

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Infrastructure Maintenance and Solution Services Division
(FK)
L'Esplanade Laurier,
East Tower 4th Floor
L'Esplanade Laurier,
Tour est 4e étage
140 O'Connor, Street
Ottawa
Ontario
K1A 0R5

Title - Sujet Cadastral and Engineering Surveying Cadastral and Engineering Surveying Services	
Solicitation No. - N° de l'invitation EP921-230630/A	Date 2023-02-27
Client Reference No. - N° de référence du client 20230630	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-322-81580
File No. - N° de dossier fk322.EP921-230630	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2023-04-11 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Sader, Michel	Buyer Id - Id de l'acheteur fk322
Telephone No. - N° de téléphone (343)553-2271 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein
Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include:

- | | |
|---------|---------------------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Security Requirements Checklist |
| Annex D | Insurance Requirements |
| Annex E | Quarterly Usage Report |

1.2 Summary

Public Works and Government Services Canada (PWGSC) would like to obtain cadastral, engineering, control and construction survey services of diverse nature, on an as required basis. The services will support a team of architectural, engineering and construction contractors in the redevelopment of various sites within the City of Ottawa, including but not limited to: Blocks 1, 2, 3 and 100 Sparks/30 Metcalfe Street.

Services will include, but not be limited to: Ontario cadastral surveys, engineering surveys, and computer-aided design and drafting.

It is anticipated that a maximum of two (2) Regional Individual Standing Offers (RISOs) will be issued. The firms will be approached and considered using a computerized Distribution System. The system will

track all call-ups assigned to each firm and will maintain a running total of the Value of Business Distributed. The system will contain for each firm an Ideal Business Distribution percentage, which has been established as follows: 60% for the top ranked firm and 40% for the 2nd OR 100% in the event that only one firm is successful.

The Regional Individual Standing Offers (RISOs) will be valid for three (3) years plus two (2) additional one (1) year option periods.

This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

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

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

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

Note: For offerors choosing to submit using Canada Post Corporation's (CPC) Connect service for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.pareceptiondessoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Canada requests that the offer be gathered per section and separated as follows:

Canada requests that the offer be gathered per section and separated as follows:

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

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

Section I: Technical Offer 1 hard copy and 1 soft copy on USB key.

Section II: Financial Offer 1 hard copy and 1 soft copy on USB key.

Section III: Certifications 1 hard copy and 1 soft copy on USB key.

Section IV: Additional Information 1 hard copy and 1 soft copy on USB key.

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

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

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

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

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
- a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 of the Standing Offer - Electronic Payment Instruments, to identify which ones are accepted.

Attachment 1 to Part 3 of the Standing Offer - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.3 In Section IV of their offer, offerors must provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the offeror to enter into communications with Canada with regards to their offer, and any contract that may result from their offer;
4. for Part 2, article 3, Former Public Servant, of the Request for Standing Offer: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 1, Security Requirement, of the Request for Standing Offer:
 - a) Employee information security;

6. Offerors who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- a. the name of each member of the joint venture;
- b. the Procurement Business Number of each member of the joint venture;
- c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- d. the name of the joint venture, if applicable.

7. The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

3.1.4 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

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

ATTACHMENT 1 TO PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offers will be evaluated in accordance with the mandatory technical criteria listed in Attachment 1 to Part 4 – Technical Evaluation Criteria.

4.1.1.2 Point Rated Technical Criteria

Offers will be evaluated in accordance with the point-rated technical criteria listed in Attachment 1 to Part 4 – Technical Evaluation Criteria.

4.1.1.3 Joint Venture Experience

- a) Where the Offeror is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: An offeror is a joint venture consisting of members L and O. A request for standing offer requires that the offeror demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the offeror has previously done the work. This offeror can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is offering.

- b) A joint venture offeror may rely on the experience of one of its members to meet any given technical criterion of this request for standing offer.

Example: An offeror is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the offeror have 3 years of experience providing maintenance service, and (b) that the offeror have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the offeror cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this request for standing offer. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the offeror is requested to indicate which joint venture member satisfies the requirement. If the offeror has not identified which joint venture member satisfies the requirement, the Standing Offer Authority will provide an opportunity to the offeror to submit this information during the evaluation period. If the offeror does not submit this information within the period set by the Standing Offer Authority, its offer will be declared non-responsive.

Example: An offeror is a joint venture consisting of members A and B. If a request for standing offer requires that the offeror demonstrate experience providing resources for a minimum number of 100 billable days, the offeror may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any offeror with questions regarding the way in which a joint venture offer will be evaluated should raise such questions through the Enquiries process as early as possible during the request for standing offer period.

4.1.2. Reference Checks

Reference checks for the purpose of this evaluation are used to verify and validate the offeror's response. In the event of contradiction between the information provided by the reference and the one provided by the offeror, the information provided by the reference will be retained for evaluation purposes. If the information provided by the offeror cannot be verified or validated, the information will not be evaluated and the offer will receive a score of not met the criteria in question. Crown references will be accepted.

4.1.3 Financial Evaluation

For offer evaluation and contractor selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Annex B, Basis of Payment.

4.2 Basis of Selection:- Highest Combined Rating Technical Merit (75%) and Price (25%)

4.2.1 To be declared responsive, an offer must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all the mandatory technical evaluation criteria; and
- c) obtain the required minimum number of points for the Point Rated Technical Criteria in Attachment 1 to Part 4 – Technical Evaluation Criteria

4.2.2 Offers not meeting a), b), or c) will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75 % for the technical merit and 25% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75.

4.2.5 To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 25 %

4.2.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7 The two (2) responsive offers with the highest combined rating of technical merit and price will be recommended for issuance of Standing Offer. The Work will be divided in the following proportion: 60% and 40% from the highest Total Points to the lowest

The table below illustrates an example where all three offers are responsive and the selection of the offeror is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 .

		Offeror 1	Offeror 2	Offeror 3
Overall Technical Score		115/135	89/135	92/135
Offer Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 75 = 63.88$	$89/135 \times 75 = 49.44$	$92/135 \times 75 = 51.11$
	Pricing Score	$45/55 \times 25 = 20.45$	$45/50 \times 25 = 22.50$	$45/45 \times 25 = 25.00$
Combined Rating		84.33	71.94	76.11
Overall Rating		1st	3rd	2nd

ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA EVALUATION

Technical Evaluation - Submission of Evidence

Submission of evidence as described throughout the mandatory and point-rated technical evaluation criteria must be included with the Offer at the time of solicitation closing.

The evidence provided by the Offeror may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contacts named in the Offer, the Offer will be considered non-responsive and no further consideration will be given to the Offeror.

Mandatory Technical Criteria

Each offer will be reviewed for compliance with the Mandatory Technical Criteria. The offeror must provide the necessary documentation to support compliance with this requirement. Offers that do not meet the mandatory requirements will be deemed non-responsive and will be given no further consideration.

Each mandatory technical criterion Must be addressed separately.

Relevant Experience is defined as experience related to the work as described in Annex A – Statement of Work.

	Mandatory Technical Criterion	Offer Preparation Instructions
MT1 Offeror Certificates and Licence Requirements	<ol style="list-style-type: none">1. The Offeror must have a valid Certificate of Authorization to conduct Cadastral Surveys within the Province of Ontario, issued by the Association of Ontario Land Surveyors (AOLS). <p style="text-align: center;">AND</p> <ol style="list-style-type: none">2. The Offeror's surveyors, who are identified to work on this RFSO, must provide a valid Licence to Practice, issued by the Association of Ontario Land Surveyors, AOLS.	<ol style="list-style-type: none">1. <i>Provide proof of valid certifications demonstrating that the Offeror is Certified to provide Cadastral Surveys in the Province of Ontario.</i>2. <i>Provide proof of surveyors' valid licences to practice in the province of Ontario.</i>

MT2 Mandatory Resources	<p>The Offeror must have all 6 Mandatory Resources (resources that must be available from the start of the Work until its end): identified below:</p> <ol style="list-style-type: none"> 1) Senior Project Manager OLS and/or Company Principal OLS 2) Supervisor, Signing OLS 3) Senior Party Chief 4) Instrument Person 1 5) Calculator – Disciplines: cadastral, engineering control & construction surveys (more than one resource may be provided for address the different disciplines) 6) Senior CADD Operator– Disciplines: cadastral, engineering control & construction surveys (more than one resource may be provided for address the different disciplines) 	<p><i>The Offeror must provide the names of proposed resources for each of the positions listed in Mandatory Resource Grids MT3.1 through MT3.6.</i></p>
MT3 Mandatory Experience and Past Performance	<p>The Offeror must provide evidence to demonstrate that all Mandatory Resources, listed in MT2, have the required experience and satisfactory past performance by referencing at least two (2) project(s)/contract(s), that the mandatory resources have participated and satisfactorily completed within the time frame specified in the Mandatory Technical Experience grids, MT3.1 through MT3.6, below. The project(s)/contract(s) must:</p> <ol style="list-style-type: none"> 1) include providing survey services in the disciplines identified in <i>Section 3. Work to be Performed</i> in <i>Annex A - Statement of Work</i>; and 2) be valued at a minimum of \$20,000.00 before taxes. <p>The Offeror must complete the following grids, for all mandatory resources who will be performing work on this project, in order to demonstrate they have the necessary project experience as specified in grids MT3.1 through MT3.6.</p>	<p><i>The Offeror must complete all grids below with the required information.</i></p>

Mandatory Resources Grids

NOTE: If the Offeror does not have enough space to complete the **Project Responsibilities** rows in grids MT3.1 through MT3.6, they can attach no more than one (1) additional page, written in Arial font in size 10 (ten). Anything exceeding that one (1) addition page will not be evaluated.

Grid 3.1

MT3.1 Senior Project Manager Ontario Land Surveyor and/or Company Principal Ontario Land Surveyor (Mandatory Resource) Must have (1) resource with minimum 5 years of experience acquired since January 2016		
<u>Provide Name of Resource:</u>		
<u>Provide Number of years of experience</u> in the field of project and financial management of cadastral, engineering, control and construction surveys and projects and ensuring Offeror's, compliance with all statutory, prime contractor and Offeror safety requirements: Years of experience: _____		
Name of client organization or client company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)

Project Responsibilities: Provide a description of the employee's responsibilities on each Project/Contract reference.		
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Grid 3.2

MT3.2 Supervisor, Signing OLS. (Mandatory Resource) Must have one (1) resource with minimum five (5) years of experience acquired since January 2016.		
<u>Provide name of Resource:</u>		
<u>Provide Number of years of experience</u> in the area of supervising cadastral, engineering, control, and construction surveys and associated projects.: _____		
Name of client organization or client Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)

Project Responsibilities: Provide a description of the employee's responsibilities on each Project/Contract reference		
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Grid 3.3 Calculator, Cadastral, Engineering, Control & Construction Surveys (Mandatory Resource)

The Offeror must complete the following grid for the Resource, Calculator, for the survey disciplines: cadastral; engineering; control and construction surveys, who will be performing work on this requirement. In order to demonstrate that the Resource has the experience in the specified survey disciplines, the Offeror must provide two (2) project references the Resource has successfully worked on. Additional resource personnel may be provided to address one or more of the disciplines within this Mandatory Resource, but each listed resource must demonstrate the required minimum experience in the specified discipline and provide the required project references.

MT3.3 Calculator, Cadastral, Engineering, Control & Construction Surveys (Mandatory Resource) One (1) resource for each, or all, of the survey disciplines with a minimum of five (5) years of experience acquired since January 2016:			
Provide Name or Names of Resource(s) for the discipline they are addressing.			
<u>Discipline :</u>	<u>Name :</u>	<u>Discipline :</u>	<u>Name :</u>
Cadastral	_____	Control	_____
Engineering	_____	Construction	_____

<p>Provide number of years of experience and name or names of Resource in Calculation of cadastral, engineering, control and construction Surveys:</p> <p><u>Name:</u> _____ <u>Years Experience:</u> _____ <u>Name:</u> _____ <u>Years Experience:</u> _____</p> <p>_____</p> <p>_____</p>		
<p>Provide References of two (2) projects for each Resource named. The Offeror is to provide additional tables of references for the additional named Resources, for the position MT3.3, Calculator. Resource name and references required.</p>		
Name of client organization or client Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)
Project Responsibilities: Provide a description of the employee's responsibilities on each Project/Contract reference		

Grid 3.4

MT3.4 Senior Party Chief (Mandatory Resource) Must have one (1) resource with a minimum of 5 years of experience acquired since January 2016 in the areas of cadastral engineering, control and construction field surveys.		
Provide Name of Resource:		
Provide Number of years of experience in the area of cadastral, Engineering, Control and Construction field surveys, _____		
Name of client organization or client Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)
Project Responsibilities: Provide a description of the employee's responsibilities on each Project/Contract reference		

Grid 3.5 Senior CADD Operator, Cadastral, Engineering, Control & Construction Surveys (Mandatory Resource)

The Offeror must complete the following grid for the Resource, Senior CADD Operator, for the survey disciplines: cadastral; engineering; control and construction surveys, who will be performing work on this requirement. In order to demonstrate that the Resource has the experience in the specified survey disciplines the Offeror must provide two (2) project references the Resource has successfully worked on. Additional resources personnel may be provided to address one or more of the disciplines within this Mandatory Critical Resource, but each listed resource must demonstrate the required minimum experience in the specified discipline and provide the required project references.

MT3.5 Senior CADD Operator, Cadastral, Engineering, Control & Construction Surveys (Mandatory Resource) one (1), resource for each, or all, of the survey disciplines with a minimum of five (5) years of experience acquired since January 2016.		
Provide Name or Names of Resource(s) for the discipline they are addressing.		
<u>Discipline :</u> <u>Name :</u>	<u>Discipline :</u> <u>Name :</u>	
Cadastral _____	Control _____	
Engineering _____	Construction _____	
Provide number of years of experience and name or names of Resource in Calculation of cadastral, engineering, control and construction Surveys:		
<u>Name:</u> <u>Years Experience:</u>	<u>Name:</u> <u>Years Experience:</u>	
_____	_____	
_____	_____	
Provide References of (2) projects for each Resource named. The Offeror is to provide additional tables of references for the additional named Resources, for the position MT3.5, Senior CADD Operator. Resource Name and references required.		
Name of client organization or client Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)	Start date: _____(year/month/day) Completion date: _____(year/month/day)

<p>Project Responsibilities: Provide a description of the employee's responsibilities on each Project/Contract reference</p>		
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GRID 3.6

<p>MT3.6 Senior Instrument Person (Mandatory Resource) one (1), with a minimum five (5) years of experience acquired since January 2016.</p>		
<p>Provide Name of Resource:</p>		
<p>Provide Number of years of experience in the area of cadastral, engineering, control and construction field surveying: _____</p>		
<p>Name of client organization or client Company</p>	<p>Project/Contract Reference #1: _____</p>	<p>Project/Contract Reference #2: _____</p>
<p>Name and title of client contact who can confirm the information presented in the proposal</p>	<p>Name: _____ Title: _____</p>	<p>Name: _____ Title: _____</p>
<p>Telephone and e-mail address of client contact</p>	<p>Phone Number: _____ E-mail: _____</p>	<p>Phone Number: _____ E-mail: _____</p>
<p>Performance period of the project (indicate year, month, day)</p>	<p>Start date: _____(year/month/day) Completion date: _____(year/month/day)</p>	<p>Start date: _____(year/month/day) Completion date: _____(year/month/day)</p>

Solicitation No. - N° de l'invitation
EP921-230630/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
EP921-230630

Buyer ID - Id de l'acheteur
FK322
CCC No./N° CCC - FMS No./N° VME

Project Responsibilities: Provide a description of the employee's responsibilities on each Project/Contract reference		
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Point-Rated Technical Criteria (RT)

Offers that meet the mandatory technical criteria will be evaluated and scored in accordance with the following Point Rated Technical Criteria.

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

All Offerors are advised that listing experience only without providing any supporting data to describe when, where and how such experience was obtained will not be considered to be "demonstrated" for the purpose of the evaluation. All professional experience should be fully documented and demonstrated in the Offers.

Point-Rated Criteria: Offeror Experience and Understanding

RATED CRITERIA	Points to be considered by evaluation committee	Scoring Guide
RT1 Experience on Similar Projects	<p>The Offeror must demonstrate that in the past seven (7) years (as of closing date of RFSO), the Offeror has completed, or has ongoing projects demonstrating they have provided the required Legal, engineering, construction and control surveys that include field surveys, research, property and control network analysis and preparation of Legal, engineering, control and construction plans and has conducted, construction layout and as-constructed surveys, valued at or above \$30,000 before taxes, that are similar to the project described in Annex A - Statement of Work (SOW).</p> <p><u>Incomplete information will be given a score of zero.</u></p> <p>The Offeror must provide: (preferably in point form)</p> <ol style="list-style-type: none"> 1) A brief description of a maximum of two (2) completed or ongoing projects over the last seven (7) years (as of closing date of RFP) by the Offeror. 2) Value of the project. 3) For the above projects, include the name/s of senior personnel and/or project personnel who were/was involved as part of the project team who are assigned to this project. 4) The start date and completion date the services were provided for the listed projects to demonstrate that projects were rendered from the past seven (7) years; 5) Scope of services rendered and deliverables; 6) Explain how the project was similar to the current project. 7) Explain how experiences learned from the previous project will be applied to the current project. 8) Client references - name, phone and e-mail of a client contact at working level per project. Reference checks may be completed if deemed necessary. The reference must confirm that the Offeror has provided the services stated. <p>Definition of past seven years: from January 1, 2015 up to solicitation closing date.</p>	<p><i>Maximum 20 points, up to 10 points per example project</i></p> <p><i>See Table 1- Generic Evaluation Table</i></p>

<p>RT2 Understanding of the Project.</p> <p>Demonstration that the Offeror understands the project, its objectives and requirements; has an Action Plan with a defined Strategy and Activities and understands the difficulties and/or constraints of the project.</p>	<p>A description, no more than three (3) pages written in Arial font in font size 10 (ten), consisting of:</p> <ol style="list-style-type: none"> 1) A description of the Offeror's understanding of the functional and technical requirements of the project as described in the SOW, Annex A and the lands to be included in the project; 2) A description of the Offeror's action plan with implementation strategies and sequence of key activities; 3) A description of the Offeror's understanding of the difficulties and / or special constraints of the project and methods to be employed to overcome or deal with them. <p><u>Incomplete information will be given a score of zero</u></p>	<p>Maximum 30 points.</p> <p>See Table 1 - Generic Evaluation Table</p>
<p>RT3 Available Secondary Resources</p>	<p>The Offeror must have all 3 Secondary Resources (resources that must be available should there be a surge in project demands or to act as back up for the Mandatory Resources) below:</p> <ol style="list-style-type: none"> 1) Junior Party Chief Full Name: 2) Instrument Person 2 Full Name: 3) Junior CADD Operator Full Name: 	<p><i>10 points: has all three secondary resources;</i></p> <p><i>5 points: has 2 secondary resources</i></p> <p><i>2 points: has 1 secondary resource</i></p> <p><i>0 points: has no secondary resources</i></p>

Weighting of Point-Rated Technical Points

The Evaluation Board will evaluate the point-rated criteria above in accordance to the weighting described below to establish the Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating	Passing Score
RT1) EXPERIENCE ON SIMILAR PROJECTS				12
1 Experience of similar projects completed	1.0	0-20	0-20	
RT2) UNDERSTANDING OF THE PROJECT				20
1 Objectives and requirements of the project	1.0	0-10	0-10	
2 Action Plan, strategy and activities	1.0	0-10	0-10	
3 Difficulties and/or special constraints	1.0	0-10	0-10	
RT3) AVAILABLE SECONDARY RESOURCES				10
	1.0	0-10	0-10	
TECHNICAL RATING			0-60	42

Table 1 - Generic Evaluation Table

PWGSC Evaluation Board members will use the generic evaluation table below to evaluate the strengths and weaknesses of the Bidder's response to evaluation criterion RT1, RT2 & RT3. This criterion will be rated with even numbers (0, 2, 4, 6, 8 or 10) and then multiplied by its respective weighting.

0 – receives 0% of the weighting assigned to a criterion
2 – receives 20% of the weighting assigned to a criterion
4 – receives 40% of the weighting assigned to a criterion
6 – receives 60% of the weighting assigned to a criterion
8 – receives 80% of the weighting assigned to a criterion
10 – receives 100% of the weighting assigned to a criterion

NON RESPONSIVE	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information that could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror does not possess qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and to likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the

Contracting Authority (including any extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Status and Availability of Resources

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

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

5.2.4 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
 - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses;
 - (b) the Offeror's security capabilities
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause [M9033T](#) (2011-05-16) Financial Capability

6.3 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, and obtain approved document Safeguarding Capability at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, as required, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store CLASSIFIED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store any sensitive CLASSIFIED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition).

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

7.2.2 Offeror's Sites or Premises Requiring Safeguarding

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

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by two (2) additional one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Michel Sader
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting Directorate
Telephone: 343-553-2271
E-mail address: michel.sader@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

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

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Fax: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada.

7.8 Call-up Procedures

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User.

1. Ideal Distribution

Work will be called-up as follows:

a. The Project Authority will establish the scope of work and milestone schedule to be performed for each work site. For each individual call-up, firms will be considered using a computerized distribution system. This system will track all call-ups assigned to each firm and will maintain a running total of the Value of Business as per the table below:

Ideal business distribution

Offerors	Ideal Business Distribution – 2 Offerors retained	Ideal Business Distribution – 1 Offeror retained
1 st Ranked	60%	100%
2 nd Ranked	40%	-
Total	100%	100%

Each Offeror will be assigned one site. The 1st Ranked Offeror shall be assigned to Block 1 and shall receive every call-up for that site, and the 2nd Ranked Offeror shall be assigned to Block 2 and will receive each call-up for that site. Once more sites or advisory services arise as part of the requirement, the Offeror who is furthest under their respective ideal business distribution percentage in relation to the other Offeror will be selected for the next call-up.

b. The Offeror will be provided the scope of services and will submit a proposal to the Project Authority in accordance with the fixed hourly rates established under the Standing Offer. The Offeror's proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services.

2. Any proposed changes to the scope of work are to be discussed with the Project Authority but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

3. The Offeror will be authorized in writing by the Project Authority or the Standing Offer Authority to proceed with the services by issuance of a Call-up against the Standing Offer.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$120,000.00 (Applicable Taxes included).

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2035](#) (2022-12-01), General Conditions: Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist;
- h) Annex D, Insurance Requirements; and

i) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.12.2 SACC Manual Clauses

7.12.2.1 Status of Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the Standing Offer.

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035 (2022-12-01), General Conditions: Higher Complexity – Services, apply to and form part of the Contract.

7.3 Term of Contract

The period of the Contract is from _____ to _____.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid firm hourly rates specified at Annex B - Basis of Payment for work performed in accordance with the Contract. Customs duties are included and applicable Taxes are extra.

7.5.2 Limitation of Expenditure

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

whichever comes first.

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

7.5.3 Method of Payment

7.5.3.1 Single Payment

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

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

7.5.4 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.5.5 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department;
C2000C (2007-11-30), Taxes - Foreign-based Contractor;
C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor;
A9116C (2007-11-30), T1204 Information Reporting by Contractor;
A2000C (2006-06-16), Foreign Nationals (Canadian Contractor); and
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor), apply to and form part of the Contract.

7.5.6 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ (*Insert the name of the organization*)
_____ (*Insert the address of the organization*)

7.7 Insurance – Specific Requirements

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

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

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

than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 Dispute Resolution

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

7.9 Performance evaluation

Bidders shall take note that the performance of the Contractor during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Contractor's performance be considered unsatisfactory, the Contractor may be declared ineligible for future contracts. The form PWGSC-TPSGC 2913-2 (http://publiservice-app.pwgsc.gc.ca/forms/pdf/2913_2.pdf). RP Professional Services - Contractor Performance Evaluation Report, is used to record the performance.

7.10 Standard of Care

In performing the services, the Contractor shall provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures developed by professional bodies in the performance of similar services at the time when and at the location in which the services are provided.

7.11 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.12 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.13 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

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ANNEX "A" STATEMENT OF WORK

See attached

ANNEX "B" BASIS OF PAYMENT

1. All prices must be in Canadian Dollars.
2. Applicable taxes are extra.
3. **Column B, Firm Hourly Rate**, is a firm, all-inclusive, hourly rate including, but not limited to: profit; overhead expenses such as administrative support, courier, photocopying, mail, word processing, office supplies, field expenses including, vehicle and mileage charges, equipment charges, and other miscellaneous charges and operating costs; and any travel and living expenses that may need to be incurred to perform the work described in Part 7 of the bid solicitation and for that work to be delivered or performed inside the City of Ottawa, Ontario.
4. Land Registry office fees are to be invoiced at cost.
5. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
6. Within each resource category:
 - (i) the rate bid for level Senior must be the same or higher than that bid for level Intermediate;
 - (ii) the rate bid for level Intermediate must be the same or higher than the rate bid for level Junior;
 - (iii) the hourly all-inclusive rate for any given category of personnel cannot be \$0 or nil value;
 - (iv) if the supplier has does not have *Instrument Person 2*, the values from column (B) and (C) for *Instrument Person 1* shall be replicated to *Instrument Person 2*.

Resource Category	Level of Expertise	(A)* Estimated Percentage of Involvement on a Typical Project	(B) FIRM HOURLY RATE	(C)* TOTAL ESTIMATED COST (A x B)
OLS Project Manager, Principal	Senior	2	\$	\$
OLS Project Manager, Supervising and signing Surveyor	Intermediate	6	\$	\$
Calculator	Senior	8	\$	\$
CADD Operator/ Technical Office Personnel	Senior	14	\$	\$
Party Chief, Senior	Senior	14	\$	\$
Party Chief, Junior	Intermediate	14	\$	\$
Instrument Person 1	N/A	14	\$	\$
Instrument Person 2	N/A	14	\$	\$
CADD Operator/ Technical Office Personnel	Junior	14	\$	\$
(D)* TOTAL BID PRICE FOR EVALUATION (BIDDER'S EVALUATED PRICE) = SUM OF COLUMN (C)				\$

***To be used for evaluation purposes only and does not represent a commitment by Canada for work nor a description of expected specific call-up services under this bid solicitation**

ESCALATION CLAUSE

The firm hourly rates detailed in Annex B, Table 1 – Pricing Schedule will be adjusted annually on the start date of each new Contract Year (starting with Contract Year 2 and for the whole period of the Contract (including the option periods) by the amount established based on the annual average percentage increase (or decrease) in the monthly index of the Consumer Price Index for Canada. All-Items (Not Seasonally Adjusted), published in Statistics Canada Catalogue no.62-001-X, Table 5, for the 12-month period ending two (2) months prior to the new Contract Year Start date.

Example:

Contract Start Date: March 1, 2016

At the start of Contract Year 2 (i.e. March 1, 2017), the Contract Year 1 rates as stated in the Additional Bidders Services Table would be increased by 1.3% based on the following assumptions:

	% Change in Monthly CPI
February 2016	1.1%
March 2016	1.2%

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April 2016	0.9%
May 2016	0.9%
June 2016	1.1%
July 2016	1.0%
August 2016	1.4%
September 2016	1.6%
October 2016	1.6%
November 2016	1.7%
December 2016	1.5%
January 2017	1.7%
	15.7% / 12 = 1.3%

To determine the Contract Year 3 rates, the Contract Year 2 rates calculated above would be adjusted using the same Statistics Canada Table and same formula with data for the February 2017 - January 2017.5 12-month period.

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ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

See attached

ANNEX "D" INSURANCE REQUIREMENTS

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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ANNEX "E" QUARTERLY USAGE REPORT

See attached

ANNEX A - Statement Of Work

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)

Cadastral and Engineering Surveying of Government of Canada Lands – Parliamentary Precinct, City of Ottawa

1. GENERAL

1.1 Description of work

Public Works and Government Services Canada (PWGSC) would like to obtain cadastral, engineering, control and construction survey services of diverse nature, on an as required basis. The services will support a team of project managers, architectural, engineering and construction contractors in the redevelopment of various sites within the City of Ottawa, including but not limited to: Blocks 1, 2, 3 and 100 Sparks/30 Metcalfe Street.

1.2 Purpose

To have one or more Ontario Land Survey firms with adequate staffing, security and technical capabilities, on call to be able to respond, with minimal delays, to diverse survey requests from re-development teams and their contractors, to support re-development project survey service needs and to provide individual professional Land Survey advice to PWGSC on an as requested basis.

2. PROJECT PRIORITIES

- Rapid response to requests, including attendance on site and preparation of deliverables. Rapid response in this scenario is defined as 24 hours after the call-up has been issued, 7 days a week. A Response may involve preparatory work for a site visit, actual site visits, or other type of response based upon the nature of the call up. Weekend and night call ups may be required due to security access restrictions or construction schedules.
- Technical capabilities to handle diverse survey requests.
- Staffing capabilities to meet rapid response.
- Proven expertise in legal, engineering, control and construction surveys.

3. WORK TO BE PERFORMED

The Contractor must perform the following services, including but not limited to:

- 3.1 Ontario cadastral surveys, including but not limited to: 2D and 3D Reference Plans; Plans of Survey; Surveyor's Real Property Reports (SRPR); Sketches; boundary stake outs; title and survey records research; area certificates; title reports.
- 3.2 Engineering surveys, including but not limited to: topographic surveys, plan and profile drawings, preparing digital AutoCad CADD models in local coordinates, orientated to building features that are ready to import into exterior and interior Building Information Modeling, (BIM), establishment of exterior and interior survey control networks, construction lay-out and as-constructed services, deformation monitoring and validation and updating of PWGSC topographic digital datasets to ensure accurate representation of existing conditions.
- 3.3 Computer-aided design and drafting, CADD, services to support the various survey services and to update PWGSC CADD survey datasets, including the transformation of the said data sets to different coordinate systems and vertical datum realizations.
- 3.4 Work must be overseen by an Ontario Land Surveyor and call-up deliverables must be signed by an Ontario Land Surveyor, where required.
- 3.5 Provision of professional advice and reports related to cadastral boundary issues and geomatics issues related to work under this bid-solicitation.

Due to the dynamic nature of the redevelopment projects and the unforeseeable nature of call-ups, the Work to be Performed may vary, beyond what is listed in 3.1, 3.2, 3.3, 3.4 and 3.5. Staffing and corporate experience and flexibility will be instrumental in addressing any un-anticipated assignments.

CONTRACTOR'S PERSONNEL RESOURCES

The Contractor's Personnel Resources are divided into two categories:

- a) Mandatory Resources: resources that must be available from the start of the Work until its end
- b) Secondary Resources: resources that must be available should there be a surge in project demands or to act as back up for the Mandatory Resources

1. Ontario Land Surveyor Senior Project Manager and/or Company Principal (MANDATORY RESOURCE)

Responsibilities include, but are not limited to::

- the overall project and financial management and the Contractor's corporate representative;
 - ensuring that projects stay on budget, deadlines are met and the corporate resources are available to meet diverse call up requirements;
 - providing general professional Land Surveying advisory services on an as required basis.
- Note: The Ontario Land Surveyor would be working on an individual basis when working on these advisory services. and

- ensuring the Contractor's staff are aware of and adhere to statutory, Prime Constructor and Contractor safety requirements.

2. Ontario Land Surveyor, Supervision and Signing Surveyor (MANDATORY RESOURCE)

Responsibilities include, but are not limited to:

- the day to day project management;
- supervision of staff;
- ensuring project call-up assignments are properly executed in a timely manner and that client contacts are promptly notified of changes in call-up execution;
- being the Contractor's point of contact for call-ups;
- supervising and signing off on cadastral, engineering, control and construction surveys and associated report preparation and liaison with client representatives;
- providing general professional Land Surveying advisory services on an as required basis. Note: The Ontario Land Surveyor would be working on an individual basis when working on these advisory services. and
- signing off on field lay-out work by contractor field staff.

3. Calculator (MANDATORY RESOURCE)

Responsibilities include, but are not limited to:

- calculation of cadastral, engineering, control and construction surveys;
- preparation of field instructions for survey crews and the evaluation of survey returns;
- the analysis, evaluation and checking of field calculations, error detection, the appropriate use of diverse survey field equipment and the limitations of the equipment; and
- reading and interpretation and error detection, as it relates to survey work required by architectural, structural, civil and diverse other design drawings and the preparation of field instructions based upon the design drawings. Alternate authority to sign off on field lay-out work by contractor field staff.

4. Senior CADD Operator/Technical Office Personnel (MANDATORY RESOURCE)

Responsibilities include, but are not limited to:

- drafting of cadastral survey plans including, Reference Plans, Surveyor's Real Property Reports, Plans of Survey and sketches;
- the preparation engineering, construction and miscellaneous drawings;
- the interpretation of Engineering, Structural, Civil and miscellaneous design drawings;
- the use of CADD programs and the manipulation of CADD layering schemes; and
- the use of model and paper space in the preparation of CADD deliverables.

5. Junior CADD Operator/Technical Office Personnel (SECONDARY RESOURCE)

Responsibilities include, but are not limited to:

- drafting of cadastral survey plans including Reference Plans, Surveyor's Real Property Reports, Plans of Survey and sketches;
- the preparation of engineering, construction and miscellaneous drawings; and
- the use of CADD programs, the manipulation of CADD layering schemes and the use of model and paper space in the preparation of CADD deliverables.

6. Senior Party Chief (MANDATORY RESOURCE)

Responsibilities include, but are not limited to:

- Performing cadastral, engineering, control and construction field surveys
- responsible for field calculations, drawing and survey field work error detection, the appropriate use of diverse survey field equipment, the limitations of the equipment and reading and interpretation of architectural, structural, civil and diverse other design drawings as they relate to the survey requirements of the call-ups under this bid solicitation;
- the direction of junior field personnel and liaison with client field representatives; and
- the implementation of all on-site safety requirements, be they Regulatory, Constructor or Contractor requirements.

7. Junior Party Chief (SECONDARY RESOURCE)

Responsibilities include, but are not limited to:

- cadastral, engineering, control and construction field surveys;
- responsible for field calculations, error detection, the appropriate use of diverse survey field equipment and the limitations of the equipment and the reading and interpretation of architectural, structural, civil and diverse other design drawings, as they relate to the survey requirements of the call-up; and
- the implementation of all on-site safety requirements, be they Regulatory, Constructor or Contractor requirements.

8. 2 Instrument Persons (Instrument Person 1 is a MANDATORY RESOURCE and Instrument Person 2 is a SECONDARY RESOURCE)

Responsibilities include, but are not limited to:

- providing field support for the Senior and Junior Party Chief;
- knowledge of and operation of survey field equipment;
- implementing all on-site safety requirements, be they Regulatory, Constructor or Contractor requirements

4. SURVEYS AND PLAN REQUIREMENTS

4.1 Statute and Regulatory Requirements

All legal survey plans must be in accordance with the Surveys Act, Surveyors Act, the Registry Act, the Land Titles Act and the Regulations made under them and in accordance with the standards and guidelines of the Association of Ontario Land Surveyors (AOLS), and any additional provisions outlined in the Statement of Work.

Generally accepted survey industry and AOLS good survey practices must be applied, as a minimum, to all work undertaken, whether that work entails legal, engineering, control or construction surveys.

Should conflicts arise between Statutory, Regulatory, Project Specifications and good survey practice requirements, the more stringent requirement shall prevail.

4.2 Survey Integration

4.2.1 Horizontal Coordinates

The Surveys and Plans of Survey must be integrated to the 3° MTM Zone 9 NAD83 (CSRS 2010) Coordinate System in accordance with the Surveyors Act, Ontario Regulation 216/10, Sections 31 to 35.

[O. Reg. 216/10: PERFORMANCE STANDARDS FOR THE PRACTICE OF PROFESSIONAL LAND SURVEYING \(ontario.ca\)](#)

Plan bearings must be grid bearings and plan distances must be ground distances. Where bearings are derived from project integration using GPS, integrated points must be selected at sufficient separation to provide accurate bearings. Large projects may require integration of more than two points to comply with AOLS regulations and standards. The coordinate values of the control points and of all significant corners of the Parts representing the interests of His Majesty the King in Right of Canada, must be shown in a coordinate table with three (3) decimal places.

The digital graphics file must be based on the integrated coordinate system shown on the plans. The plan must state the particulars of the coordinate system in a form consistent with the required regulations, standards and guidelines.

4.2.2 Elevation Datum

Where elevations are required as part of the survey the bench marks used to reference the survey must be field verified. Plans and documents that show or rely upon the bench mark elevation value must include a note providing:

- The name of the organization that established the benchmark;
- The bench mark locations;
- Which Canadian Geodetic Vertical Datum, CGVD, the bench marks are referenced to;
- The elevation values of the bench marks and
- The datum shift between CGVD 28 and CGVD 2013 for the bench marks.

4.2.3 Local Coordinates

Where specifically requested, a local coordinate system may be used on drawings, plans, sketches, reports, coordinate listings and field lay-out work.

Local coordinates must be:

- Numerically sufficiently different from geodetic coordinates to avoid confusion;
- Not employ negative numbers;
- Northings, eastings and elevations must be numerically different from each other in magnitude. Example, 100,000, 10,000, 100;
- All documents, plans, drawings, sketches, reports and coordinate listings, referencing local coordinates, must include a clearly defined prominent reference note stating that local coordinates are being referenced;
- Provide local coordinate values for specific control points together with Geodetic coordinate values for the same control points and
- Provide the difference between project north and geodetic azimuth.

4.2.4 Coordinate and Datum Reporting and Conversion

All documents, plans, reports, coordinate listings, digital files and other deliverables that reference coordinate values must list the full coordinate system, including the combined scale

factor and vertical datum being referenced. To provide a convenient way to reference older coordinate systems and vertical datums, transformation parameters must be listed to transform 3° MTM, Zone 9, NAD 83 (CSRS 2010.0) project coordinates to 3° MTM Zone 9, NAD 83 (Original) coordinates and project vertical datum CGVD 2013 to CGVD 28.

4.3 Digital Plan format and CAD Standards

Draft Reference Plan(s) and Plans of Survey must be supplied in an AutoCAD or CivilCAD format (Ver. 2018 or higher) and presented in a standard metric scale. The Contractor must follow [PWGSC National CADD Standard](https://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html) that can be found at:

<https://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>

The Contractor must pay particular attention to sections 3.1, *File Presentation*, and 3.2, *Layering Standards*, of the [PWGSC National CADD Standard](https://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html).

The Contractor must use the Title Block supplied in the PWGSC drawing template supplied by PWGSC to ensure that the PWGSC drawing number is in a standard prominent position at the bottom right of the drawing. The Title Block drawing template provides expandable, room for Contractor company information. Note that the PWGSC drawing template contains all the PWGSC Layers, line types and fonts.

The Project Number (to be provided by the Technical Authority) and the PWGSC Plan Number must be shown at the bottom right corner of the Plan in the PWGSC Title Block (PWGSC Plan Numbers to be determined after Contract award).

PWGSC boundaries being surveyed must be created as closed polygon (unbroken lines).

[PWGSC National CADD Standard](https://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html) must be used for survey plan deliverables, as outlined in the [PWGSC National CADD Standard Computer-Aided Design and Drafting](https://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html).

4.4 RETURNS AND DELIVERABLES

4.4.1 Legal Plan and Report Submissions

The following materials must be submitted to the Technical Authority with the Draft Plan deliverables and updated, where required, with final deliverables. Specific requirements will be dictated by the type of call-up assignment being undertaken.

1. PDF copy of the signed Draft Plan(s), along with the associated digital CAD file.
2. All pertinent title search and or survey records material.
3. Ontario Ministry of Transportation COSINE control coordinate website, City of Ottawa or PWGSC Geomatics Control Monument report for each Control Monument used to integrate the field survey measurements and a report on the closeness of fit of the control survey field work and the existing Horizontal Control Monuments.
4. The report must include all details related to the use of any Real Time Base Station Network services.
5. Plan closures.
6. Draft of the Surveyor's Report must include but is not limited by the following items:
 - a. Results of title investigation and research;
 - b. Issues related to site access;
 - c. Survey methodology;
 - d. Issues specific to real property interests both on and off the site (easements and/or rights of way);
 - e. Encroachments;

- f. Title or other issues requiring further investigation or research which would fall outside of the original scope of the work required for the call-up, with recommendations for resolution of the issue;
- g. Digital photographs in support of the Surveyor's Report where permissible by on site Security personnel;
- h. Parcel/Part closure report.

Plans and submissions must be complete and in a condition that they would be in for final submissions or deposit. The Technical Authority will return incomplete work, un-reviewed, adversely affecting PWGSC delivery schedules and Contractor payment schedules.

4.4.2 Delivery Milestones

Rapid response times and rapid turn around of any required deliverable to call ups under this Standing Offer is an essential part of delivery milestones . Multi-disciplinary teams of architects, engineers and construction contractors will rely upon these deliverables.

4.4.3 Legal Plan Draft Deliverables

Alternatives to the following schedule will be considered, but will require pre-approval by the Technical Authority prior to implementation. Deliverables and delivery milestones, may vary dependent upon the nature of the call up.

In general the first Draft Plan submission, with supporting title and research data sufficient to review the plan, must be delivered within six (6) weeks. PWGSC Technical Authority comments on any deliverable will be delivered within one (1) week. Contractor amendments are required with in one (1) week.

Once approved by the Technical Authority, the Draft Plan will be circulated to PWGSC clients for comments and recommendations. Turn-around time is expected to be two (2) to six (6) weeks. Depending upon client feedback, further amendments may be requested or an Authorization to Deposit or Authorization to Submit final deliverables will be issued.

4.4.4 Finalization and Deposit of Legal Plans

The Technical Authority will provide instructions for the finalization of the legal survey plans. Reference Plans are not to be deposited in the Land Registry Office until instructed to do so by the Technical Authority.

4.4.5 Legal Plan Final Deliverables

Deposited Legal Surveys final returns are required within three (3) weeks of the issuance by the PWGSC Technical Authority of instructions to finalize and deposit the plan in the Land Registry system. The Provincial Land Registry Office Pre-Approval two (2) week turn around time is included within the three (3) week delivery time.

Non-deposited Legal Surveys final returns are to be delivered within one (1) week of the issuance, by the PWGSC Technical Authority, of instructions to finalize the deliverable.

Final returns of Legal Plans must include but shall not be limited to:

1. a scanned (monochrome, 300 dpi) digital PDF copy of the signed legal plan or deposited final plan, taken from the Plan with original signatures;
2. a digital file of the finalized plan in AutoCAD 2019 format;
3. scanned copies of any research materials and/or field notes of the Contractor not previously submitted with draft submission package;
4. an ASCII text file of the final adjusted coordinates in the format of Pn, N, E, Z, Code, listing the coordinate system realization and datum used; and
5. a comprehensive report, signed and sealed, detailing title issues related to the subject lands and identification of right and interests affecting or related to the subject lands together with supporting documentation. The report must also identify issues that require additional research or survey work and recommendations for the resolution of issues.

4.4.6 Engineering and Construction Deliverables

4.4.6.1 General Engineering and Construction Services

Timely delivery of survey deliverables is an important facet of any design and construction project. Delays can adversely affect complex design and construction schedules leading to significant increased financial risk to the project.

Each engineering and construction survey services call up will include a schedule for deliverables. We are cognizant of the fact the weather and site conditions can have unavoidable impacts on deliverable schedules but we expect the contractor to be familiar with the project site and be able to provide informed feedback on call up schedules prior to the start of work, not provide that feedback at the scheduled delivery date as an explanation why the deliverable is late.

4.4.6.2 Construction Survey Services

Construction survey services must be treated as a priority. Call-ups must be responded to in the field within 24 hours, unless otherwise negotiated with the Technical Authority and the Prime Constructor. Should advance calculation time be required, sufficient effort must be undertaken to ensure the calculations are completed within the 24 hours of the call up or notification of the Technical Authority and Prime Constructor of the time required to complete the calculations.

Survey office verification and sign-off of construction lay-outs must be done within 18 hours but preferably the same day as the lay-out work. If construction lay-out work cannot be used until verification and sign-off by the supervising Ontario Land Surveyor or the responsible survey office staff then the survey contractor field staff, prior to leaving the site, must ensure the site Superintendent or other constructor designated responsible person has acknowledged that the lay-out cannot be used until verified and signed-off.

4.4.7 General Comments on Deliverables

Due to the large variation of survey services that can be expected under this Standing Offer, it is not possible to define all expected deliverables. In general, the contractor is expected to maintain an open dialog with the Technical Authority to ensure there is a clear understanding of expected work deliverables for individual call-ups and that specific, realistic schedules for deliverables are established and met.

5. UNRESTRICTED USE

5.1 An unrestricted license to use and reproduce the plan of survey, surveyor's report, CAD files, copies of field notes and other deliverables is deemed to have been provided by the Contractor to His Majesty the King, in Right of Canada as represented by PWGSC upon payment to the Contractor of the invoice(s) for the work. This license includes the right to provide copies of the deliverables to any other party within the Federal Government or 3rd parties associated with, or contracted to the Federal Government and the use of said deliverables by the Federal Government or contracted parties, at the sole discretion of His Majesty the King, in Right of Canada as represented by Public Works, Government Services Canada.

5.1.2 A reliance letter, for any deliverable related to this contract, with appropriate, realistic qualifications, must be provided for the work if and when requested.

6. ADDENDUMS TO THE STATEMENT OF WORK

Addendum 1 – PWGSC Explanatory Plans

- PWGSC Explanatory Plan 100Sparks30Metcalf 2022-05
- PWGSC Explanatory Plan Blk 1 2022-11
- PWGSC Explanatory Plan Blk 2 2019-04
- PWGSC Explanatory Plan Blk 3 2012-05

Addendum 2 – Site Surveys

- Blk 1 Langevin SRPR-TOPO 2021-02
- Blk 2 Embassy SRPR-TOPO 2019-11
- Blk 3 National Press SRPR-TOPO 2023-02
- 100 Sparks/30 Metcalfe SRPR-TOPO 2022-05

Addendum 3 - Title Documents

(provided to give a general understanding of the sites. Proponents must undertake their own due diligence to satisfy their professional responsibilities)

PIN 04115-0001 Blk 3

PIN 04115-0282 Blk 2

PIN 04115-0004 Blk 1

PIN 04115-0403 100Sparks

PWGSC LGIS Law Records Summary Blk 1 2023-02-23

PWGSC LGIS Law Records Summary Blk 2 2023-02-23

PWGSC LGIS Law Records Summary Blk 3 2023-02-23

PWGSC LGIS Law Records Summary 100Sparks 2023-02-23

Please note that copies of any additional plans and documents on file with the Technical Authority, as found in the LGIS chronological Summary of the Law Records maintained in the PWGSC LGIS, included the Appendix 3, will be provided to the successful firm after the issuance of the Standing Offer. However, it will be the responsibility of the firm to undertake full Title and Survey research, as required by Statutory Regulation, and good survey practice to ensure that they have all of the relevant information required for the completion of the various survey tasks.



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		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction DGS			
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Legal & Topo Survey at PPB			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays:	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production					✓											
IT Media / Support TI					✓											
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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

**Annex E - Quarterly Usage Report
EP921-230630
GENERAL INSTRUCTIONS**

Introduction

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage Report to the Standing Offer (SO) Authority on a quarterly basis.

Response Due Date

Your cooperation in returning the completed report by the appropriate date is **MANDATORY**.

Quarter	Period to be Covered	Due on or before
1st	October 1 to December 31	January 15
2nd	January 1 to March 31	April 15
3rd	April 1 to June 30	July 15
4th	July 1 to September 30	October 15

Returning the Completed Report

Please e-mail the completed report to michel.sader@tpsgc-pwgsc.gc.ca

Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.

Complete All Questions

Contractor must complete all applicable portions of the report.

Currency

Please state all monetary values in Canadian dollars (CDN).

Changing the Format

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to

michel.sader@tpsgc-pwgsc.gc.ca

Questions

Should you need further clarification, please forward your question by e-mail to audrey.paquin@tpsgc-pwgsc.gc.ca

Summary of Table

Field	Description
Call-up number	Unique number for the contract, as identified on page 1 of the contract.
Call-up Amendment number	The number of the call-up amendment, such as: amendment 1, amendment 2, etc.
Issuance date of the Call-up	Date that the Call-up/amendment is issued to the supplier.
Start date	Date the resource/services started engagement
End date	Date the resource/services ended (or will end) engagement/completion date
Project Description	Brief description of the work contracted.
Client Department/Contact Information	Information should include the contact name, e-mail and telephone number
Call-up Value (or amendment value)	The value of the call-up (Applicable Taxes inc), as identified on page 1 of the call-up. Or the increase or decrease value for the amendment
Notes	Indicate any comments or notes, if necessary

Quarterly Usage Report

SO N°: EP921-230630					Period to be covered: _____				
SO Title : Cadastral and Engineering Surveying Services					PWGSC SO Authority: Michel Sader				
	Call-up No.	Call-up amend't no.	Issuance date of the Call-up or Amend't (YYYY-MM-DD)	Start date of the Call-up (YYYY-MM-DD)	End date of the Call-up (YYYY-MM-DD)	Project Description	Location/Building Name	Client contact information (name, e-mail and tel.#)	Call-up Value or amend't value (taxes included)
1									\$
2									\$
3									\$
4									\$
5									\$
6									\$
7									\$
8									\$
9									\$
10									\$
11									\$
12									\$
13									\$
14									\$
15									\$
16									\$
17									\$
18									\$
19									\$
20									\$
21									\$
22									\$
23									\$
24									\$
25									\$
26									\$
Total value of call-up for this quarter (i)									
Cumulative call-ups for previous periods (ii)									
Total value of call-up to date = (i) + (ii)									

Prepared by: (Insert company name and individual's name preparing this report)