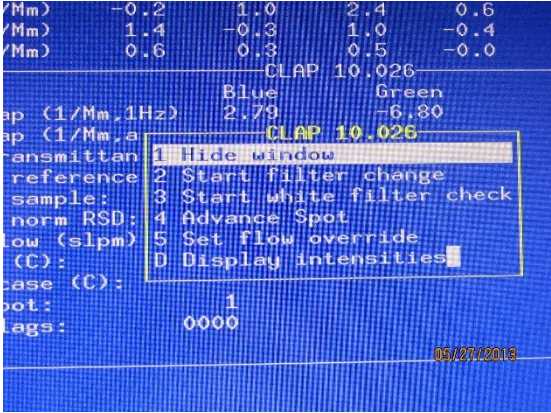
The lamp power setting needs to be returned to 75 watts, as the software automatically reduces the wattage when the current exceeds 7 amps, as a precaution to prevent damage to the circuit board.



Here's how to do it:

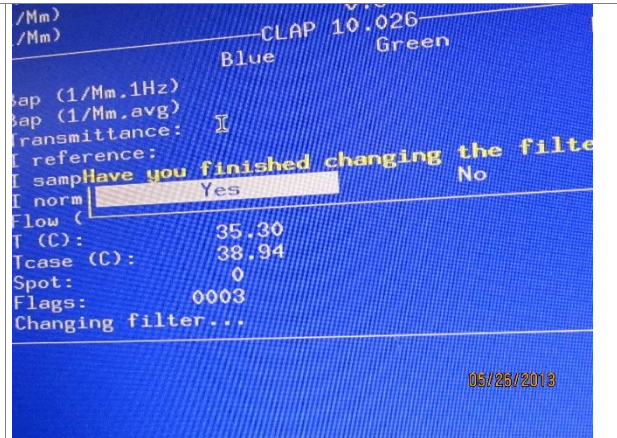
1. Make the Nephelometer status window active:  
Press <Enter>, then press <N>
2. Activate the Nephelometer window, and then select "Change parameters"  
Press <M>, then press <4>
3. Edit the lamp power setting  
Press the down arrow 5 times to highlight the lamp power line  
Press <Enter> to enter edit mode  
Press the backspace key twice to delete the current value  
Enter the new value (75) and press <Enter>
4. Press the down arrow 7 times to highlight the "Close and apply" line, then press <Enter>

**Continuous Light Absorption Photometer (CLAP) Filter Change:**

<p>1. Press esc on the far left corner of the laptop keyboard on AER1. This will bring up a window.</p>	
<p>2. Press W to get to CLAP window followed by an M key. This will open a window. If there is already CLAP window open then just press M key to get to the filter change menu.</p>	



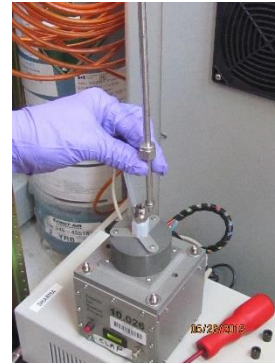
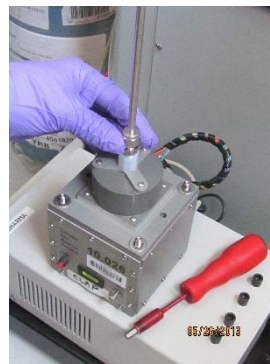
3. Press 2 to start a filter change. Bottom of the CLAP window will give a status that says "changing filter".



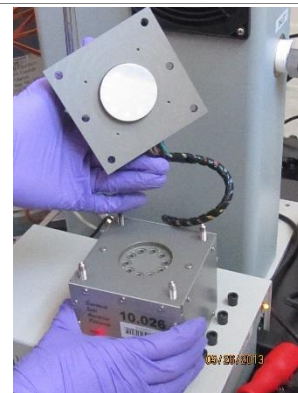
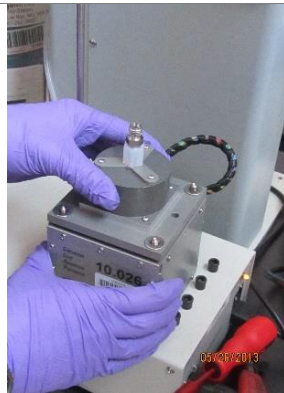
4. With a torque wrench, loosen the four hex-nuts on top of the CLAP instrument. Remove the four hex-nuts and put them in the plastic box.



5. Loosen the Swagelok nut on top of the CLAP inlet. Remove the fitting and push the CLAP over to the right, away from the 1/4" tubing.

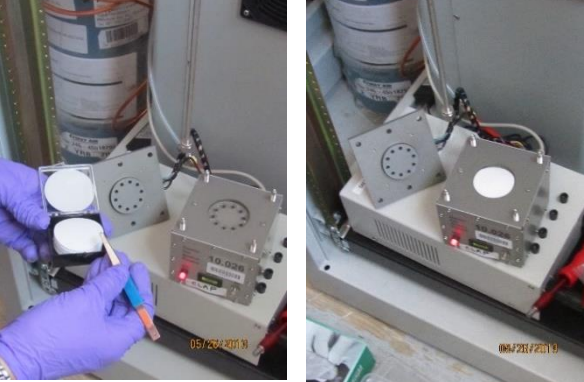
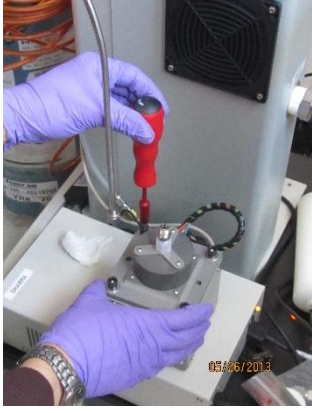



6. Remove the top lid by pulling up little by little. Hold onto the sides and pull off the top lid.







<p>7. Open a small plastic bag, remove the filter by using tweezers and put it inside the bag. Take a Kim-Wipe and remove any fibres or pieces of filter stuck on the surface after you turn the lid upside down. There should not be any fibers inside the optics.</p>	
<p>8. Label the filter with the date of the day you changed the filter, ex. 2022-05-27 for May 27, 2022.</p>	
<p>9. Place a new filter with whiter and coarser side up inside the cavity of the instrument. Use a tweezer to make sure that you only pick one filter. Sometimes they stick and you could end up picking two filters. The results will be wrong if the filter is put with wrong side up and if two filters are put in the cavity.</p>	
<p>10. Put all 4 hex-nuts back on and tighten them as much as you can with the torque wrench in a diagonal pattern.</p>	
<p>11. Push the CLAP to the left and place it underneath of the 1/4" stainless steel tubing. Make the Swagelok connection and tighten with small wrench one quarter turn.</p>	



<p>12. Go back to the laptop and press M to open the window again. Press 2 to stop the filter change.</p>	
<p>13. It will ask you whether the filter has been changed. Press the left arrow key to move the cursor to Yes and hit enter.</p>	
<p>14. The second window will disappear and the first window will display a message on the bottom "Waiting for filter stability". When the reading is stabilized, the message on the bottom will disappear and the CLAP will begin sampling. The flow should be ~1.00 L/min and spot # should be 1.</p>	
<p>15. Place the filtered bag in the drawer.</p>	

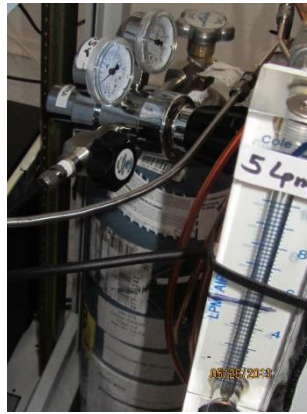
**Nephelometer Span Check:**

<p>1. Press the esc key on the keyboard of laptop AER1. Press N for the Nephelometer window. Press M to open up the window to start the span check by pressing Begin span check. This is an automated process and all valves will change at specified times.</p>	
<p>2. Move the cursor to "Begin". This will initiate the span check.</p>	

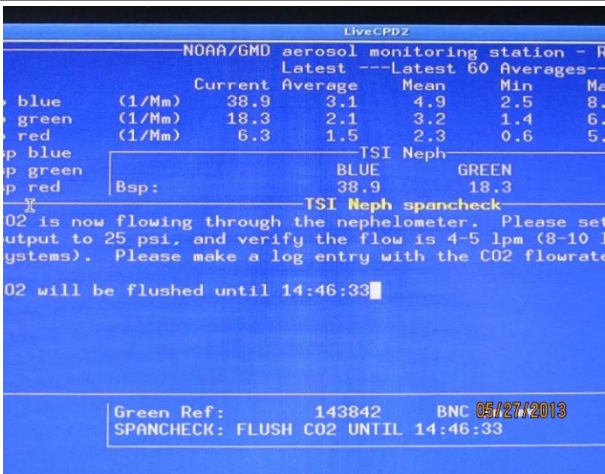


3. **Flush zero air** - This will open up another window to show you that zero air is flushing through the Nephelometer for a certain period of time.

4. Open the big valve on top of the CO<sub>2</sub> cylinder and the valve on the regulator. The delivery pressure should be 25 psi. Make an entry on pressing esc twice and on on-line entry, the pressure and flowrate and your initials.



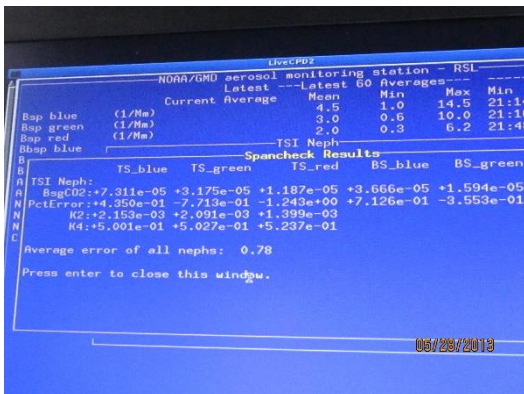
5. After zero sampled, the valve will switch to allow CO<sub>2</sub> to enter and it will flush through the Nephelometer (around 10 minutes), adjust the valve on the rotameter to ensure flow of CO<sub>2</sub> at 5 lpm through the Nephelometer.



6. After CO<sub>2</sub> is sampled, the valve will switch to allow flushing by zero air (particle free) and then it will sample it.

7. Close the flow valve on the CO<sub>2</sub> cylinder regulator and big valve on the top of the cylinder after Air is flushing through the Nephelometer.

8. After the span check, the average error displayed in the window. It must be less than 5%. If not, then the span check needs to be repeated. The error in the picture on the bottom of the panel is 0.78%.




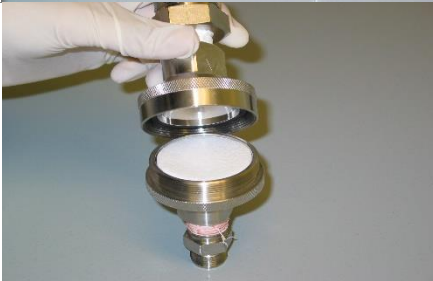






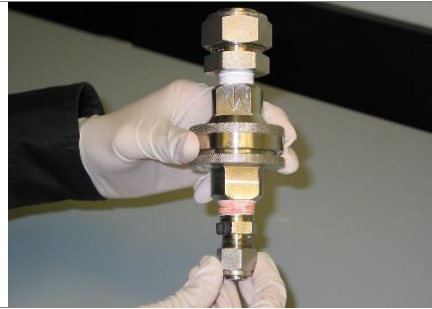
## EC/OC filter changes

### Filter Pack Prep

<p>1. Move the stainless steel filter holder assemblies along with a pair of clean tweezers to a suitable clean work area. Put on a pair of powder free gloves to avoid getting organic oil/materials from your fingers on the sample filter.</p>	
<p>2. Hold the bottom portion of the holder so that the screen and filter can be installed into their proper position.</p>	
<p>3. Using the tweezers, lift the perforated screen and place it into the holder (see the picture below).</p>	
<p>4. Using the tweezers, lift a single filter from the case of filters (be careful not to lift two filters together) and place it ROUGH SIDE UP on top of the screen (see the picture below). Do not touch the filter with your fingers. If the filter is torn during installation, discard it and use a new one. There must be no tears in the filter once it is in place. If the filter becomes visibly contaminated with anything during installation (stray hairs, insects, finger oil etc.), discard it and use a new filter.</p>	
<p>5. Using the tweezers again, place the black o-ring into the groove of the top of the filter holder (see the picture below).</p>	
<p>6. Place the top of the filter holder over the bottom (picture below) as well as the locking nut and tighten as much as possible by hand (clockwise from top) to avoid over tightening, which may tear the filter.</p>	



7. Attach Swagelok plugs to each open end of the holder loosely (to keep out contamination from dust) before transporting it to the sampling line (picture below).

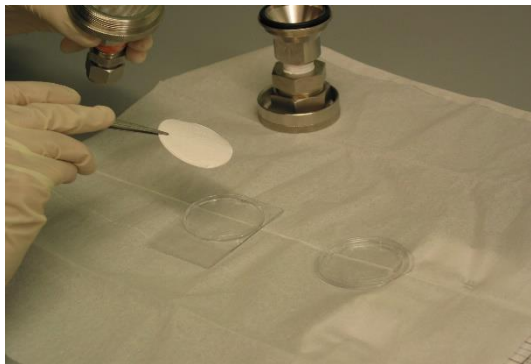


### Exchanging Filter Packs

1. Before removing the old filter pack, record the final reading on the mass flow controller on the log sheet under the field of "Flow rate readout".
2. Shut off the sampling pump and record the stop date and time for the sample on the log sheet.
3. Using two wrenches undo the bottom Swagelock nut on the old filter pack and lower the sample tubing.
4. Undo the top Swagelok nut on the old filter pack and remove the filter pack from the sample line.
5. Remove the plugs from the new filter pack and put them on the old filter pack loosely (to prevent it from getting dust in).
6. Install the new filter pack in the reverse order that the old one was just removed.
7. Turn on the pump and record the start date and time for the new filter sample.
8. Wait for a stable flow rate reading on the mass flow controller and record it on the log sheet under the field of "Flow rate readout".
9. Then record the Rotameter reading at the middle of the ball (if applicable).
10. Transport the old filter pack back to a clean working bench.

### Unloading Filter

1. Set the filter pack down supported upright on a clean bench. Put on a pair of powder free gloves to avoid getting organic oil/materials from your fingers on the sample filter.
2. Open up a new Petri dish for storing the filter sample.
3. Remove the filter pack locking nut by unscrewing it counter-clockwise (if looking from the top). Keep the filter pack level while you do this.
4. Using tweezers carefully lift up the O-ring and set it aside.
5. Using tweezers lift up the filter and place it in the Petri dish.



6. Close the Petri dish, then wrap the Petri dish in aluminum foil.
7. Write the Sample ID (following proper **Nomenclature below**) on a piece of label tape using pen. Do not use markers because they may contaminate the sample. Attach the inscribed label tape to the foil.
8. Put the sample in a large sealed stainless steel container (in the field) or plastic organizer (at Toronto site) and store it in the freezer.





**Cleaning filter packs** (immediately after unloading filter)

1. Cleaning should be done every time the filter pack has been used.
2. Put on a pair of powder free gloves to avoid getting organic oil from your fingers on the sample filter.
3. Clean all four of the following pieces with a Kimwipe wetted with deionized water. (Do not use tap water)
  - a. inside area of the bottom piece of the filter holder
  - b. inside area of the top piece of the filter holder
  - c. the inner o-ring
  - d. the perforated screen support
4. Put them in a drying basin (i.e. stainless steel box with a cover) (to be implemented).

**Field Blanks** (Collect one approximately every four samples to evaluate the procedure blank and to check the consistency)

1. Prepare a second filter pack in the same manner as a real one. (following the “Filter Pack Prep” method exactly;
2. Transport this second filter pack to the sampling line at the same time you transport the real one (Do not uncap the blank filter pack during the transporting);
3. Attach this second filter pack into the sampling line (top part only) as for the real sample pack and remove it;
4. Unload the blank filter in the same manner as the real one (following the “Unloading filter” method exactly.

***Specifics to Egbert Site:***

5. Record the data and the local time on the log sheets and flow rates. The normal flow-rate settings on the digital readout are listed below (If the flow rate readout differs by more than 10%, record it in the comments and notify Lin Huang or Wendy Zhang immediately at 416-739- 5821/ or 5792):

Channel1 = Teflon (or dummy) **12.5** slpm (the expected correct flow: **13.5\*** slpm)

Channel2 = EG-Quartz-1.0 micron = **12.5** slpm (the expected correct flow: **13.5\***slpm)

Channel3 = EU-Quartz -2.5 micron=**15.9** slpm (the expected correct flow: **16.7\*\*** slpm)

**Shipping of Filter Packs to Toronto**

1. When enough samples have been collected in the sealed stainless steel container (when the container is full, approx. 4-6 months worth), send the whole canister in a cooler along with some frozen icepacks back to the Toronto lab for analysis. It is important to keep the samples cold to minimize bacterial degradation of the sample during storage.
2. Arrange for pickup or else send the chilled canister(s) back to the lab by overnight courier between Monday to Wednesday so that they can be received during normal business hours and transferred to the freezer as soon as possible.



**ANNEX" B"**

**BASIS OF PAYMENT**

(to be completed at contract award)



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government  
of Canada / Gouvernement  
du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Environment	2. Branch or Directorate / Direction générale ou Direction
		STB/CRD
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-trait	
4. Brief Description of Work / Brève description du travail The operators primary work will be at the Clean Air Building at CARE facility and will also access the main building for storing the samples in the freezer. The operator will be working will be changing filters, troubleshooting instruments in the Clean Air Building thus need access to both buildings.		
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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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.		No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable A 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 <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A <input type="checkbox"/> PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B <input type="checkbox"/> PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/> PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/> SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/> SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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 : \_\_\_\_\_

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



Contract Number / Numéro du contrat
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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC Très SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>				
Name (print) - Nom (en lettres moulées) Sangeeta Sharma		Title - Titre Physical Scientist	Signature Sharma, Sangeeta	<small>Digitally signed by Sangeeta Sharma DN: cn=Sangeeta Sharma, o=GC, ou=EC, email=Sangeeta.Sharma@ec.gc.ca, c=CA Date: 2022.08.15 11:21:10 -0400</small>
Telephone No. - N° de téléphone (416)-739-5820	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sangeeta.sharam@canada.ca	Date Aug 15, 2022	
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>				
Name (print) - Nom (en lettres moulées) David Luciani		Title - Titre Compliance and Oversight Sr. Officer (Security)	Signature Luciani, David	<small>Digitally signed by Luciani, David Date: 2022.09.06 18:13:18 -0400</small>
Telephone No. - N° de téléphone 647-202-1902	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel David.Luciani@ec.gc.ca	Date September 6, 2022	
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
<b>16. Procurement Officer / Agent d'approvisionnement</b>				
Name (print) - Nom (en lettres moulées) Angelina Garcia		Title - Titre <del>Security Officer</del>	Signature	
Telephone No. - N° de téléphone 778-726-1680	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel angelina.garcia@ec.gc.ca	Date	
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>				
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	