



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Marine Emergency Response Division/Division des  
Interventions en cas d'urgence maritime  
Centennial Towers 7th Floor - 7W11  
200 Kent Street  
Ottawa  
Ontario  
K1A0S5

<b>Title - Sujet</b> EREP Large High Speed Sweep System	
<b>Solicitation No. - N° de l'invitation</b> F7047-190148/B	<b>Date</b> 2023-03-24
<b>Client Reference No. - N° de référence du client</b> F7047-190148	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$ERD-016-29022	
<b>File No. - N° de dossier</b> 016erd.F7047-190148	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2023-05-08</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Good-Davidson, Vanessa	<b>Buyer Id - Id de l'acheteur</b> 006erd
<b>Telephone No. - N° de téléphone</b> (873) 455-6821 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>15</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	15
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	15
<b>PART 6 - RESULTING CONTRACT CLAUSES.....</b>	<b>17</b>
6.1 REQUIREMENT .....	17
6.2 STANDARD CLAUSES AND CONDITIONS.....	19
6.3 SECURITY REQUIREMENTS .....	19
6.4 TERM OF CONTRACT .....	19
6.5 AUTHORITIES .....	20
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	21
6.7 PAYMENT .....	21
6.8 INVOICING INSTRUCTIONS .....	26
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	27
6.10 APPLICABLE LAWS.....	27
6.11 PRIORITY OF DOCUMENTS .....	27
6.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....	27
6.13 INSURANCE .....	28
6.14 ACCESS TO GOVERNMENT SITE, FACILITY, OR EQUIPMENT .....	29
6.15 SHIPPING INSTRUCTIONS .....	29
6.16 DISPUTE RESOLUTION.....	32
<b>SCHEDULE A.....</b>	<b>33</b>
BASIS OF PAYMENT .....	33
<b>SCHEDULE B .....</b>	<b>37</b>
SCHEDULE OF DELIVERIES.....	37
<b>SCHEDULE C .....</b>	<b>39</b>
SCHEDULE OF MILESTONES.....	39

Solicitation No. - N° de l'invitation  
F7047-190148/B  
Client Ref. No. - N° de réf. du client  
F7047-190148

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

Buyer ID - Id de l'acheteur  
016erd  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX A**

STATEMENT OF WORK (SOW)

**ANNEX B**

TECHNICAL STATEMENT OF REQUIREMENTS (TSOR)

**ANNEX C**

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

**ANNEX 1 TO PART 3 OF THE BID SOLICITATION**

ELECTRONIC PAYMENT INSTRUMENTS

**ANNEX 2 TO PART 3 OF THE BID SOLICITATION**

BIDDER'S CHECKLIST

**ANNEX 1 TO PART 4 OF THE BID SOLICITATION**

TECHNICAL BID EVALUATION PLAN

**ANNEX 2 TO PART 4 OF THE BID SOLICITATION**

FEDERAL CERTIFICATE OF COMPLIANCE

**ANNEX 1 TO PART 5 OF THE BID SOLICITATION**

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Technical Statement of Requirements, the Technical Bid Evaluation, the Basis of Payment, the Bidders Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Task Authorization Form 572 and any other annexes.

### 1.2 Summary

The Canadian Coast Guard is the lead federal agency responsible for ensuring the clean-up of all ship source and mystery source pollution spills into waters under Canadian jurisdiction. To fulfill this mandate, the Canadian Coast Guard requires high speed sweep systems for oil spill recovery in open waters that would be deployed in response to a marine pollution incident. The high speed sweep system uses floating oil containment booms which are towed across the surface of a body of water to collect and contain spilled oil described in this bid solicitation.

The period of the resulting Contract will be from date of contract award to November 30, 2025 (inclusive) as specified in Schedule A - Basis of Payment, under the same conditions. Delivery destinations include various locations across Canadian provinces and territories, and are identified in Schedule B - Schedule of Deliveries.

Public Works and Government Services Canada (also known as Public Services and Procurement Canada) is leading this procurement on behalf of the Canadian Coast Guard. Enquiries regarding this bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA). Procedural requirements of the other international trade agreements such as Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) will be fulfilled following compliance to the procedural requirements of the and WTO-AGP.

This bid solicitation may establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

At the time when a Task Authorization is issued, the Contracting Authority and/or Project Authority will discuss with the Contractor to determine if there is an opportunity to include an Indigenous Benefits Plan which

generates socio-economic benefits (employment, training and subcontracting) for Indigenous people or businesses.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 6 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

**Only bids submitted using Canada Post Corporation (CPC) Connect service will be accepted.**

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

The Phased Bid Compliance Process applies to this requirement.

Bidders intending to submit bids should obtain solicitation documents directly from <https://canadabuys.canada.ca>. Solicitation amendments, if and when issued, will be available on <https://canadabuys.canada.ca>. It is the responsibility of the Bidder to ensure that all amendments issued during the solicitation period have been obtained and addressed in the submitted bid. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk. Learn how to receive notifications about solicitation amendments at [Tender opportunities | CanadaBuys](#).

Businesses interested in learning more about selling to the Government of Canada are encouraged to review <https://BuyAndSell.gc.ca/for-businesses/selling-to-the-government-of-canada>.

Procurement Assistance Canada (PAC) formerly, the Office of Small and Medium Enterprises (OSME) offers free seminars to businesses interested in learning about the general procurement process and how to sell goods and services to the government. Refer to <http://www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html> for more information about PAC seminars and other services.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within **ten (10) working days** from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [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.

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** 60 days

**Insert:** 180 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) by the date and time indicated on page 1 of the bid solicitation:

The Bidder must send an email requesting Bid Receiving Unit in the National Capital Region (NCR) to open an Canada Post Corporation (CPC) Connect conversation to the following address:

[tpsgc.pareceptiondessousmissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessousmissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an Canada Post Corporation (CPC) Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an Canada Post Corporation (CPC) Connect message if the bidder is using its own licensing agreement for Canada Post Corporation (CPC) Connect.

It is the Bidder's responsibility to ensure the request for opening an Canada Post Corporation (CPC) Connect conversation is sent to the email address above **at least six (6) days before the solicitation closing date.**

**Due to the nature of the bid solicitation, bids submitted by facsimile, hardcopy or any electronic means (other than the Canada Post Corporation (CPC) Connect services) will not be accepted.**

### 2.3 Former Public Servant

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

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

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



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

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically in accordance with section 08 of the [2003](#) standard instructions. The Canada Post Corporation (CPC) Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate technical manuals or brochures that are not submitted with the bid, or any information provided by reference (e.g. Web sites).

#### **3.1.1 No Conditional Bids**

The Bidder's bid must not be made conditionally. Any condition imposed by the Bidder will render the bid non-responsive and the bid will be given no further consideration.

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

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

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

##### **3.1.2.1 Substantial Information**

Bidders must demonstrate their compliance with the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed.

Bidders should provide with their technical bid, a document indicating clearly where the substantial information can be found for each of the mandatory criterion identified in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation).

Bidders must sign the Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation). A signed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) will be interpreted as meaning full agreement with the requirement, whereas a non-signed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) will be interpreted as meaning not in full agreement with the requirement and the Bid will be deemed non-responsive and not given any further consideration.

### **3.1.3 Section II: Financial Bid**

#### **3.1.3.1 Pricing Submission**

Bidders must submit their financial bid in accordance with Schedule A – Basis of Payment. The bid must address each of the cost elements in Schedule A.

The bid must be submitted in Canadian Currency.

#### **3.1.3.2 Electronic Payment of Invoices – Bid**

If the Bidder is willing to accept payment of invoices by Electronic Payment Instruments, the Bidder should complete Annex 1 to Part 3 of the Bid Solicitation, Electronic Payment Instruments, to identify which ones are accepted.

If Annex 1 to Part 3 of the Bid Solicitation, 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.

#### **3.1.3.3 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

#### **3.1.4 Delivery Dates**

The delivery of all applicable items in Schedule A – Basis of Payment, Table 1 (Required Goods) is required by November 30, 2025. Bidders are requested to propose their best possible delivery date in Schedule B – Schedule of Deliveries.

### **3.1.5 Section III: Certifications**

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

#### **3.1.6 Bidder's Checklist**

Bidders should refer to Annex 2 to Part 3 of the Bid Solicitation (Bidder's Checklist).

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada may retain any independent consultant or use any resources to evaluate any bid or portion thereof. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (d) Where Canada has made a determination that a bid has failed any individual mandatory element of the Solicitation, Canada reserves the right to not proceed further in the evaluation of the bid and may deem the bid non-responsive.
- (e) Canada will use the Phased Bid Compliance Process described below.

#### 4.1.1 Phased Bid Compliance Process

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

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

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

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation.

This shall not limit Canada's right to request or accept any information after the bid solicitation closing

in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2022-03-29) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

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

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

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

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

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

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

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

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#### 4.1.2 Technical Evaluation

The Technical Bid Evaluation Plan and mandatory technical evaluation criteria are included in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation).

Where the requirement for method of compliance is the "Certification of Compliance", the evaluation team will consider a bid compliant if the Bidder provides a completed and signed "Certification of Compliance" (Annex 2 to Part 4 of the Bid Solicitation) document.

##### 4.1.2.1. Mandatory Technical Criteria

All mandatory technical evaluation criteria are included in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation). **The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

#### 4.1.3 Financial Evaluation

1. The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2010, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra.
2. The following "Evaluated Price" equation will be used to determine the evaluated price of the bid based on the prices inserted by the Bidder in its bid Schedule A - Basis of Payment. Using the Items listed in Schedule A:

##### **Evaluated Price = A + B + C**

A = Sum of the extended prices of Required items 1 – 4 (inclusive)

B = Sum of the extended prices of Optional items 5 – 11, (inclusive)

C = Hourly rate identified by bidder for options and unscheduled work will be multiplied by 1000 hours\*

\* 1000 hours is used for evaluation purpose only and in no way represents commitment by Canada

Extended Price for EACH item in A is calculated as follows:

*-Item #1 Quantity x Item #1 Firm Unit Price = Item #1 Extended Price*

*-This is repeated for item 2-4 inclusive.*

Extended Price for EACH item in B is calculated as follows:

*-Item #5 Max Quantity x Item #5 Firm Unit Price = Item #5 Extended Price*

*-This is repeated for items 6- 11 inclusive.*

Extended Price for Hourly Rate in C is calculated as follows:

*- 1000 hours x Hourly Rate*

#### 4.2 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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.

#### 5.1.2 Certification of Compliance

The Bidder must provide the Contracting Authority with a signed and completed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) with their bid to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



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

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in **Part 6 – Resulting Contract Clause 6.13.1 (Commercial General Liability Insurance)**.

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

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Requirement

The Contractor must provide the goods, services or both described in the Contract, including all the Annexes, Schedules, Appendices, and any other identified documents, to Canada in accordance with, and at the prices and/or rates stated in the Contract.

#### 6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable options to acquire goods, services or both described in the Contract, including all the Annexes, Schedules, Appendices, and any other identified documents, under the same conditions and at the prices and/or rates stated in the Contract.

The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise the options on multiple occasions and at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 6.1.2 Addition Work Requirements (AWR)

Additional work that is not described in the Statement of Work but that is required to support the requirement and that would be considered to fall within the overall scope of the Work, may be incorporated into the Contract in accordance with Schedule A, Basis of Payment via Task Authorization.

#### 6.1.3 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 6.1.3.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C – Task Authorization Form PWGSC – TPSGC 572.
2. The TA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. At the time when the Task Authorization is provided to the Contractor, the Contracting Authority or Project Authority will discuss with the Contractor to determine if there is an opportunity to include an Indigenous Benefits Plan which generates socio-economic benefits (employment, training and subcontracting) for Indigenous people or businesses.
4. The Contractor must provide the Project Authority, within **seven (7) calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
5. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 6.1.3.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$(to be announced at contract award)**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

### 6.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### 6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than **twenty-one (21) calendar days** after the end of the reporting period.

### **Reporting Requirement – Details**

*A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:*

*For each authorized task:*

- i. the authorized task number or task revision number(s);*
- ii. a title or a brief description of each authorized task;*
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;*
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;*
- v. the start and completion date for each authorized task; and*
- vi. the active status of each authorized task, as applicable.*

*For all authorized tasks:*

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and*
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.*

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## 6.2 Standard Clauses and Conditions

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

### 6.2.1 General Conditions

[2030](#) (2022-12-01) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

[1031-2](#) (2012-07-16), Contract Cost Principles, apply to and form part of the Contract.

## 6.3 Security Requirements

**6.3.1** There is no security requirement applicable to the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from Date of Contract to **November 30, 2025** inclusive.

### 6.4.2 Delivery Date

The Contractor must make complete delivery by the Delivery Dates identified in Schedule B – Schedule of Deliveries.

### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### 6.4.4 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to the Comprehensive Land Claims Agreement(s).

At the time when a Task Authorization is provided to the Contractor, any applicable Comprehensive Land Claims Agreements will be identified.

The Contracting Authority or Project Authority will discuss with the Contractor to determine if there is an opportunity to include an Indigenous Benefits Plan which generates socio-economic benefits (employment, training and subcontracting) for Indigenous people or businesses.

#### 6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex B - Schedule of Deliveries of the Contract.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Vanessa Good-Davidson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Marine Navigation and Remediation Division  
11 Laurier Street, Gatineau, QC K1A 0S5  
Telephone: 873-455-6821  
E-mail address: Vanessa.Good-Davidson@pwgsc-tpsgc.gc.ca

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

##### 6.5.2 Project Authority

The Project Authority for the Contract is: **< to be announced upon contract award >**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

##### 6.5.3 Technical Authority

The Technical Authority for the Contract is: **< to be announced upon contract award >**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
F7047-190148/B  
Client Ref. No. - N° de réf. du client  
F7047-190148

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

Buyer ID - Id de l'acheteur  
016erd  
CCC No./N° CCC - FMS No./N° VME

E-mail address: \_\_\_\_\_

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

#### **6.5.4 Contractor's Representative < to be announced upon contract award >**

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

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

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

#### **6.7 Payment**

##### **6.7.1 Basis of Payment**

###### **6.7.1.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex A for a cost of **\$ (amount to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

###### **6.7.1.2 Basis of Payment – Individual Task Authorizations**

###### **Limitation of Expenditure or Ceiling Price - Individual Task Authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment as specified in the authorized TA. Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure or ceiling price specified in the authorized task authorization. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

**-OR-**

#### **Firm Unit Price(s) or Firm Lot Price - Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit or firm lot price(s) as detailed in the Basis of Payment, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

##### **6.7.1.3 Basis of Payment: Cost Reimbursable – Limitation of Expenditure – Transport and Insurance Expenses (*applicable to optional goods only, if exercised, 9 and 12*)**

The Contractor will be reimbursed its expenses reasonably and properly incurred in the performance of the transport and insurance of Goods, at cost, without any allowance for profit and/or administrative overhead, to the limitation of expenditure identified in the Task Authorization.

With the exception of transport and insurance costs, all costs, including customs duties, are included in the Firm Unit Price of each Good. Applicable Taxes are extra.

All payments are subject to government audit.

#### **6.7.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

##### **6.7.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

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

### **6.7.3 Travel and Living Expenses – National Joint Council Travel Directive (applicable to optional training session, if exercised)**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Contracting Authority.

All payments are subject to government audit.

### **6.7.4 Method of Payment**

#### **6.7.4.1 Milestone Payments – Subject to Holdback (Applicable to items 1, 2, 5, 6 and 7)**

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90% percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the total amount for all milestone payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
  - c. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
  - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. The balance of the amount payable ("Holdback") will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all final DIDs required under the Contract (Schedule A - Item 4 – Documentation), provided that such final DIDs have been accepted by Canada and that a final claim for the payment is submitted.
4. For clarity and notwithstanding paragraph 1 above, payments will not be subject to the Holdback once all final DIDs (Schedule A – Item 4 – Documentation) have been delivered and accepted by Canada.



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#### **6.7.4.1.1 Schedule of Milestones (Applicable to line items 1, 2, 5, 6 and 7)**

The schedule of milestones for which payments will be made in accordance with the Contract is detailed in Schedule C – Schedule of Milestones .

#### **6.7.4.2 Method of Payment – Multiple Payments – Subject to Holdback (Applicable to line items 3, 4, 8, 9, 10 and 11)**

1. Canada will pay the Contractor in accordance with the payment provisions of the Contract for the completion and delivery of unit(s) detailed in Schedule A, up to 90% percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the total amount for all payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
  - c. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
  - d. all work delivered have been completed and accepted by Canada.
5. The balance of the amount payable ("Holdback") will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all final DIDs required under the Contract (Schedule A - Item 4 – Documentation), provided that such final DIDs have been accepted by Canada and that a final claim for the payment is submitted.
6. For clarity and notwithstanding paragraph 1 above, payments will not be subject to the Holdback once all final DIDs (Schedule A – Item 4 – Documentation) have been delivered and accepted by Canada.

#### **6.7.5 Taxes – Foreign-Based Contractor (if applicable)**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

#### **6.7.6 Electronic Payment of Invoices**

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);

#### **6.7.6 Discretionary Audit**

The Contractor must provide, on Canada's request, one of the following prior to Task Authorization if applicable:

##### **6.7.6.1 Discretionary Audit – Commercial Goods and/or Services**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

##### **6.7.6.1.1 Price Certification**

[C0002T](#) (2010-01-11) Price Certification – Canadian-based Supplier (other than agency and resale outlets)

**OR**

[C0004T](#) (2007-05-25) Price Certification – Canadian Agency and Resale Outlets

##### **6.7.7.2 Discretionary Audit – Non-Commercial Goods and/or Services**

The estimated amount of profit included in the Contractor's price or rate certification is subject to audit by Canada, before or after payment is made to the Contractor under the conditions of the Contract. The purpose of the audit would be 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 firm price and fixed-time rate contracts performed during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

If the audit demonstrates that the actual profit is not reasonable and justifiable, as defined above, the Contractor must repay Canada the amount found to be in excess.

##### **6.7.7.2.1 Price Certification**

[C0001T](#) (2007-05-25) Price Certification – Foreign Suppliers

**OR**

[C0002T](#) (2010-01-11) Price Certification – Canadian-based Supplier (other than agency and resale outlets)

**OR**

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[C0003T](#) (2008-12-12) - Price Certification - Canadian Suppliers

The Bidder certifies that the price proposed is based on costs computed in accordance with *Contract Cost Principles 1031-2*, and includes an estimated amount of profit of **\$ (to be provided by the Contractor prior to Task Authorisation)**.

[C0004T](#) (2007-05-25) Price Certification – Canadian Agency and Resale Outlets

**6.7.7.3 Price Support (Applicable to Task Authorization Only)**

The Contractor must provide, on Canada's request, one or more of the following price support, prior to Task Authorization if applicable:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

**6.8 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- d. a copy of time sheets to support the time claimed; and
  - e. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the *Project Authority* identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Contractor must not submit claims until all work identified in the claim is completed. Claims must submit no more than **one (1) claim per thirty (30) days period**.

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## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 6.10 Applicable Laws

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

### 6.11 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 Articles of Agreement including:
  - Schedule A, Basis of Payment;
  - Schedule B, Schedule of Deliveries;
  - Schedule C, Schedule of Milestones;
- (b) [1031-2](#) (2012-07-16), Contract Cost Principles;
- (c) General conditions [2030](#) (2022-12-01), General Conditions - Higher Complexity - Goods;
- (d) Supplemental general conditions [4010](#) (2022-12-01), Services - Higher Complexity;
- (e) Annex A, Statement of Work;
- (f) Annex B, Technical Statement of Requirement;
- (g) The signed Task Authorizations (including all of its annexes, if any); and
- (h) The Contractor's bid dated \_\_\_\_\_.

### 6.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

#### Foreign Nationals (Canadian Contractor):

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

- OR -

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## Foreign Nationals (Foreign Contractor):

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada.

### 6.13 Insurance

The Contractor must comply with the insurance requirements specified 6.13.1. 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.

#### 6.13.1 Commercial General Liability Insurance

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 twelve (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) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## **6.14 Access to Government Site, Facility, or Equipment**

### **6.14.1 Government Site Regulations**

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

### **6.14.2 Access to Facilities and Equipment**

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

### **6.14.3 Identification Badge**

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

When a person is required to wear a safety helmet, the Contractor, if requested to do so by the Contracting Authority, must paint the number appearing on the badge on the front of the safety helmet.

## **6.15 Shipping Instructions**

### **6.15.1 Delivery Instructions – Required Goods**

1. Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) (specified destination) Incoterms 2010.
2. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties, import clearances, and Applicable Taxes. **Delivery includes any loading and unloading expenses.**
3. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the designated contact person **at least two (2) business days in advance of the delivery time**. The consignee may refuse deliveries when prior arrangements have not been made.
4. Refer to Schedule B - Schedule of Deliveries for additional instructions.

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#### 6.15.2 Delivery Instructions for Optional Goods (*items 9 and 12*)

1. The Task Authorization Process outlined in article 6.7.1.3 will be followed for the delivery of Optional Goods (items 9 and 12).
2. Goods must be consigned to the destination specified in the Task Authorization and delivered: Delivered Duty Paid (DDP) (specified destination) Incoterms 2010.
3. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport, import clearances, and customs clearance, including the payment of customs duties and Applicable Taxes. **Delivery includes any loading and unloading expenses.**
4. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the designated contact person **at least two (2) business days in advance of the delivery time**. The consignee may refuse deliveries when prior arrangements have not been made.
5. Refer to Schedule B – Schedule of Deliveries for additional instructions.

#### 6.15.3 Delivery and Unloading

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

#### 6.15.4 Wood Packaging Materials

All wood packaging materials used in shipping must conform to the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15) (<https://www.ippc.int/en/core-activities/standards-setting/ispm15/>).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States (<http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993>)

D-13-01 – Canadian Heat Treated Wood Products Certification Program (HT Program) (<http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967>).

#### 6.15.5 Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.



2. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.

3. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.

4. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

#### **6.15.6 Transportation of Dangerous Goods/Hazardous Products**

The Contractor must obtain the authorization from the Department of Transport to transport dangerous goods/hazardous products before the carrier may accept a charter involving the transportation of dangerous goods/hazardous products.

#### **6.15.7 Shipment of Dangerous Goods/Hazardous Products**

The Contractor must label and ship dangerous goods/hazardous products falling within the Transportation of Dangerous Goods Act, 1992, c.34 (<http://laws-lois.justice.gc.ca/eng/acts/t-19.01/>) and the Hazardous Products Act, R.S.C. 1985, c. H-3 (<http://laws-lois.justice.gc.ca/eng/acts/H-3/>) and their regulation(s) in accordance with the said Acts and regulation(s) accompanied by the required safety data sheet(s) completed in both English and French.

#### **6.15.8 Delivery of Dangerous Goods/Hazardous Products (if applicable)**

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
  - a. shipping container - in accordance with the Transportation of Dangerous Goods Act, 1992, c. 34 (<http://laws-lois.justice.gc.ca/eng/acts/T-19.01/>); and
  - b. immediate product container - in accordance with the Hazardous Products Act, R.S., 1985, c. H-3 (<http://laws-lois.justice.gc.ca/eng/acts/H-3/>).
2. The Contractor must provide bilingual Safety Data Sheets, indicating any applicable NATO Stock Number as follows:
  - a. two hard copies:
    - i. one copy to be enclosed with the shipment, and
    - ii. one copy to be mailed to:  
**< to be provided at contract award >**
  - b. one copy sent in any electronic format to the following address:  
**< to be provided at contract award >**
3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
5. The Contractor must contact the Technical Authority at least 72 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.



Solicitation No. - N° de l'invitation  
F7047-190148/B  
Client Ref. No. - N° de réf. du client  
F7047-190148

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

Buyer ID - Id de l'acheteur  
016erd  
CCC No./N° CCC - FMS No./N° VME

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## 6.16 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".

## SCHEDULE A

### BASIS OF PAYMENT

#### *Instructions to Bidders:*

*The Bidder must complete the fill-ins and tables in Sections 1,2 and 3 of Schedule A as follows:*

- a. *All prices must be in Canadian currency;*
- b. *All prices must include customs duties;*
- c. *All prices must not include Applicable Taxes;*
- d. *The Bidder must provide firm unit prices for each item in:*
  - i. *Table 1 (Required Goods and/or Services); and*
  - ii. *Table 2 (Optional Goods and/or Services).*
  - iii. *Table 3 (Hourly Rate)*
- e. *The Bidder is requested to insert "\$0.00" for any cost of the cost elements for which it does not intend to charge - If any cost element is left blank, Canada will insert "\$0.00" for that element; and*
- f. *The Bidder must take into account any notes associated with a particular Item and/or cost element.*
- g. *All prices must include any travel and living expenses that may be incurred in fulfilling contractual obligations as outlined in the SOW (ie. First Article Testing etc.).*

**Note: These italicized Instructions to Bidders will not be included in any resulting contract.**

1. REQUIRED GOODS AND SERVICES

Item No.	Short Item Description	Quantity	Firm Unit Price (CAD)	Extended Price (CAD)
1	<b>Large High Sweep System - Complete with delivery to Port Hastings, NS</b> IAW Annex A, SOW and TSOR	1		
2	<b>Large High Speed Sweep System – Complete with delivery to Mount Pearl, NL</b> IAW Annex A, SOW and TSOR	1		
3	<b>Operations and Maintenance Manual</b> (Bilingual Hard copies of DID-TM-01 including delivery to Mount Pearl, NL and Port Hastings, NS, IAW SOW Appendices 1 & 2 )	2		
4	<b>Documentation<sup>1</sup></b> Generate and supply all of the required documents IAW SOW Appendices 1 & 2 (Including: DID-PM-01, DID-PM-02, DID-SE-01, DID-SE-02, DID-SE-03, DID-SE-04, DID-SE-05, DID-SE-06, DID-ET-01, DID-ET-02, DID-TM-01, DID-TM-02, DID-TM-03, DID-TM-04)	As per Contract	NA	
			<b>Total Firm Price</b>	

Notes:

<sup>1</sup> Does not include recurring DID-SE-05 nor the printed copies of accepted DID-TM-01 (line item 3).  
IAW In accordance with  
N/A Not Applicable

2. OPTIONAL GOODS AND SERVICES

Item No.	Short Item Description	Max Quantity <sup>1</sup>	Firm Unit Price (CAD) Year 1 (Contract Award to Nov 30, 2024	Firm Unit Price (CAD) Year 2 (Dec 1, 2024 to Nov 30, 2025	Firm Unit Price (CAD) Option Period 1 (Dec 1, 2025 to Nov 30, 2026	Firm Unit Price (CAD) Option Period 2 (Dec 1, 202 to Nov 30, 2027
5	<b>Large High Speed Sweep System</b> – Delivery to <b>Victoria, BC</b> IAW SOW and TSOR	1				
6	<b>Large High Speed Sweep System</b> – Delivery to <b>Prince Rupert, BC</b> IAW SOW and TSOR	1				
7	<b>Large High Speed Sweep System</b> – Delivery to <b>Port Hastings, NS</b> IAW SOW and TSOR	1				
8	<b>Operations and Maintenance Manual</b> (Bilingual Hard copies of DID-TM-01 including delivery to Victoria, BC, Prince Rupert, BC and Port Hastings, NS IAW SOW Appendices 1 & 2 )	3				
9	<b>Standalone IPS Skimmer/Pump</b> <sup>2</sup> IAW the attached Annex B – Technical Statement of Requirements - Section 5.1 IPS Skimmer/Pump.	10				
10	<b>Technical Maintenance Training</b> <sup>3</sup> IAW the attached Annex A – Statement of Work Requirements 4.2 Technical Maintenance Training	8				
11	<b>Operational Training</b> <sup>3</sup> IAW the attached Annex A – Statement of Work Requirements 4.3 Operational Training	8				
12	<b>Spare Parts and Tools Kits</b> <sup>2</sup> The provision of any or all spares in support of the deliverables as detailed the final Recommended Spare Parts and Tools List (CDRL item DID-TM-02), as accepted by Canada. (The contents of each Kit will be determined if and when options are exercised.)	20	TBN	TBN	TBN	TBN

Notes:

- <sup>1</sup> Optional Items may be procured on as many occasions as necessary up to the identified maximum total quantity for which the unit price applies.
- <sup>2</sup> The firm unit price does not include shipping. Shipping for items 9 and 12 will paid in accordance with article 6.7.1.3 on the contract.
- <sup>3</sup> Max quantity indicate total number of sessions;
- The Firm Unit Price for the Item does not include travel and living expenses . Travel and living expenses for item 10 and 11 will be paid in accordance with Article 6.7.3 of the Contract.

IAW In accordance with  
TBN To be negotiated

3. HOURLY LABOUR RATE FOR ADDITIONAL WORK REQUIREMENTS

The following firm hourly rate will be used for the pricing of any Additional Work Requirements involving labour for the entire period of the Contract:

Item No.	Short Item Description	Firm Hourly Rate (CAD)
13	Labour for Additional Work Requirements	

**Notes:**  
Applicable Taxes are extra. Travel and Living Expenses are extra. Canada reserves the right to negotiate the hourly rate.

Solicitation No. - N° de l'invitation  
F7047-190148/B  
Client Ref. No. - N° de réf. du client  
F7047-190148

Amd. No. - N° de la modif.  
File No. - N° du dossier  
F7047-190148

Buyer ID - Id de l'acheteur  
016erd  
CCC No./N° CCC - FMS No./N° VME

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## SCHEDULE B

### SCHEDULE OF DELIVERIES

#### *Instructions to Bidders:*

*a. Delivery is REQUIRED by November 30, 2025 however the Bidder must indicate their best Delivery Dates (in Calendar Days ACA [# of days After Contract Award]) for each item identified (with the exception of Documentation, which is to be delivered in accordance with Annex A, Statement of Work). These dates will be utilized in any resulting contract.*

*b. If the Delivery Date element is left blank, Canada will insert "November 30, 2025" for that element.*

***Note: These italicized Instructions to Bidders will not be included in any resulting contract.***

## 1. SCHEDULE OF DELIVERIES - REQUIRED GOODS AND SERVICES

Item No.	Item Short Description	Quantity	Required Delivery Date <sup>1</sup>	Delivery Location	Delivery Date(s) (Calendar Day(s) ACA)
1	Complete delivery of Item 1 to Port Hastings, NS	1	November 30, 2025	11 Unit B, Highway 4 Port Hastings, NS B9A 1M3	
2	Complete delivery of Item 1 to Mount Pearl, NL	1	November 30, 2025	1 Southern Cross Road Mount Pearl, NL A1N 5A2	
3	Documentation	As Per Annex A	As Per Annex A	As Per Annex A	NA

### NOTES:

<sup>1</sup> All deliverables must be received by November 30, 2025. Note: If vendor provides better dates, then it will be adjusted in resulting Contract.

ACA After Contract Award Date  
N/A Not applicable

## 2. Delivery Date Changes

Delivery date is an essential part of this contract. Except for a claim of excusable delay pursuant to Article 11 (Excusable delay) of the General Conditions [2030](#), any changes to the delivery date(s) specified in the Contract will prejudice Canada and will, at Canada's discretion, result in any or all of the following:

- Contract Termination in accordance with Article 31 (Default by the Contractor), and the Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source;
- Consideration for Contract Amendment: Delivery date(s) will not be extended without consideration being provided by the Contractor in the form of adjustment to the price, warranty, and/or goods and services provided; and
- The execution of any applicable actions outlined in vendor performance policies established by Canada.

## SCHEDULE C

### SCHEDULE OF MILESTONES

#### 1. Milestone Descriptions

Milestone No.	Milestone Description	
A	<b>Purchase and receipt of building materials</b>  Milestones <b>A1-A2</b> will be payable by Canada upon submission and acceptance of invoices for building materials totalling at least 10% of the cost of each applicable system (line item 1 or 2).	<b>10%</b>
B	<b>Final design acceptance (as per SOW section 3.2.4.)</b>  Milestones <b>B1-B2</b> will be payable by Canada upon final design acceptance. The Contractor can request final design acceptance from Canada when: <ul style="list-style-type: none"> <li>a. The Product Verification Report (CDRL item DID-SE-03) has been accepted by Canada;</li> <li>b. The Detailed Design Package (CDRL item DID-SE-01) has been updated to represent the approved design and accepted by Canada; and</li> <li>c. the Lifting Certifications and Rigging Plan (CDRL item DID-SE-06) has been accepted by Canada.</li> </ul>	<b>25%</b>
C	<b>Formal acceptance of the HSS System and the Quality Assurance Report</b>  Milestones <b>C1-C2</b> will be payable by Canada upon submission and acceptance of the Quality Assurance Report for each applicable system (as per SOW CDRL item DID-SE-05).	<b>25%</b>
D	<b>Delivery and formal acceptance of the HSS System</b>  Milestones <b>D1-D2</b> will be payable by Canada upon delivery and acceptance of each applicable system.	<b>40%</b>



## 2. Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows and will be applied per Large High Speed Sweep System:

Milestone No.	Milestone Description	Milestone Percentages	Milestone Value
A1	Purchase and receipt of building materials – line item 1	10%	<To be entered after contract award>
A2	Purchase and receipt of building materials – line item 2	10%	<To be entered after contract award>
B1	Final design acceptance – line item 1	25%	<To be entered after contract award>
B2	Final design acceptance – line item 2	25%	<To be entered after contract award>
C1	Formal acceptance of the Large High Speed Sweep System and the Quality Assurance Report (DID-SE-05) - line item 1	25%	<To be entered after contract award>
C2	Formal acceptance of the Large High Speed Sweep System and the Quality Assurance Report (DID-SE-05) - line item 2	25%	<To be entered after contract award>
D1	Delivery and formal acceptance of the Large High Speed Sweep System - line item 1	40%	<To be entered after contract award>
D2	Delivery and formal acceptance of the Large High Speed Sweep System - line item 2	40%	<To be entered after contract award>
<b>Grand Total for the systems</b>			<To be entered after contract award>

**\*Optional Large High Speed Sweep system(s) to be added to the milestone schedule, if exercised.**

**Annex A**  
Statement of Work

**Environmental Response Equipment  
Modernization/  
Mobile Incident Command Equipment Project**

Large High Speed Sweep System

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## Table of Contents

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1.	BACKGROUND .....	1
1.2.	PURPOSE .....	1
1.3.	SCOPE .....	1
<b>2.</b>	<b>PROJECT MANAGEMENT .....</b>	<b>2</b>
2.1.	GENERAL .....	2
2.2.	PROJECT SCHEDULE .....	2
2.3.	PROJECT REVIEW AND CONTROL .....	2
2.3.1.	Meeting Structure and Recording .....	2
2.3.2.	Contract Kick-off Meeting .....	2
2.3.3.	Bi-weekly Progress Report .....	3
2.3.4.	Bi-weekly Progress Meeting (Teleconference) .....	3
2.3.5.	Cancellation of Meetings .....	3
2.3.6.	Unscheduled Meetings .....	3
2.3.7.	Problem Reporting .....	3
<b>3.</b>	<b>SYSTEM ENGINEERING MANAGEMENT .....</b>	<b>4</b>
3.1.	DESIGN REVIEW PROCESS .....	4
3.1.1.	Overview .....	4
3.1.2.	Preliminary Design Review .....	4
3.1.3.	Design Review Meetings .....	4
3.1.4.	Critical Design Review .....	4
3.2.	PRODUCT VERIFICATION .....	5
3.2.1.	Overview .....	5
3.2.2.	Test Readiness Review .....	5
3.2.3.	System Verification Meeting .....	5
3.2.4.	Final Design Acceptance .....	6
3.3.	TECHNICAL DATA SUBMISSIONS .....	6
3.3.1.	First submission .....	6
3.3.2.	Document review .....	6
3.3.3.	Translation .....	6
3.3.4.	Document acceptance .....	7
3.4.	QUALITY ASSURANCE .....	7
3.4.1.	Quality Assurance Plan .....	7
3.4.2.	Quality Assurance Report .....	7
<b>4.</b>	<b>EQUIPMENT TRAINING AND FAMILIARIZATION .....</b>	<b>8</b>
4.1.	GENERAL CONSIDERATIONS .....	8
4.2.	TECHNICAL MAINTENANCE TRAINING .....	8

---

STATEMENT OF WORK

**Table of Contents**

---

4.2.1. Objective.....	8
4.2.2. Class Size and Participants.....	8
4.2.3. Scheduling and Duration.....	8
4.3. OPERATIONAL TRAINING.....	9
4.3.1. Objective.....	9
4.3.2. Class Size and Participants.....	9
4.3.3. Scheduling and Duration.....	9
<b>APPENDIX 1 CONTRACT DATA REQUIREMENTS LIST .....</b>	<b>10</b>
<b>APPENDIX 2 DATA ITEM DESCRIPTIONS.....</b>	<b>13</b>

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# 1. INTRODUCTION

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## 1.1. BACKGROUND

The Canadian Coast Guard (CCG) is the lead federal agency responsible for ensuring the cleanup of all ship source and mystery source pollution spills into waters under Canadian jurisdiction. In fulfillment of this legislated mandate, the CCG maintains a level of operational preparedness capacity to monitor, investigate, and respond, when required, to all reports of marine pollution incidents.

## 1.2. PURPOSE

The CCG requires large high speed sweep systems for oil spill recovery in open waters that would be deployed in response to a marine pollution incident. The large high speed sweep system uses floating oil containment booms which are towed across the surface of a body of water to collect and contain spilled oil.

This Statement of Work (SOW) defines the requirements of the Work and stipulates the deliverables required for the provision of the Large High Speed Sweep System, hereinafter referred to as the “The HSS System”.

The HSS System will consist of the following major components as described in the accompanying Technical Statement of Requirements (TSOR), Annex B:

- ***HSS System, including:***
  - ***HSS Power System***
  - ***HSS Control System***
  - ***HSS Sweeping System***
  - ***Integrated Pumping System (IPS)***
  - ***HSS Deployment System***
  - ***HSS Storage System***

## 1.3. SCOPE

Any requirements, specifications, and other indications in this SOW regarding the work required in the provision of the “HSS System(s)” also pertain to each individual component of the HSS System (as defined in the TSOR), whether they are purchased together as a complete package, as individual items, or in any other combinations.

Performance requirements and technical specifications are found in the accompanying TSOR, Annex B.

## 2. PROJECT MANAGEMENT

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### 2.1. GENERAL

The Contractor must identify a Project Manager to oversee all work needed to satisfy contractual requirements (i.e., tasks, deliverables, resources, schedules, and quality). The Project Manager must be the main point of contact with Canada.

The Contractor must prepare, deliver, and maintain all project deliverables in accordance with:

- a. Appendix 1: Contract Data Requirement List (CDRL); and
- b. Appendix 2: Data Item Descriptions (DIDs); and
- c. Annex B: Technical Statement of Requirements (TSOR).

### 2.2. PROJECT SCHEDULE

The Contractor must provide a Project Schedule in accordance with **CDRL item DID-PM-01**, for review and acceptance by Canada.

### 2.3. PROJECT REVIEW AND CONTROL

#### 2.3.1. Meeting Structure and Recording

Unless otherwise specified, all meetings must be held via teleconference/videoconference (such as MS Teams). Unless otherwise specified, the Contractor must provide Canada with a Meeting Agenda for each scheduled meeting at least 3 business days before it is set to occur and a comprehensive Record of Decisions no later than 3 business days after each meeting (scheduled and unscheduled). At any time prior to meeting, Canada may request that items be added to the Meeting Agenda. All Meeting Agendas and Records of Decisions must be reviewed and accepted by Canada.

#### 2.3.2. Contract Kick-off Meeting

The Contractor must convene and co-chair a one-day Contract Kick-off Meeting no later than 14 calendar days after Contract Award. At a minimum, the following documents will be reviewed:

- a. Contract (including Annex A and Annex B);
- b. Project Schedule (**as per CDRL item DID-PM-01**);

To facilitate review of the documentation and foster discussion, the Contractor must provide one soft copy of the documents identified above (only b) as well as the Meeting Agenda in Portable Document Format (PDF), at least three business days prior to the scheduled Contract Kick-off Meeting.

### **2.3.3. Bi-weekly Progress Report**

The Contractor must provide bi-weekly (occurring once every two weeks) progress reports, as per **CDRL PM-02**, to Canada via electronic-mail (e-mail). Unless otherwise specified by Canada, the Contractor must submit each bi-weekly progress report by the close of business (COB) Friday, Eastern Time (ET).

### **2.3.4. Bi-weekly Progress Meeting (Teleconference)**

Unless otherwise specified by Canada, the Contractor must remotely attend a bi-weekly (occurring once every two weeks) progress meeting scheduled by Canada after the receipt of the bi-weekly Progress Report to review Contract progress. Subcontractors may be required to attend.

### **2.3.5. Cancellation of Meetings**

Canada may cancel meetings at its discretion. Rescheduling of meetings must be done only with the explicit agreement of Canada.

### **2.3.6. Unscheduled Meetings**

The Contractor must provide representation at meetings (teleconference or in person) should there be a need for ad hoc or unscheduled meetings.

### **2.3.7. Problem Reporting**

The Contractor must notify Canada immediately by telephone and email upon discovering or identifying an issue that may impact the Work. The Contractor must document the issue in writing, within two (2) calendar days of identification, and provide to Canada via email. Canada will advise whether an unscheduled meeting or any other action is required.

## **3. SYSTEM ENGINEERING MANAGEMENT**

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### **3.1. DESIGN REVIEW PROCESS**

#### **3.1.1. Overview**

- 3.1.1.1. The Contractor is required to design an HSS System meeting the requirements defined by Annex B: Technical Statement of Requirements.
- 3.1.1.2. The Contractor is responsible for providing objective documented evidence that proves the Contractor's HSS System defined by **DID-SE-01 Detailed Design Package**, complies with Canada's requirements defined by Annex B: Technical Statement of Requirements.

#### **3.1.2. Preliminary Design Review**

- 3.1.2.1. The Contractor must organize and chair a Preliminary Design Review meeting no later than 30 business days after contract award.
- 3.1.2.2. The Contractor must provide a meeting agenda accompanied by a draft of DID-SE-01 Detailed Design Package and any other supporting documents no later than 5 business days in advance of the preliminary design review meeting.
- 3.1.2.3. No later than five (5) business days after the Preliminary Design Review meeting, the Contractor must distribute a record of decision (Contractor format) documenting all relevant decisions and actions.

#### **3.1.3. Design Review Meetings**

- 3.1.3.1. The Contractor must organize and chair design review meetings as required to support development of the technical solution.
- 3.1.3.2. Unless mutually agreed by Canada and the Contractor, design review meetings must be held on a weekly basis.

#### **3.1.4. Critical Design Review**

- 3.1.4.1. The Contractor must organize and chair a Critical Design Review meeting when the system design is ready for physical verification testing, demonstration, and inspections.
- 3.1.4.2. At least five (5) business days in advance of the Critical Design Review meeting, the contractor must provide a draft of DID-SE-01 Detailed Design Package that represents the system to be evaluated during verification demonstrations, tests, and inspections.
- 3.1.4.3. No later than five (5) business days after the critical design review meeting, the Contractor must distribute a record of decision (Contractor format) documenting all relevant decisions and actions.
- 3.1.4.4. After the Critical Design Review meeting, the Contractor must update DID-SE-01 Detailed Design Package as applicable based on the critical design review record of decision.



## 3.2. PRODUCT VERIFICATION

### 3.2.1. Overview

- 3.2.1.1. The Contractor must provide DID-SE-02 Product Verification Plan to define how the design defined by DID-SE-01 will be assessed for compliance with the requirements in Annex B: Technical Statement of Requirements. The first draft must be submitted No later than fifteen (15) business days after the Critical Design Review Meeting.
- 3.2.1.2. The Contractor may not proceed with any verification activities until DID-SE-02 Product Verification Plan has been approved by Canada.
- 3.2.1.3. Unless otherwise specified by Canada, all product verification activities (as required by DID-SE-02 and Annex B), must be conducted at the Contractor's designated facility in the presence of a representative of Canada.
- 3.2.1.4. The Contractor must notify Canada no less than three (3) weeks prior to conducting any product verification in Canada, and no less than three (3) months prior to conducting any product verification outside Canada. Photos, video or live streaming will be required in the event that Canada is not able to attend in person. The format must be reviewed and accepted by Canada.

### 3.2.2. Test Readiness Review

- 3.2.2.1. The Contractor must organize and chair a Test Readiness Review Meeting before conducting any product verification tests, demonstrations, and inspections. The purpose of the meeting is to ensure that the HSS System is ready to proceed into formal tests. The Test Readiness Review assesses test objectives, test methods and procedures, scope of tests, and safety and confirms that required test resources have been properly identified and coordinated to support planned tests.
- 3.2.2.2. At least 10 business days in advance of the test readiness review meeting, the contractor must provide DID-SE-02 Product Verification Plan.
- 3.2.2.3. No later than five (5) business days after the test readiness review meeting, the Contractor must distribute a record of decision (Contractor format) documenting all relevant decisions and actions.
- 3.2.2.4. After the test readiness review meeting, the Contractor must update DID-SE-02 Product Verification Plan as applicable based on the test readiness review meeting record of decision.
- 3.2.2.5. The Contractor must not begin verification tests, demonstrations, and inspections until the DID-SE-02 Product Verification Plan has been accepted by Canada.

### 3.2.3. System Verification Meeting

- 3.2.3.1. The Contractor must organize and chair a System Verification Meeting after completion of Product Verification Testing . The purpose of this meeting is to ensure that the production configuration of the HSS System represented by DID-SE-01 Detailed Design Package is proven to be in compliance with all TSOR requirements.
- 3.2.3.2. At least ten (10) business days in advance of the System Verification Meeting, the contractor must provide DID-SE-01 Detailed Design Package, DID-SE-03 Product Verification Report and DID-SE-06 Lifting Certifications and Rigging Plan.

- 3.2.3.3. No later than five (5) business days after the System Verification Meeting, the Contractor must distribute a record of decision (Contractor format) documenting all relevant decisions and actions.
- 3.2.3.4. After the System Verification Meeting, the Contractor must update DID-SE-01 Detailed Design Package as applicable based on the System Verification Meeting record of decision.

### **3.2.4. Final Design Acceptance**

- 3.2.4.1. The Contractor should request Final Design Acceptance from Canada when:
  - a. The Product Verification Report (CDRL item DID-SE-03) has been accepted by Canada;
  - b. The Detailed Design Package (CDRL item DID-SE-01) has been updated to represent the approved design and accepted by Canada; and
  - c. the Lifting Certifications and Rigging Plan (CDRL item DID-SE-06) has been accepted by Canada.
- 3.2.4.2. All equipment deliverables must be supplied in accordance with the design approved by Final Design Acceptance represented by the accepted Detailed Design Package CDRL item DID-SE-01.

## **3.3. TECHNICAL DATA SUBMISSIONS**

### **3.3.1. First submission**

- 3.3.1.1. The Contractor must submit drafts of the following documents no later than twenty (20) business days prior to shipment of the first HSS System:
  - a. DID-TM-01 Operations and Maintenance Manual
  - b. DID-TM-02 Recommended Spare Parts and Tools List
  - c. DID-TM-04 Master Equipment List
- 3.3.1.2. The Contractor must submit DID-TM-03 As-Built Drawing Package for each HSS System prior to shipment.

### **3.3.2. Document review**

- 3.3.2.1. Canada has sixty (60) business days after receiving the first HSS System to provide comments on draft submissions of DID-TM-01, DID-TM-02 and DID-TM-04.
- 3.3.2.2. Canada has thirty (30) business days after receiving each HSS System to notify the contractor of any discrepancies with DID-TM-03 (i.e. if the As-Built Drawing Package does not match the equipment delivered). The Contractor must revise the DID-TM-03 As-Built Drawing Package if applicable.
- 3.3.2.3. The Contractor must submit a revised version of each deliverable no later than twenty (20) business days after receiving comments from Canada.

### **3.3.3. Translation**

- 3.3.3.1. The Contractor should not translate any technical submissions until the first submission (either English or French) has been accepted by Canada.

### **3.3.4. Document acceptance**

- 3.3.4.1. The Contractor can request acceptance of DID-TM-01, DID-TM-02, DID-TM-03, and DID-TM-04 after all comments have been addressed.

## **3.4. QUALITY ASSURANCE**

### **3.4.1. Quality Assurance Plan**

- 3.4.1.1. The Contractor must submit a DID-SE-04 Quality Assurance Plan for review and acceptance by Canada. The first draft must be submitted NLT 30 business days after contract award.
- 3.4.1.2. DID-SE-04 Quality Assurance Plan must be approved prior to production. The Contractor must perform all quality control activities in accordance with the version of DID-SE-04 Quality Assurance Plan that has been accepted by Canada.

### **3.4.2. Quality Assurance Report**

- 3.4.2.1. Prior to shipping each HSS System, the Contractor must:
- a. Perform all required Quality Assurance Testing identified in the Quality Assurance Plan (**CDRL item DID-SE-04**), demonstrating to Canada that the HSS System is fully operational;
  - b. Submit a Quality Assurance Report for the HSS System, as per **CDRL item DID-SE-05**,; and
  - c. Obtain Canada`s formal approval of the HSS System and the Quality Assurance Report. **Each Quality Assurance Report must be formally accepted by Canada prior to shipping each HSS System.**

## **4. EQUIPMENT TRAINING AND FAMILIARIZATION**

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### **4.1. GENERAL CONSIDERATIONS**

The Contract includes options to provide two different types of equipment training and familiarization sessions to ensure that CCG personnel are appropriately trained on the safe operation and maintenance practices for the HSS System. The two different training sessions are:

- A) Technical Maintenance Training; and
- B) Operational Training

The Contractor must provide an Equipment Training and Familiarization Plan, as per **CDRL item DID- ET-01**, for review and acceptance by Canada. The final version of the Equipment Training and Familiarization Plan must be formally accepted by Canada before Training options can be exercised.

The Contractor must provide all Equipment Training and Familiarization Materials, as per **CDRL item DID- ET-02**, for review and acceptance by Canada. The final version of the Equipment Training and Familiarization Materials must be formally accepted by Canada before Training options can be exercised. All training materials must be bilingual (English and Canadian French).

Unless otherwise specified by Canada, all equipment training and familiarization sessions will be conducted at CCG facilities in locations identified in Schedule B - Deliveries and Milestones. The training sessions will be delivered in either English or French. Canada will confirm the required language of each session prior to delivery.

### **4.2. TECHNICAL MAINTENANCE TRAINING**

#### **4.2.1. Objective**

The objective of the Technical Maintenance Training Session is to provide participants with an understanding of all components of the HSS System, the safe manner of operation, appropriate maintenance practices, and associated limitations of all the equipment to allow for the proper care and maintenance of the HSS System. Unless otherwise specified by Canada, the Contractor must deliver the Technical Maintenance Training Session using a combination of classroom (theoretical) and in-field (practical) training. The in-field training may take place dockside or aboard a ship.

#### **4.2.2. Class Size and Participants**

Each Technical Maintenance Training Session will be attended by certified CCG ER trainers, with the potential of additional personnel of varying experience and knowledge of ER equipment. It is anticipated that 6-10 participants will attend each Technical Maintenance Training Session. Training materials must be supplied to all participants.

#### **4.2.3. Scheduling and Duration**

Unless otherwise specified by Canada, the Technical Maintenance Training Session will be scheduled following delivery at a time that is agreed upon by Canada and the Contractor. Unless otherwise specified by Canada, the Technical Maintenance Training Session is expected to be delivered in two (2) full workdays (i.e., thirteen (13) – fourteen (14) hrs). The Technical

Maintenance Training Session must be a distinct session from the Operational Training Session (Section 4.3).

## **4.3. OPERATIONAL TRAINING**

### **4.3.1. Objective**

The objective of the Operational Training Session is to provide participants with a working knowledge of the HSS System to allow for the safe operation of the system in normal vendor conditions. Unless otherwise specified by Canada, the Contractor must deliver the Operational Training Session using a combination of classroom (theoretical) and in-field (practical) training. The in-field training may take place dockside or aboard a ship.

### **4.3.2. Class Size and Participants**

Each Operational Training Session will be attended by certified CCG ER trainers, with the potential of additional personnel of varying experience and knowledge of ER equipment. It is anticipated that 6-10 participants will attend each Operational Training Session. Training materials must be supplied to all participants.

### **4.3.3. Scheduling and Duration**

Unless otherwise specified by Canada, the Operational Training Session will be scheduled following delivery at a time that is agreed upon by Canada and the Contractor. Unless otherwise specified by Canada, the Operational Training Session is expected to be delivered in two (2) full workdays (i.e., thirteen (13)-fourteen (14) hrs). The Operational Training Session must be a distinct session from the Technical Maintenance Training Session (Section 4.2).

## APPENDIX 1 CONTRACT DATA REQUIREMENTS LIST

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The following table defines the columns of information found on the Contract Data Requirements List (CDRL). The CDRL is an all-encompassing table illustrating the submission details associated with each Data Item Deliverable (DID). Each DID details the content required for all contract deliverables.

### IDENTIFICATION NUMBER (ID No.)

The Identification number is an alphanumeric designation to uniquely identify each individual DID. Note that the DIDs are categorized using the following designation:

- Project Management is defined with 'PM';
- System Engineering Management is defined with 'SE';
- Technical Management is defined with 'TM'; and
- Equipment Training and Familiarisation is defined with 'ET'

### TITLE OF DATA

Identifies the title of the DID referred to in the CDRL.

### CONTRACT REFERENCE (REFERENCE)

Identifies the specific paragraph number of the Contract Requirement, Statement of Work, Request for Proposal, Specification, or other applicable document to assist in identifying the work effort associated with the DID.

### LANGUAGE

All draft documents must be provided in English or French. 'Bilingual' indicates the data item must be delivered in both the official Canadian English and French languages. Following acceptance of the document by Canada, the Contractor must provide the Final document in English and French.

### DATE OF FIRST SUBMISSION

Indicates the initial submission date or associated constraint for the first submission of the data item.

### SUBSEQUENT SUBMISSION DETAILS

Indicates the date(s) of subsequent submission(s) or associated constraint(s) of the data item. If no subsequent submission or associated constraint are required, this column is marked 'N/A'.

### FINAL FORMAT

Indicates the format in which the DID must be provided. Hard copies must be printed at least 600 DPI on double sided 8.5"x11" sheets and must be collated and bound, unless otherwise specified by Canada. PDFs must be provided in a searchable format, e.g. Adobe Acrobat XI or equivalent.

STATEMENT OF WORK  
Contract Data Requirements List

ID No.	Title of Data	Reference	Language	Date of First Submission	Subsequent Submission Details/Final Version	Final Format
<b>Project Management</b>						
DID-PM-01	Project Schedule	SOW 2.2	English or French	3 business days prior to contract kick-off meeting	5 business days after receiving CCG comments; Updated and submitted bi-weekly once accepted	PDF
DID-PM-02	Progress Report	SOW 2.3.3	English or French	IAW SOW 2.3.3 (2 weeks after contract kick-off meeting)	IAW SOW 2.3.3 (biweekly submission)	PDF, MS Office (action item tracker)
<b>System Engineering Management</b>						
DID-SE-01	Detailed Design Package	SOW 3.1	English or French	IAW SOW 3.1 (NLT 25 business days after contract award)	Interim: IAW SOW 3.1.4.2 (NLT 5 business days before the Critical Design Review Meeting) Interim: IAW SOW 3.2.3.2 (NLT 10 business days before the System Verification Meeting) Final: IAW SOW 3.2.4.1 (prior to Final Design Acceptance)	PDF (11x17", 600 DPI)
DID-SE-02	Product Verification Plan	SOW 3.2	English or French	IAW SOW 3.2.1.1 (NLT 15 business days after Critical Design Review Meeting)	Interim: IAW SOW 3.2.2.2 (NLT 10 business days before Test Readiness Review meeting) Final: IAW SOW 3.2.2.5 (prior to starting verification tests, demonstrations, and inspections)	PDF
DID-SE-03	Product Verification Report	SOW 3.2	English or French	IAW SOW 3.2.3.2 (NLT 10 business days before System Verification Meeting)	Final: IAW SOW 3.2.4.1 (prior to Final Design Acceptance)	PDF
DID-SE-04	Quality Assurance Plan	SOW 3.4	English or French	IAW SOW 3.4.1.1 (NLT 30 business days after contract award)	Final: IAW SOW 3.4.1.2 (prior to production)	PDF, hard copies of certificates
DID-SE-05	Quality Assurance Report	SOW 3.4	English or French	3 business days after Quality Assurance Testing	Final: IAW SOW 3.4.2.1 (must be accepted by Canada prior to shipping each HSS System)	PDF, 1 Quality Assurance Report for each HSS System
DID-SE-06	Lifting Certifications and Rigging Plan	SOW 3.2	English or French	IAW SOW 3.2.3.2 (NLT 10 business days before System Verification Meeting)	Final: IAW SOW 3.2.4.1 (prior to Final Design Acceptance)	PDF, hard copies of certificates for each HSS system
<b>Equipment Training and Familiarisation</b>						
DID-ET-01	Equipment Training and Familiarization Plan	SOW 4.1	Bilingual (English and French)	20 business days prior to last shipment	5 business days after receiving CCG comments; Final versions must be accepted by Canada before training options can be exercised.	PDF
DID-ET-02	Equipment Training and Familiarization Materials	SOW 4.1	Bilingual (English and French)	20 business days prior to last shipment	5 business days after receiving CCG comments; Final versions must be accepted by Canada before training options can be exercised.	PDF
<b>Technical Management</b>						
DID-TM-01	Operations and Maintenance Manual	SOW 3.3	Bilingual (English and French)	IAW SOW 3.3.1.1 (NLT 20 business days prior to first shipment)	Interim: IAW SOW 3.3.2.3 (NLT 20 business days after receiving comments from Canada) Final: IAW SOW 3.3.4.1 (after all comments addressed and final version accepted by Canada)	PDF, hard copies for each HSS System

STATEMENT OF WORK  
**Contract Data Requirements List**

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DID-TM-02	Recommended Spare Parts and Tools List	SOW 3.3	Bilingual (English and French)	IAW SOW 3.3.1.1 (NLT 20 business days prior to first shipment)	Interim: IAW SOW 3.3.2.3 (NLT 20 business days after receiving comments from Canada) Final: IAW SOW 3.3.4.1 (after all comments addressed and final version accepted by Canada)	PDF (11x17", 600 DPI)
DID-TM-03	As-Built Drawing Package	SOW 3.3	Bilingual (English and French)	IAW SOW 3.3.1.2 (prior to each shipment)	Interim: IAW SOW 3.3.2.3 (NLT 10 business days after receiving comments from Canada) Final: IAW SOW 3.3.4.1 (after all comments addressed and final version accepted by Canada)	PDF (11x17", 600 DPI) for each HSS System
DID-TM-04	Master Equipment List	SOW 3.3	Bilingual (English and French)	IAW SOW 3.3.1.1 (NLT 20 business days prior to first shipment)	Interim: IAW SOW 3.3.2.3 (NLT 20 business days after receiving comments from Canada) Final: IAW SOW 3.3.4.1 (after all comments addressed and final version accepted by Canada)	PDF (11x17", 600 DPI)



## APPENDIX 2 DATA ITEM DESCRIPTIONS

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### Project Management

<b>Title:</b> Project Schedule	<b>Identification Number:</b> DID-PM-01
<b>Description:</b> The Project Schedule defines the timeline on which the Contractor will execute the project. Once accepted, the Contractor must submit an updated Project Schedule every two weeks with the Bi-weekly Progress Report, including schedule risks and schedule slippage.	
<b>Content:</b>  At a minimum, the following information must be included:  A schedule that identifies and quantifies (level of effort) the Work to be done by the Contractor in order to successfully deliver on all requirements of the Contract and details at a minimum: <ol style="list-style-type: none"><li>Contract milestones (e.g., Contract Kick-off Meeting, review meetings, testing, acceptance, shipment, etc.);</li><li>All tasks required for the comprehensive delivery of the HSS System units and all associated components (e.g., design, material acquisition, manufacturing, assembly, etc.), as per the Contract;</li><li>All tasks required for the comprehensive delivery of all documentation deliverables, as per the Contract.</li></ol> The Project Schedule must also identify potential schedule risks to the project. Risk management responsibilities and a detailed risk mitigation plan must be included for each risk identified. In bi-weekly updates to the Project Schedule, the project risks must be updated and slippage must be identified, explained, and include a specific risk mitigation plan.	

STATEMENT OF WORK  
Data Item Descriptions

<b>Title:</b> Progress Report	<b>Identification Number:</b> DID-PM-02
<b>Description:</b> The Progress Report is a submission prepared by the Contractor to update Canada on the progress and status of project deliverables.	
<b>Content:</b>  At a minimum, the following information must be included: <ul style="list-style-type: none"><li>• Executive summary, including:<ul style="list-style-type: none"><li>○ Progress during the reporting period (contract deliverables, milestones achieved, equipment deliveries).</li><li>○ Changes to the project schedule</li><li>○ New decisions and action items.</li><li>○ Identification of new risks</li></ul></li><li>• Appendices including:<ul style="list-style-type: none"><li>○ An updated Project Schedule (DID-PM-01), including schedule forecast to date against the baseline with any slippage identified;</li><li>○ A record of decision log (Contractor format)</li><li>○ An action item tracker (Contractor format)</li><li>○ Current status of contract deliverables (Contractor format)</li></ul></li></ul>	

STATEMENT OF WORK  
Data Item Descriptions

**System Engineering Management**

<b>Title:</b> Detailed Design Package	<b>Identification Number:</b> DID-SE-01
<b>Description:</b> The Detailed Design Package details the Contractor's technical solution for the equipment deliverables defined by the Technical Statement of Requirements (TSOR). The Detailed Design Package will serve as a basis for the As-Built Drawing Package (DID-TM-03).	
<b>Content:</b>  The Detailed Design Package must include the complete detailed design drawings of the technical solution. The drawings must: <ol style="list-style-type: none"><li>Meet all requirements detailed in the TSOR (where requirements cannot be demonstrated visually, drawing notes must be used);</li><li>Show the location of, assembly of, and interconnection between all components;</li><li>Include a comprehensive Bill of Materials as per the template that will be provided by Canada;</li><li>Incorporate changes and rectify any issues identified during the Contract Kick-off Meeting;</li><li>Include all required design calculations; and</li></ol> Include the design of welded connections. At a minimum, the following drawings must be included: <ul style="list-style-type: none"><li>General Arrangement Drawing of the HSS System, including at a minimum the forward sweep section, temporary oil collection area, boom reel, and storage container.</li><li>General Arrangement Drawing of the Integrated Pumping System, including at a minimum the oil offloading pump, static discharge hose, and storage container.</li></ul> Each drawing must include: drawing title, drawing number, revision number, drawing scale, units of measure, dimensioned features, legend (as applicable), assembly notes, and the initials of the author.  <b>Unless otherwise specified by Canada, all final drawings must be sealed and certified by a licensed Professional Engineer.</b>	

STATEMENT OF WORK  
Data Item Descriptions

<b>Title:</b> <b>Product Verification Plan</b>	<b>Identification Number:</b> <b>DID-SE-02</b>
<b>Description:</b> <p>The purpose of the Product Verification Plan is to provide complete details of how the contractor will prove that its product meets all of the requirements in the TSOR. The Product Verification Plan defines all verification activities required prior to final design acceptance.</p>	
<b>Content:</b> <p>The Product Verification Plan must include all testing and verification activities that will be conducted to prove that the product meets all requirements in the TSOR. All product verification activities must be conducted in accordance with the accepted version of the Product Verification Plan. The Product Verification Plan must include, at a minimum:</p> <p><b>Product Verification Schedule</b></p> <p>Must specify the test date, time, and location for each Product Verification Activity, and must reference the Project Schedule.</p> <p><b>Proof of TSOR compliance</b></p> <p>The product verification plan must explain how each TSOR requirement will be verified. Requirements must be verified using the requirement verification method specified in the TSOR. If no verification method is specified for a given requirement the Contractor must select one of the four requirement verification methods. The methods are as follows:</p> <ul style="list-style-type: none"><li>- <b>Analysis:</b> Use of mathematical modeling and analytical techniques to predict the compliance of a design to its requirements based on calculated data or data derived from lower system structure end product validations. This could also include a review of OEM product specifications, certifications, and engineering affidavits for comparison to the requirements.</li><li>- <b>Demonstration:</b> Showing that the use of an end product achieves the individual specified requirement. It is generally a basic confirmation of performance capability, differentiated from testing by the lack of detailed data gathering. Demonstrations can involve the use of physical models or mock-ups. A demonstration could also be the actual operation of the end product by qualified personnel, who perform a one-time event that demonstrates a capability or function.</li><li>- <b>Inspection:</b> The visual examination of a realized end product. Inspection is generally used to verify physical design features or specific manufacturer identification. The inspection must confirm that the design satisfies the requirement (product specification and drawing review) and the product matches the design spec (physical examination). For example, if there is a requirement that trailer not exceed a width of 2.6m, the design review confirms the design width meets the requirement and the visual examination of the product confirms it was manufactured in accordance with the design dimension.</li><li>- <b>Test:</b> The use of a realized end product to obtain detailed data to verify or validate performance or to provide sufficient information to verify or validate performance through further analysis.</li></ul>	

STATEMENT OF WORK  
Data Item Descriptions

<b>Title:</b> <b>Product Verification Plan</b>	<b>Identification Number:</b> <b>DID-SE-02</b>
<p><b><u>The Product Verification Plan must fully explain how each TSOR requirement will be measured using the chosen verification method. For example, if the verification method for a TSOR requirement is test, the plan must describe how the test will be conducted and how TSOR compliance will be measured.</u></b></p> <p><b>Pre-verification Checklist</b> A pre-verification checklist must be included for all safety critical verification events to ensure that environmental conditions (e.g., wind speed, wave height) are within safe thresholds, all required equipment is present and operational, and all required personnel are present.</p> <p><b>Mitigation and Re-testing Strategies</b> Must include mitigation and re-testing strategies that will be used should any non-conformance issues arise during testing. Must provide a process for Canada's review and approval detailing all actions to be taken in order to address any non-conformance issues which may arise. This process must include change control procedures for tracking all required changes to the design.</p>	

<b>Title:</b> <b>Product Verification Report</b>	<b>Identification Number:</b> <b>DID-SE-03</b>
<p><b>Description:</b> The purpose of the Product Verification Report is to document the results of the verification activities that were conducted in accordance with the Product Verification Plan and prove that the final designed product meets all the TSOR requirements. The Product Verification Report must be certified by the Contractor as an accurate record of the product verification results.</p>	
<p><b>Content:</b>  The Product Verification Report must be based on DID-SE-02 and include objective evidence proving that each TSOR requirement has been verified through the activities outlined in DID-SE-02. The report must contain at a minimum the following information:</p> <p><b>Verification Results</b> The verification results must include for each verification activity:</p> <ol style="list-style-type: none"><li>Details of the item that was assessed including the configuration of the item at the time of assessment (i.e., drawings, specifications, and other design details that represent the design of the item at the time of assessment);</li><li>Details of the verification procedure; and</li><li>Results of the verification activity that are cross-referenced to the requirement(s) that were verified.</li></ol> <p><b>Non-Compliance Report</b> A list of all items that did not pass the initial verification including a description of any corrective actions that were taken prior to subsequent verification.</p>	

STATEMENT OF WORK  
Data Item Descriptions

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<b>Title:</b> <b>Product Verification Report</b>	<b>Identification Number:</b> <b>DID-SE-03</b>
<p><b><i>Design Changes</i></b></p> <p>A list of all design changes that were made to address non-compliant verification results.</p> <p>All relevant Certification and Material Data Sheets, or copies thereof, must be appended to the Product Verification Test Report.</p>	

<b>Title:</b> <b>Quality Assurance Plan</b>	<b>Identification Number:</b> <b>DID-SE-04</b>
<b>Description:</b> The Quality Assurance Plan defines all testing activities and certifications required prior to shipment to demonstrate compliance with the HSS System design provided by vendor and validated through the Product Verification Plan.	
<b>Content:</b> The Quality Assurance Plan must identify all testing and certification that will take place during Quality Assurance Testing. The final accepted version of the Quality Assurance Plan must be used as the template for the Quality Assurance Reports as per DID-SE-05. The Quality Assurance Plan must include:  <b>Test Items</b> At a minimum, all testing and inspections described in the Quality Management System must be conducted on each unit, including: <ul style="list-style-type: none"><li>• All QMS procedures related to the calibration of manufacturing and testing equipment;</li><li>• The verification of all material certifications required for each HSS System unit; and</li><li>• All testing and inspection of the HSS System units prior to shipment.</li></ul> <b>Test Procedures</b> For each Test Item, the following must be described: <ul style="list-style-type: none"><li>• Test methods;</li><li>• Safety precautions;</li><li>• Measurement parameters;</li><li>• Pass/fail criteria; and</li><li>• Procedure in case of test interruption.</li></ul> <b>Mitigation and Re-testing Strategies</b> Must include mitigation and re-testing strategies that will be used should any non-conformance issues arise during testing. Must provide a process for Canada's review and approval detailing all actions to be taken in order to address any non-conformance issues which may arise. <b>Test Schedule</b> Must specify the test date, time, and location for each test, and must reference the Project Schedule. <b>Certifications and Material Data Sheets</b> All Certifications and Material Data Sheets indicated in TSOR are required for each unit, at a minimum. If a single certification or material data sheet applies to several units, copies must be appended to each associated Quality Assurance Report.	

STATEMENT OF WORK  
Data Item Descriptions

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<b>Title:</b> Quality Assurance Report	<b>Identification Number:</b> DID-SE-05
<b>Description:</b> The Quality Assurance Report details the results of the Quality Assurance testing outlined in the Quality Assurance Plan (DID-SE-04) and demonstrates to Canada that each HSS System is fully operational. The Quality Assurance Report must be certified by the Contractor as an accurate record of the test results.	
<b>Content:</b>  As outlined in DID-SE-04, the test report must include, at a minimum: test personnel, item under test, test procedures, test conditions, problems encountered, and test results. The template accepted as per DID-SE-04 must be used.  All relevant Certification and Material Data Sheets, or copies thereof, must be appended to each Quality Assurance Test Report.	



STATEMENT OF WORK  
Data Item Descriptions

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<b>Title:</b>	<b>Lifting Certifications and Rigging Plan</b>	<b>Identification Number:</b>	<b>DID-SE-06</b>
<b>Description:</b> The lifting certifications and rigging plan are required for all equipment that could be lifted via overhead lifts or forklift.			
<b>Content:</b>  A rigging plan and lifting certifications must be provided for each equipment that is designed to be lifted via overhead lifts or forklift.  <b>Rigging Plan:</b>  Each rigging plan must: <ul style="list-style-type: none"><li>a) Be approved by a Transport Canada Marine Safety &amp; Security (TCMSS) Recognized Organization (RO) (i.e. Classification Society such as Lloyds or DNV) OR certified by a Professional Engineer with a background in Marine Engineering or Naval Architecture and registered in a province within Canada; and</li><li>b) include a line diagram containing at a minimum the:<ul style="list-style-type: none"><li>i) Width, height, length, and mass of the load; and</li><li>ii) Hitch type, height, pick point, sling angle, leg length, and tension in each leg.</li></ul></li></ul> <b>Lifting Certifications (overhead lift and forklift):</b>  Lifting components and structural design for all equipment to be lifted must be approved by a Transport Canada Marine Safety & Security (TCMSS) Recognized Organization (RO) (i.e. Classification Society such as Lloyds or DNV) OR certified by a Professional Engineer with a background in Marine Engineering or Naval Architecture and registered in a province within Canada.  <b>Lashing Points (tie-down points) Certifications:</b>  Lashing points (tie-down points) and structural design for all equipment that can be tied down to the deck of a vessel independent of its storage container, must be approved by a Transport Canada Marine Safety & Security (TCMSS) Recognized Organization (RO) (i.e. Classification Society such as Lloyds or DNV) OR certified by a Professional Engineer with a background in Marine Engineering or Naval Architecture and registered in a province within Canada.			

STATEMENT OF WORK  
Data Item Descriptions

### Equipment Training and Familiarization

<b>Title:</b> <b>Equipment Training and Familiarization Plan</b>	<b>Identification Number:</b> <b>DID-ET-01</b>
<b>Description:</b> The Equipment Training and Familiarization Plan must describe in detail, the topics that will be delivered as part of the Operational and Technical Maintenance training and familiarization sessions as well as the associated schedule and training materials required.	
<b>Content:</b> At a minimum, the following information must be included:  <b>Objectives</b> Identify the equipment training session and performance objectives for participants.  <b>Training Materials</b> Identify all training materials and equipment required to deliver the equipment training sessions.  <b>Training Schedule &amp; Session Duration</b> Provide an itinerary for the equipment training sessions, identifying all key training topics and the time allotted to each topic, including breaks for the participants.	

<b>Title:</b> <b>Equipment Training and Familiarization Materials</b>	<b>Identification Number:</b> <b>DID-ET-02</b>
<b>Description:</b> The Equipment Training and Familiarization Materials must cover, in detail, all information that will be delivered as part of the Operational and Technical Maintenance training and familiarization sessions.	
<b>Content:</b> At a minimum, the following information must be included:  <b>Training Topics</b> At a minimum, the following topics must be addressed: <ul style="list-style-type: none"><li>a. The purpose and function(s) of each component of the HSS System;</li><li>b. Any attendant safety hazards and the required personal protective equipment (PPE);</li><li>c. Demonstration of how to operate, clean and store all components of the HSS System;</li><li>d. Safe operational limitations of each HSS System component;</li><li>e. Pre and post-operational checks;</li><li>f. Fault location and diagnostic techniques; and</li><li>g. Preventive and corrective maintenance procedures.</li></ul>	

STATEMENT OF WORK  
Data Item Descriptions

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Technical Management		
<b>Title: Operations and Maintenance Manual</b>		<b>Identification Number: DID-TM-01</b>
<b>Description:</b> The Operations and Maintenance Manual must include all the necessary information required to safely operate the HSS System. The document must include colour labelled diagrams, pictograms, and illustrations, as well as sequential instructions where applicable. It must also must provide Canada with all the necessary information required for the preventive maintenance, corrective maintenance, and specialized maintenance of the HSS System.		
<b>Content:</b>  At a minimum, the following Operational information must be included: <ul style="list-style-type: none"><li>a. How to operate the complete HSS System including all known hazards and safety measures to mitigate risk;</li><li>b. All steps required to render the HSS System fully operational following delivery;</li><li>c. How to install and remove components of the HSS System;</li><li>d. How to troubleshoot the HSS System;</li><li>e. How to safely clean, store and transport the HSS System, including the identification of cautions and warnings to prevent crew and equipment from damage; and</li><li>f. Original Equipment Manufacturer (OEM) manuals for any off-the-shelf equipment. OEM manuals must be provided in both Canadian English and French. Where English or French are not readily available commercially, unilingual versions in either of Canada's official languages will be accepted.</li></ul> The manual must also include pre- and post-operational checklists for all supplied and furnished equipment. The Pre-Operational Checklist must define all indicators needed to ensure that the equipment is operationally ready prior to operation. The Post-Operational Checklist must supplement its counterpart with cleaning procedures and recommended storage practices, as well as return-to-service instructions.  At a minimum, the following Maintenance information must be included: <ul style="list-style-type: none"><li>a. Recommended preventative maintenance and preventative maintenance intervals. While not an exhaustive list, each maintenance procedure must:</li><li>b. List the number of personnel and the estimated time to perform the activity;</li><li>c. Identify the potential hazards and personal protective equipment (PPE) to use when performing the activity;</li><li>d. Identify all parts, consumables, tools or equipment required to perform the maintenance activity;</li><li>e. Define the sequential steps to safely perform the activity (including pictograms);</li><li>f. Identify any subsequent effort required to verify that the activity was properly executed;</li></ul>		

STATEMENT OF WORK  
Data Item Descriptions

- g. Identify maintenance dictated by regulatory or warranty requirements (e.g., safety equipment);
- h. Recommended corrective maintenance procedures; and
- i. Any specialized maintenance activity that should be conducted by a qualified third party.

<b>Title:</b> Recommended Spare Parts and Tools List	<b>Identification Number:</b> DID-TM-02
<b>Description:</b> The Recommended Spare Parts and Tools List identifies all items that the Contractor recommends to support ongoing maintenance activities (i.e., preventive and corrective) for each HSS System. Canada will use these recommendations to support the decision to procure spare parts and tools and to facilitate the lifecycle management process of the HSS System.	
<b>Content:</b>  At a minimum, the following information must be included for each spare part: <ul style="list-style-type: none"><li>a. Part or Tool Name; (e.g. Air Filter)</li><li>b. Part or Tool Description: Describe the part or tool.</li><li>c. Original Equipment Manufacturer (OEM) name and address</li><li>d. Original Equipment Manufacturer (OEM) part number</li><li>e. NATO Stock Number (if applicable)</li><li>f. Supplier name and address</li><li>g. Quantity recommended to support maintenance over two years of operation</li><li>h. Quantity recommended for warehousing</li><li>i. Shelf life (if applicable)</li><li>j. Estimated price per unit (in Canadian dollars)</li><li>k. Lead time when ordering</li><li>l. Warranty (extended, if applicable)</li><li>m. Recommended storage requirements and conditions (special conditions included) and;</li><li>n. Recommended maintenance (if applicable)</li></ul> <b>Note:</b> The CCG may provide a sample DID to help guide the development of this DID upon request.	

STATEMENT OF WORK  
Data Item Descriptions

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<b>Title:</b> As-Built Drawing Package	<b>Identification Number:</b> DID-TM-03
<b>Description:</b> <p>The As-Built Drawing Package must include all engineering drawings of the technical solution for the equipment deliverables defined by the Technical Statement of Requirements (TSOR) that reflect any revisions or changes that occurred during the manufacturing process. All drawings must detail the key components of each assembly, and their respective interconnection(s).</p>	
<b>Content:</b> <p>At a minimum, the following information must be included:</p> <p>The same content that was supplied for DID-SE-01 Detailed Design Package.</p> <p>Design changes and deviations:</p> <ul style="list-style-type: none"><li>- All change from the approved design in DID-SE-01 must be identified as a revision to the detailed design. The corresponding change approval documentation (to confirm the change was approved by Canada) must be included.</li><li>- All deviations between individual units or between series of units must be captured by noting the serial numbers to which specific details or drawings apply. The deviation approval documentation (to confirm the deviation was approved by Canada) must be included.</li></ul> <p>Each drawing must include the drawing title, drawing number, revision number, drawing scale, units of measure, all measurements and configurations of components, dimensioned features, legend (as applicable), assembly notes, and author of drawing.</p> <p><b>Unless otherwise specified by Canada, all final drawings must be sealed and certified by a licensed Professional Engineer.</b></p>	

STATEMENT OF WORK  
Data Item Descriptions

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<b>Title:</b>	<b>Master Equipment List</b>	<b>Identification Number:</b>	<b>DID-TM-04</b>
<b>Description:</b> The Master Equipment List (MEL) is a listing of equipment, and associated data that will be entered into CCG's Maintenance Management System for the purpose of managing maintenance and tracking.			
<b>Content:</b>  At a minimum, the following information must be included for all Master Equipment. a. Item Name: (E.g. Inverter Gas Generator 3000W) b. Item Description: Characteristics that describe the equipment such as physical and functional specifications, capacity and/or rating (E.g. 13 Km/L) c. Original Equipment Manufacturer (OEM) name and address d. Original Equipment Manufacturer (OEM) part number e. NATO stock number (if applicable) f. Original Equipment Manufacturer (OEM) model name or number: Please specify if this does not match the information provided in "d" from this section g. Supplier catalog number (if applicable) h. Supplier name and address i. Warranty information (i.e., coverage after acceptance by Canada, as per Article XX General Conditions 2030) j. Supply type; please indicate if the equipment is commercially available or custom fabricated k. Product link to website (if available): Link to manufacturer product description  <b>Note:</b> The CCG may provide a sample DID to help guide the development of this DID upon request.			

## **Annex B**

### **Technical Statement of Requirements**

#### **Environmental Response Equipment Modernization/Mobile Incident Command Equipment Project**

Large High Speed Sweep System

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# TECHNICAL STATEMENT OF REQUIREMENTS TABLE OF CONTENTS

<b>LIST OF ACRONYMS AND ABBREVIATIONS.....</b>	<b>I</b>
<b>PART 1 SCOPE OF SYSTEM .....</b>	<b>1</b>
1.1. SCOPE.....	1
<b>PART 2 DEFINITIONS .....</b>	<b>3</b>
<b>PART 3 REFERENCE DOCUMENTATION .....</b>	<b>4</b>
3.1. APPLICABLE STANDARDS AND REGULATIONS .....	4
3.2. REFERENCE DOCUMENTATION VERSION.....	5
3.3. ORDER OF PRECEDENCE .....	5
<b>PART 4 TECHNICAL STATEMENT OF REQUIREMENTS.....</b>	<b>6</b>
<b>SECTION 1 HSS SYSTEM REQUIREMENTS .....</b>	<b>6</b>
1.1. HSS SYSTEM OPERATING CONDITIONS.....	6
1.2. HSS SYSTEM LIFE EXPECTANCY .....	6
1.3. HSS SYSTEM MATERIALS .....	6
1.4. HSS SYSTEM LIFTING GEAR.....	6
1.5. HSS SYSTEM LABEL PLATES .....	6
1.6. HSS SYSTEM PRODUCT IDENTIFIERS .....	6
<b>SECTION 2 HSS POWER SYSTEM .....</b>	<b>7</b>
<b>SECTION 3 HSS CONTROL SYSTEM .....</b>	<b>7</b>
<b>SECTION 4 HSS SWEEPING SYSTEM.....</b>	<b>7</b>
4.1. HSS SWEEPING SYSTEM FUNCTIONAL REQUIREMENTS .....	7
4.1.1. SWEEPING .....	7
4.1.2. HSS SYSTEM TRANSIT TOWING .....	8
<b>SECTION 5 INTEGRATED PUMPING SYSTEM (IPS) .....</b>	<b>8</b>
5.1. IPS SKIMMER/PUMP .....	8
<b>SECTION 6 HSS DEPLOYMENT SYSTEM .....</b>	<b>8</b>
6.1. HSS SWEEPING SYSTEM DEPLOYMENT SYSTEM .....	8
6.2. IPS DEPLOYMENT SYSTEM.....	9
6.3. HSS DEPLOYMENT SYSTEM FUNCTIONAL REQUIREMENTS .....	9
6.3.3. Deployment Functional Requirements .....	9
6.3.4. Retrieval Functional Requirements .....	9
<b>SECTION 7 HSS STORAGE SYSTEM .....</b>	<b>10</b>
7.1. HSS STORAGE SYSTEM CONVENTION FOR SAFE CONTAINERS .....	10
7.2. HSS STORAGE SYSTEM VENTILATION - **REVIEW WITH STEVE M** .....	10
<b>APPENDIX I: WELDING REQUIREMENTS .....</b>	<b>11</b>



TECHNICAL STATEMENT OF REQUIREMENTS  
DEFINITIONS

## LIST OF ACRONYMS AND ABBREVIATIONS

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ASTM	Formerly known as the American Society for Testing and Materials
CCG	Canadian Coast Guard
DD	Two-digit day
HP	Horsepower
HPU	Hydraulic Power Unit
IMO	International Maritime Organization
IPS	Integrated Pump System
ISO	International Organization for Standardization
MM	Two-digit month
OEM	Original Equipment Manufacturer
rpm	Revolutions per minute
TSOR	Technical Statement of Requirements
WLL	Working load limit
YYYY	Four-digit year

PART 1 SCOPE OF SYSTEM

1.1. SCOPE

This document describes the performance and technical requirements of the Large High Speed Sweep (HSS) System, referred to as “The HSS System”. The HSS System is composed of the functional subsystems depicted in Figure 1: Functional Equipment Breakdown Structure. The scope of the HSS System is depicted in Figure 2: Scope Definition. The equipment represented in this diagram is to illustrate the scope of the system and the interfaces with CCG equipment. The size and shape of any equipment in the diagram is not representative. The systems are colour coded based on Figure 1: Functional Equipment Breakdown Structure for ease of identification.

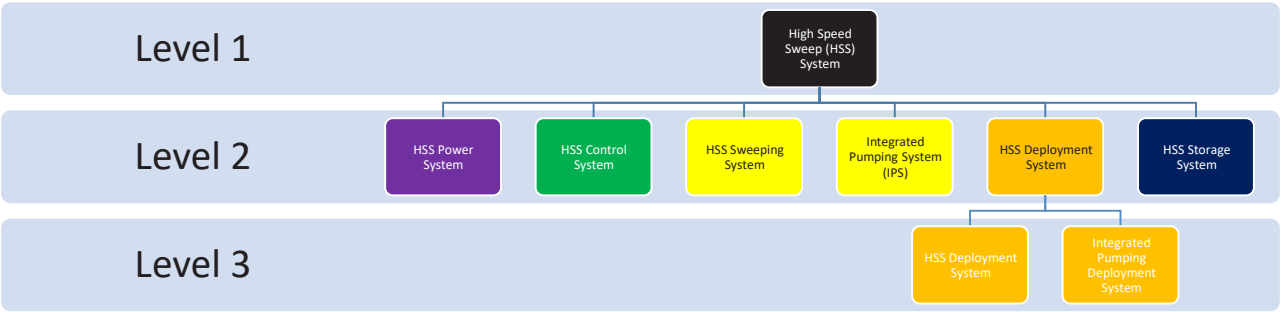


Figure 1: Functional Equipment Breakdown Structure

TECHNICAL STATEMENT OF REQUIREMENTS  
DEFINITIONS

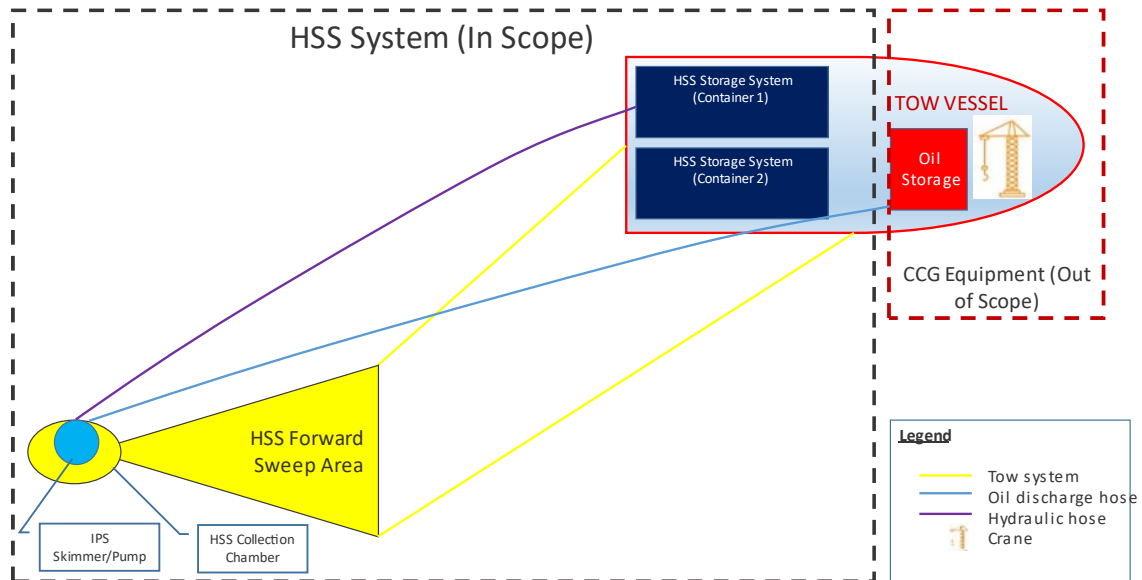


Figure 2: Scope Definition

TECHNICAL STATEMENT OF REQUIREMENTS  
DEFINITIONS

## PART 2 DEFINITIONS

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Table 1: Definitions

Term	Definition
Bollard	A mooring component typically in the form of a short column with a rounded top.
Buoyancy components	Components in the HSS System with the primary function of keeping the HSS System buoyant while in the water.
Cleat	A mooring component typically fitted on the side of a dock or vessel.
Freshwater	Inland bodies of water typically containing less than 1,000 milligrams per litre of dissolved solids, most often salt.
HSS Collection Chamber	The HSS Collection Chamber is the rear portion of the HSS Sweeping System that temporarily stores oil until it can be offloaded to secondary storage.
HSS Forward Sweep Area	The HSS Forward Sweep Area is the forward portion of the HSS Sweeping System that collects oil during sweeping and directs it into the HSS rear collection chamber.
HSS Sweeping System	The HSS Sweeping System is a subsystem of the HSS System. Its primary function is to recover oil from the surface of the water while being towed by a vessel (or vessels).
Marine grade materials	Materials that are designed for use in a Saltwater Ocean environment and inherently resistant to corrosion.
Radio-frequency (RF) welding	Radio-frequency welding, also known as dielectric welding and high-frequency welding, is a plastic welding process that utilizes high-frequency electric fields to induce heating and melting of thermoplastic base materials.
Saltwater	Seas, oceans, or other bodies of water typically containing 35 grams per litre of dissolved salts.
Simulated oil spill response	A large-scale test that demonstrates how the equipment will perform in a real oil spill response. A simulated oil spill response does not necessarily need to use real oil.
Sweeping	Sweeping is defined as when the HSS Sweeping System is being towed behind a single vessel or two vessels for the purpose of collecting oil from the water surface.
Throughput efficiency	<p>A measurement that quantifies the ability of the HSS Sweeping System to recover oil.</p> $\text{throughput efficiency} = \frac{\text{volume of oil collected}}{\text{volume of oil encountered}}$
Transit towing	Towing by a single vessel with the purpose of moving the HSS Sweeping System from one location to another without performing sweeping.
Recovery efficiency	<p>The ratio, expressed as a percentage, of the volume of oil recovered to the volume of total fluids recovered (as defined by ASTM F631).</p> $\text{recovery efficiency} = \frac{\text{volume of oil recovered}}{\text{volume of total fluids recovered}}$

## **PART 3            REFERENCE DOCUMENTATION**

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### **3.1.    APPLICABLE STANDARDS AND REGULATIONS**

The HSS System must conform to all applicable laws, regulations, and industrial standards governing manufacture, safety, noise levels, and pollution in effect in Canada at the time of manufacture. International equivalent laws, regulations, and industrial standards will be accepted only if certified for equivalency by a Professional Engineer.

The following standards and specifications apply to the HSS System:

- A-A-59326D, General Specification for Coupling Halves, Quick Disconnect, Cam-Locking Type
- ASTM F625 / F625M - 94, Standard Practice for Classifying Water Bodies for Spill Control Systems
- ASTM F631-15: Standard Guide for Collecting Skimmer Performance Data in Controlled Environments
- ASTM F2709-15: Standard Test Method for Determining a Measured Nameplate Recovery Rate of Stationary Oil Skimmer Systems
- Cargo, Fumigation and Tackle Regulations (SOR/2007-128)
- ISO 1496-1: Series 1 freight containers - Specification and testing – Part 1: General cargo containers for general purposes
- ISO 6346: Freight containers — Coding, identification and marking
- ISO 668: Series 1 freight containers – Classification, dimensions and ratings
- ISO 7241: Hydraulic Fluid Power – Dimensions and Requirements of Quick-Action Couplings
- ISO 7010: Graphical symbols – Safety colours and safety signs – Registered safety signs
- Off-Road Compression-Ignition Engine Emission Regulations (SOR/2005-32)
- Safe Containers Convention Act (R.S.C., 1985, c. S-1)
- Transportation of Dangerous Goods Regulations (SOR/2001-286)
- IMO Resolution A.658: Use and Fitting of Retro-Reflective Materials on Life-Saving Appliances

TECHNICAL STATEMENT OF REQUIREMENTS  
DEFINITIONS

### **3.2. REFERENCE DOCUMENTATION VERSION**

Unless otherwise specified by Canada, any amendment issued to the documents specified in section 3.1 must reflect the version in effect on the date of Contract Award.

### **3.3. ORDER OF PRECEDENCE**

In the event of a discrepancy between this TSOR and the documents referenced herein, the Contractor must adhere to the following order of precedence:

- a) Canadian Regulations;
- b) This TSOR; and
- c) Industry and other applicable standards and specifications.

## PART 4 TECHNICAL STATEMENT OF REQUIREMENTS

ID	HEADING / Requirement	Requirement Verification Method (see DID-SE-02)
LHSS-SR-56	<b>SECTION 1 HSS SYSTEM REQUIREMENTS</b>	
LHSS-SR-12	The HSS System should be the manufacturers proven design that has been used in an oil spill response or tested in a simulated oil spill response.	
LHSS-SR-215	The HSS System must include all components necessary for operation except for the diesel fuel required to power the system.	
LHSS-SR-26	At a minimum, the HSS System must include: a. HSS Power System b. HSS Control System c. HSS Sweeping System d. Integrated Pumping System (IPS) e. HSS Deployment System f. HSS Storage System	
	<b>1.1. HSS SYSTEM OPERATING CONDITIONS</b>	
LHSS-SR-3	The HSS System must meet all requirements while operating in air temperatures ranging from -15 degrees Celsius (°C) to +35 degrees Celsius (°C).	
LHSS-SR-4	The HSS fabric must withstand folded storage for a minimum of 5 years in air temperatures ranging from -40 degrees Celsius (°C) to +60 degrees Celsius (°C).	
LHSS-SR-5	The HSS System must meet all requirements while operating in water temperatures ranging from -2 degrees Celsius (°C) to +30 degrees Celsius (°C).	
LHSS-SR-6	The HSS System must meet all requirements while operating in Freshwater.	
LHSS-SR-7	The HSS System must meet all requirements while operating in Saltwater.	
LHSS-SR-8	The HSS System must meet all requirements while operating in Type III Open Waters as defined in ASTM F625 / F625-94, Standard Practice for Classifying Water Bodies for Spill Control Systems. Type III-Open Waters are equivalent to wave heights =2 m or Beaufort Force 4 sea conditions.	
	<b>1.2. HSS SYSTEM LIFE EXPECTANCY</b>	
LHSS-SR-10	The HSS System must be designed for a minimum service life of 15 years.	
	<b>1.3. HSS SYSTEM MATERIALS</b>	
LHSS-SR-126	The HSS System must be constructed of marine-grade materials.	
LHSS-SR-250		
	<b>1.4. HSS SYSTEM LIFTING GEAR</b>	
LHSS-SR-252	All material handling equipment provided with the HSS System must be compliant with Part 3 Tackle of the Cargo, Fumigation and Tackle Regulations (SOR/2007-128).	
LHSS-SR-135		
	<b>1.5. HSS SYSTEM LABEL PLATES</b>	
LHSS-SR-140	Label plates must be as permanent as the normal life expectancy specified for the items to which they are affixed.	
LHSS-SR-141	Label plates must withstand the environmental conditions and cleaning procedures specified for the items to which they are affixed.	
LHSS-SR-142	Label plates must be written in both Canadian English and Canadian French.	
LHSS-SR-206	The HSS System must indicate all hazards with both Canadian English and French warning labels or clear graphical symbols per ISO 7010, Graphical symbols – Safety colours and safety signs – Registered safety signs.	
LHSS-SR-137	The HSS System must include label plates to identify each control, switch, gauge, and display must be supplied and furnished. Label plates must also be used to indicate safe working limits, maximum capacities, and masses, as applicable, of equipment.	
LHSS-SR-143		
	<b>1.6. HSS SYSTEM PRODUCT IDENTIFIERS</b>	
LHSS-SR-144	The HSS System must include Product Identifiers assigned to each item on the Master Equipment List.	
LHSS-SR-175	The HSS System Product Identifiers must be marked on a label plate in a visible location on the equipment.	
LHSS-SR-153	Each product identifier must: a) Use alphanumeric characters to indicate the name of the manufacturer, date of manufacture, and manufacturer serial number; b) Contain no spaces between the individual elements that compose the identifier; and c) Adhere to the following convention: i. Use four uppercase letters that best represent the name of the manufacturer as the first element of the product identifier. Canada reserves the right to review, and accept or reject the first element proposed by the Contractor for self-identification. ii. Use eight numeric digits that correspond to the following format for the second element of the product identifier: DDMMYYYY (where DD represents the two-digit day, MM represents the two-digit month, and YYYY represents the four-digit year). iii. Use the full, alphanumeric serial number assigned by the manufacturer for the last element of the product identifier.  An alternate product identification mark using serial numbers and other identifying information may be proposed by the Contractor for consideration.	

TECHNICAL STATEMENT OF REQUIREMENTS  
HSS SYSTEM, LARGE

LHSS-SR-24	<b>SECTION 2 HSS POWER SYSTEM</b>	
LHSS-SR-189	The HSS Power System must produce all power required to operate the HSS System.	
LHSS-SR-27	The HSS Power System must include its own dedicated Hydraulic Power Unit (HPU).	
LHSS-SR-29	The HPU must be powered by a diesel engine compliant with Tier 4 emission standards as described in SOR/2005-32, Off Road Compression Ignition Engine Emission Regulations.	
LHSS-SR-202	The HPU must include certified forklift pockets.	
	Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-203	The HPU must include lifting points certified for overhead lifting.	
	Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-278	The HPU must have lashing points (tie-down points) certified for securing it to the deck of a vessel while the HPU is outside of its storage container.	
	Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-204	The HPU must include a meter that tracks the total running hours of the diesel engine.	
LHSS-SR-168	All hydraulic hose assemblies must use quick action couplings that meet the requirements defined in ISO 7241, Hydraulic Fluid Power - Dimensions and Requirements of Quick-Action Couplings.	
LHSS-SR-106	<b>SECTION 3 HSS CONTROL SYSTEM</b>	
LHSS-SR-177	The HSS Control System must enable an operator to control the HSS System.	Demonstration
LHSS-SR-178	The HSS Control System must include a primary control panel that is located on the HSS Power System.	
LHSS-SR-179	The HSS Control System must include a secondary control panel that can be operated a distance of at least 10 metres away from the primary control panel.	Demonstration
LHSS-SR-180	The HSS Control System primary control panel and secondary control panel must include the same controls.	
LHSS-SR-109	The HSS Control System must enable the operator to control the rotational speed and direction of the HSS Deployment System Boom Reel. This control must be a spring centre hydraulic valve that stops rotation of the reel at the centre position.	Demonstration
LHSS-SR-110	The HSS Control System must enable the operator to control the Integrated Pumping System (IPS).	Demonstration
LHSS-SR-182	The HSS Control System must enable the operator to control the HSS Power System.	Demonstration
LHSS-SR-111	The HSS Control System must include an emergency stop button that when pressed, instantly stops all moving parts and powers off all mechanical and electrical systems.	Demonstration
LHSS-SR-249	The emergency stop button must be included on both the primary control panel and the secondary control panel.	
LHSS-SR-17	<b>SECTION 4 HSS SWEEPING SYSTEM</b>	
LHSS-SR-214	The HSS Sweeping System should be the manufacturer's proven design that has been used in an oil spill response or tested in a simulated oil spill response.	
LHSS-SR-191	The HSS Sweeping System must collect and temporarily store recovered oil while being towed in a sweeping arrangement.	
LHSS-SR-217	The HSS System must integrate with the Integrated Pumping System (IPS) to pump oil from the HSS Collection Chamber to a storage vessel external to the system.	
LHSS-SR-18	The HSS Sweeping System must be composed of an HSS Forward Sweep Area and an HSS Collection Chamber.	
LHSS-SR-19	The HSS Sweeping System must include a solution to ensure one way flow of oil from the HSS Forward Sweep Area to the HSS Collection Chamber, and prevent recovered oil from escaping the HSS Collection Chamber when the system is stopped or turning.	
LHSS-SR-34	The HSS Forward Sweep area must operate with a sweep opening of 30 metres or greater.	
LHSS-SR-35	The HSS Collection Chamber must have the capacity to store at least 60 cubic metres of recovered oil.	
LHSS-SR-37	The HSS Sweeping System must include all equipment required to connect the HSS to the tow vessel.	
LHSS-SR-38	The HSS Sweeping System must include all equipment and components necessary to properly tow and sweep with the HSS using a single vessel.	
LHSS-SR-39	The HSS Sweeping System must include all equipment and components necessary to properly tow and sweep with the HSS using two vessels.	
LHSS-SR-247	The HSS Sweeping System must be provided with test certificates from the OEM to prove that all towing gear is safe.	
LHSS-SR-40	The HSS Sweeping System must be secured at a single point at the stern of each vessel while being towed in a two-vessel configuration.	
LHSS-SR-128	The HSS Sweeping System must be secured to the vessel only using bollards and cleats inboard the vessel while being towed in a single vessel configuration.	
LHSS-SR-42	The HSS Sweeping System must be buoyant when stationary.	
LHSS-SR-43	The HSS Sweeping System inflatable components must be inflatable using only non-return fill and relief valves that seal automatically when inflation stops.	
LHSS-SR-121	The HSS Sweeping System must be fitted with Type II classification retro-reflective materials compliant with International Maritime Organization (IMO) resolution A.658 (16) for buoyant apparatus.	
LHSS-SR-122	When a single buoyancy component is damaged, the HSS Sweeping System must maintain its shape and buoyancy to continue sweeping.	
LHSS-SR-124	The HSS Sweeping System fabric seams must have strength that is equal to or greater than the strength of the fabric.	
LHSS-SR-58	<b>4.1. HSS SWEEPING SYSTEM FUNCTIONAL REQUIREMENTS</b>	
LHSS-SR-59	<b>4.1.1. SWEEPING</b>	



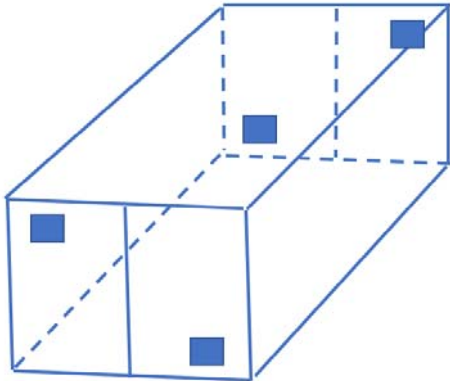
TECHNICAL STATEMENT OF REQUIREMENTS  
HSS SYSTEM, LARGE

LHSS-SR-61	The HSS Sweeping System must meet all sweeping requirements while being towed by a single vessel.	Demonstration
LHSS-SR-129	The HSS Sweeping System must meet all single vessel sweeping requirements without the use of a jib arm or similar equipment.	
LHSS-SR-62	The HSS Sweeping System must meet all sweeping requirements while being towed by two vessels.	Demonstration
LHSS-SR-100	The HSS Sweeping System must meet all sweeping requirements regardless of the volume of oil in the HSS Collection Chamber.	Test
LHSS-SR-133	The HSS Sweeping System must meet all sweeping requirements while the Integrated Pumping System is continuously pumping oil from the HSS Collection Chamber.	
LHSS-SR-65	While sweeping, recovered product must continuously move from the HSS Forward Sweep Area to the HSS Collection Chamber of the HSS Sweeping System.	Test
LHSS-SR-66	While sweeping, the HSS Sweeping System sweep opening must not decrease by more than 10% of its nominal size (e.g., a sweep opening of 30 metres must not decrease below 27 metres).	Test
LHSS-SR-67	While sweeping, the HSS Sweeping System must be towable at a continuous speed of at least 3 knots.	Test
LHSS-SR-68	While sweeping, the HSS Sweeping System must be able to complete a 180 degree turn in a radius no greater than 500 metres.	Test
LHSS-SR-69	While sweeping, the HSS Sweeping System must be able to stop in a distance no greater than 1,600 metres.	Test
LHSS-SR-193	While sweeping at a speed of 3 knots or greater, the HSS Sweeping System must recover oil with a throughput efficiency of at least 80%.	Test
LHSS-SR-72	<b>4.1.2. HSS SYSTEM TRANSIT TOWING</b>	
LHSS-SR-74	The HSS Sweeping System must meet all transit towing requirements while being towed by a single vessel with a propulsion power rating no greater than 400 horsepower.	Test
LHSS-SR-76	The HSS Sweeping System must be able to be towed in a transit configuration at a minimum of 5 knots.	Test
LHSS-SR-77	While transit towing, the HSS Sweeping System must be able to stop in distance no greater than 1,600 metres.	Test
LHSS-SR-44	<b>SECTION 5 INTEGRATED PUMPING SYSTEM (IPS)</b>	
LHSS-SR-50	The Integrated Pumping System (IPS) should be the manufacturers latest design that has been used in an oil spill response or tested in a simulated oil spill response.	
LHSS-SR-45	The IPS must include all components necessary for operation except for the diesel fuel required to power the system.	
LHSS-SR-51	The IPS must integrate with the HSS System to pump oil from the HSS Collection Chamber to a storage vessel external to the system while the HSS sweeping system is sweeping at a speed of 3 knots.	
LHSS-SR-102	The IPS must include all components necessary for operation when the pump is located a distance of 70 metres from the IPS Power System.	
LHSS-SR-103	The IPS must pump oil from the HSS Collection Chamber to a storage external to the system located a distance of 70 metres away and up to a height of 6 metres.	
LHSS-SR-52	The IPS Pumping System must include an Annular Water Injection Flange (AWIF) that injects a water layer between the pumped oil and the discharge hose to assist in pumping heavy viscosity oils.	
LHSS-SR-167	The IPS oil transfer hoses must terminate with the following coupling halves (requirements are defined in A-A-59326D, General Specification for Coupling Halves, Quick Disconnect, Cam-Locking Type): a. One end fitted with a Type II, Class SS, Style 1 coupling half (i.e., male, cam-locking coupling half by hose shank); and b. The opposing end fitted with a Type VI, Class SS, Style 1 coupling half (i.e., female, cam-locking coupling half by hose shank).	
LHSS-SR-48	<b>5.1. IPS SKIMMER/PUMP</b>	
LHSS-SR-49	The IPS must include a hydraulically powered IPS Skimmer/Pump.	
LHSS-SR-53	The IPS Skimmer/Pump must pump oil and bitumen with a viscosity of 540,000 centistokes a distance of 70 metres at a pumping rate no less than 30m <sup>3</sup> /hr.	Test
LHSS-SR-265	The IPS Skimmer/Pump must pump oil and bitumen with a viscosity of 200,000 centistokes a distance of 70 metres at a pumping rate no less than 70m <sup>3</sup> /hr.	Test
LHSS-SR-266	The IPS Skimmer/Pump must have a recovery efficiency of at least 90% when tested in accordance with ASTM F631 with a wave height of 2 metres, and a sweeping speed of 3 knots for oil types I <sup>A</sup> , I <sup>B</sup> , I <sup>V</sup> °.	Test
LHSS-SR-267	The IPS Skimmer/Pump must have a nameplate recovery rate of at least 100m <sup>3</sup> /hr when tested in accordance with ASTM F2709.	Test
	<b>SECTION 6 HSS DEPLOYMENT SYSTEM</b>	
LHSS-SR-264	<b>6.1. HSS SWEEPING SYSTEM DEPLOYMENT SYSTEM</b>	
LHSS-SR-130	The HSS Deployment System must deploy and retrieve the HSS while the deployment system is inside the storage container.	Demonstration
LHSS-SR-194	The HSS Deployment System must deploy and retrieve the HSS while the deployment system is outside the storage container.	Demonstration
LHSS-SR-131	The HSS Deployment System must be removable from the storage container for operation and maintenance.	Demonstration
LHSS-SR-196	The HSS Deployment System must have forklift pockets certified for lifting the full weight of the system.  Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-197	The HSS Deployment System must have overhead lifting points certified for lifting the full weight of the system.  Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	

TECHNICAL STATEMENT OF REQUIREMENTS  
HSS SYSTEM, LARGE

LHSS-SR-198	The HSS Deployment System must have lashing points (tie-down points) certified for securing it to the deck of a vessel while the system is outside of its storage container.  Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-32	The HSS Deployment System must include a Boom Reel for storage, deployment, and retrieval of the HSS System.	
LHSS-SR-33	The Boom Reel must be hydraulically powered.	
	The Boom Reel must operate with an axis of rotation parallel to the ground.	
LHSS-SR-127	The Boom Reel rotational speed must be continuously variable, up to its maximum rotational speed.	
LHSS-SR-88	The maximum rotational speed of the Boom Reel (in each direction) must be less than 12 rpm.	
LHSS-SR-36	The Boom Reel must include a safety stop wire that is used to anchor the HSS to the boom reel to attach operational equipment, conduct maintenance, or when stopping during deployment and retrieval of the system.	
LHSS-SR-54	<b>6.2. IPS DEPLOYMENT SYSTEM</b>	
	The IPS Deployment System must deploy and retrieve the Integrated Pumping System while the deployment system is inside the storage container.	Demonstration
LHSS-SR-195	The IPS Deployment System must deploy and retrieve the HSS while the deployment system is outside the storage container.	Demonstration
LHSS-SR-170	The IPS Deployment System must be removable from the storage container for operation and maintenance.	Demonstration
LHSS-SR-199	The IPS Deployment System must have forklift pockets certified for lifting the full weight of the system.  Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-200	The IPS Deployment System must have overhead lifting points certified for lifting the full weight of the system.  Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-201	The IPS Deployment System must have lashing points (tie-down points) certified for securing it to the deck of a vessel while the system is outside of its storage container.  Certification must be provided as per Lifting Certifications and Rigging Plan DID-SE-06.	
LHSS-SR-171	The IPS Deployment System must include a Hose Reel for storage, deployment, and retrieval of the Integrated Pumping System oil transfer hose and hydraulic hose.	
LHSS-SR-172	The Hose Reel must be hydraulically powered.	
LHSS-SR-173	The Hose Reel must operate with an axis of rotation parallel to the ground.	
LHSS-SR-174	The Hose Reel rotational speed must be continuously variable, up to its maximum rotational speed.	
LHSS-SR-192	The maximum rotational speed of the Hose Reel (in each direction) must be less than 12 rpm.	
LHSS-SR-186	<b>6.3. HSS DEPLOYMENT SYSTEM FUNCTIONAL REQUIREMENTS</b>	
LHSS-SR-229	This section describes functional requirements that apply to the HSS System (i.e., the requirements in this section apply to both the HSS System and the IPS).	
LHSS-SR-90	The HSS System deployment and retrieval must not require manual lifting of any items having mass greater than 40 kilograms.	
LHSS-SR-80	<b>6.3.3. DEPLOYMENT FUNCTIONAL REQUIREMENTS</b>	
LHSS-SR-81	This section describes the functional deployment requirements that apply to the entire HSS System (i.e., these requirements apply to both the HSS Deployment System and the and IPS Deployment System).	
LHSS-SR-82	Deployable is defined as all the activities required to deploy the HSS System and the Integrated Pumping System from its storage containers into the water, with start and end states as described below:  START STATE – HSS System inside its storage container(s) on the vessel deck.  END STATE – HSS System sweeping with IPS connected and ready to pump oil from the HSS collection chamber to a storage vessel external to the system.	
LHSS-SR-89	The HSS System must be deployable in less than 60 minutes, by no more than 6 people, using only tools that are included with the system (in the storage containers).  The use of an overhead lifting device that is not part of the HSS System is permissible.	Demonstration
LHSS-SR-83	The HSS System must be deployable from all heights between 0 m and 6 m above the surface of the water.	Demonstration
LHSS-SR-84	The HSS System must be deployable from a deployment site located on a vessel.	
LHSS-SR-85	The HSS System must be deployable from a deployment site located on a barge.	
LHSS-SR-86	The HSS System must be deployable from a deployment site located on a dock.	
LHSS-SR-87	The HSS System must be deployable from a deployment site located on a slipway.	
LHSS-SR-91	<b>6.3.4. RETRIEVAL FUNCTIONAL REQUIREMENTS</b>	
LHSS-SR-92	This section describes the functional deployment requirements that apply to the entire HSS System (i.e., these requirements apply to both the HSS Deployment System and the and IPS Deployment System).	
LHSS-SR-93	Retrievable is defined as all the activities required to retrieve the HSS System from its deployed (sweeping) state in the water to its storage state in the storage containers, with start and end states as described below:  START STATE - HSS System sweeping with IPS connected and ready to pump oil from the HSS collection chamber to a storage vessel external to the system.  END STATE - HSS System inside its storage container(s) on the vessel deck.	
LHSS-SR-99	The HSS System must be retrievable in less than 120 minutes, by no more than 6 people, using only tools that are included with the system (in the storage container).  The use of an overhead lifting device that is not part of the HSS System is permissible.	Demonstration

TECHNICAL STATEMENT OF REQUIREMENTS  
HSS SYSTEM, LARGE

	The HSS System must be retrievable from all heights between 0 metres and 6 metres above the surface of the water (using the boom reel) from inside the storage container.	Demonstration
LHSS-SR-95	The HSS System must be retrievable from a deployment site located on a vessel.	
LHSS-SR-96	The HSS System must be retrievable from a deployment site located on a barge.	
LHSS-SR-97	The HSS System must be retrievable from a deployment site located on a dock.	
LHSS-SR-98	The HSS System must be retrievable from a deployment site located on a slipway.	
LHSS-SR-114	<b>SECTION 7 HSS STORAGE SYSTEM</b>	
LHSS-SR-165	The HSS Storage System must contain the complete HSS System inside Type 1C or Type 1D freight containers as defined in ISO 668, Series 1 Freight Containers - Classification, Dimensions, and Ratings.  A maximum of 2 freight containers is allowed.	
LHSS-SR-118	The HSS Storage System must be transportable by road, rail, and sea.	
LHSS-SR-116	The freight container must meet all specifications and testing requirements in ISO 1496-1.	
LHSS-SR-117	The freight container must include forklift pockets for handling in the loaded condition as defined in ISO 1496-1.	
LHSS-SR-134	The freight container must include (if applicable) Dangerous Goods Safety Marks in compliance with Transportation of Dangerous Goods Regulations (SOR/2001-286).	
LHSS-SR-259	The freight container must be painted with a paint system designed for the service life and operating conditions of the HSS System.	
LHSS-SR-260	The freight container must include coding, identification and marking as defined in ISO 6346, Freight containers — Coding, identification and marking.	
LHSS-SR-253	<b>7.1. HSS STORAGE SYSTEM CONVENTION FOR SAFE CONTAINERS</b>	
LHSS-SR-254	The HSS Storage System freight container must be a new container approved and examined according to Annex I and Annex II of the Safe Containers Convention Act (R.S.C., 1985, c. S-1), Schedule - International Convention for Safe Containers (CSC).	
LHSS-SR-255	The HSS Storage System freight container must have affixed to it a Safety Approval Plate that conforms to the specifications in Annex I of the Safe Containers Convention Act (R.S.C., 1985, c. S-1), Schedule - International Convention for Safe Containers (CSC).	
LHSS-SR-240	<b>7.2. HSS STORAGE SYSTEM VENTILATION -</b>	
LHSS-SR-163	The freight container must include ventilation for safe storage of flammable or combustible contents.	
LHSS-SR-279	<p>The freight container must include the following vents:</p> <ul style="list-style-type: none"> <li>a. 2 vents on the primary door: <ul style="list-style-type: none"> <li>i. a bottom vent within 150 mm of the container bottom; and</li> <li>ii. a top vent in the opposite corner within 150 mm of the container top</li> </ul> </li> <li>b. 2 vents on the side opposite the primary door: <ul style="list-style-type: none"> <li>i. a bottom vent within 150 mm of the container bottom; and</li> <li>ii. a top vent in the opposite corner within 150 mm of the container top</li> </ul> </li> </ul> <p>Note: The diagram below is for illustrative purpose and not an exact representation of the required vent locations.</p> 	
LHSS-SR-244	The IPS Storage System must not prevent cross ventilation airflow through the ventilation openings (i.e., the IPS Storage system must not include any components that obstruct the ventilation openings in a manner that would prevent cross-ventilation).	
LHSS-SR-280	Each freight container vent must have minimum opening dimensions of 300 mm width and 300 mm length or equivalent area.	
LHSS-SR-246	The ventilation openings must be covered by open grate wire mesh with greater than 50% free area on the inside of the container to prevent small rodents, bees, and wasps from entering the container through the vent.	
LHSS-SR-281	Each freight container vent must include louvres to prevent water from entering the container.	

## APPENDIX I: WELDING REQUIREMENTS

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The design engineer must define the National or International Standard(s) for welding, weld inspection and acceptance.

Structure, piping, components and items requiring welding must be produced following weld design requirements issued by the design engineer.

Welding must be performed by qualified welders following approved welding specifications, procedures and techniques of the National or International Standard(s) defined by the design engineer.

Workmanship and completed welds must meet the acceptance criterion of the National or International Standards defined by the design engineer.

All welds must be visually examined for acceptance by a third party Visual Welding Inspector qualified to the National or International standard.

Visual weld inspection reports must be provided for review and acceptance by the CCG TA upon request.

## ANNEX "C"

### TASK AUTHORIZATION FORM PWGSC-TPSGC 572

#### Task Authorization Autorisation de tâche

<b>Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization</b> <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	<b>Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche</b> <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
<b>Contract Number</b> Enter the PWGSC contract number.	<b>Numéro du contrat</b> Inscrire le numéro du contrat de TPSGC.
<b>Contractor's Name and Address</b> Enter the applicable information	<b>Nom et adresse de l'entrepreneur</b> Inscrire les informations pertinentes
<b>Security Requirements</b> Enter the applicable requirements	<b>Exigences relatives à la sécurité</b> Inscrire les exigences pertinentes
<b>Total estimated cost of Task (Applicable taxes extra)</b> Enter the amount	<b>Coût total estimatif de la tâche (Taxes applicables en sus)</b> Inscrire le montant
<b>For revision only</b>	<b>Aux fins de révision seulement</b>
<b>TA Revision Number</b> Enter the revision number to the task, if applicable.	<b>Numéro de la révision de l'AT</b> Inscrire le numéro de révision de la tâche, s'il y a lieu.
<b>Total Estimated Cost of Task (Applicable taxes extra) before the revision</b> Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	<b>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision</b> Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
<b>Increase or Decrease (Applicable taxes extra), as applicable</b> As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	<b>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu</b> S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.
<b>1. Required Work: Complete sections A, B, C, and D, as required.</b>  <b>A. Task Description of the Work required:</b>  Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.  (a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.  (b) Details of the activities to be performed (include as an attachment, if applicable)  (c) Description of the deliverables to be submitted (include as an attachment, if applicable).  (d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).	<b>1. Travaux requis : Remplir les sections A, B, C et D, au besoin.</b>  <b>A. Description de tâche des travaux requis :</b>  Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.  (a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.  (b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).  (c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).  (d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).



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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

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**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Solicitation No. - N° de l'invitation  
F7047-190148/B  
Client Ref. No. - N° de réf. du client  
F7047-190148

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

Buyer ID - Id de l'acheteur  
016erd  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX 1 to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder 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);

## ANNEX 2 to PART 3 OF THE BID SOLICITATION

### BIDDER'S CHECKLIST

This checklist is included in the bid solicitation to assist Bidders in the preparation of their bid. Before submitting their bid, Bidders should use this checklist to help ensure all mandatory documentation and/or information are provided prior to bid closing.

Bidders must note that the checklist is a tool and does not remove any obligation on the Bidder to complete the requirements of the bid solicitation, including those which may not be listed in this checklist.

The onus is on the Bidder to provide any of the mandatory documentation and/or information indicated in the bid solicitation as failure to do so will render the bid non-responsive without any further consideration. Bidders are not required to provide this checklist with their bid.

	<b>Bid Solicitation Reference</b>	<b>Documentation / Information to be provided with the Bid</b>	<b>Comments</b>	<b>Included with the Bid</b>
1.	2003 Standard Instructions - Goods or Services - Competitive Requirements	Cover Page of the Request For Proposals and all Amendments are signed and included with the Bid.	Best practice	
2.	Article 2.3 Former Public Servant	Certification with requested information, if applicable.	Best practice	
3.	Article 2.5 Applicable Laws	Indicate substitution request of applicable laws of another province or Canadian territory, if desired.	Best practice	
4.	Article 3.1 Bid Preparation Instructions	Canada requests that Bidders provide their bid in separate sections; Technical Bid, Financial Bid, Certifications	Best practice	
5.	Article 3.1.2.1 Substantial Information	Bidders should provide with their technical bid, a document indicating clearly where the substantial information can be found for each of the mandatory criterion identified in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation).	Best practice	
6.	Article 3.1.3.1 Pricing Submission	Bidders must submit their financial bid in accordance with Schedule A and address each of the cost elements in Schedule A	<b>Mandatory with the bid.</b>	
7.	Article 3.1.4 Delivery Dates	Bidders must submit their delivery dates in accordance with Schedule B.	<b>Mandatory with the bid.</b>	
8.	Article 4.1.1.2 Phase I: Financial Bid	Bid must include all information required by the solicitation.	<b>Mandatory with the bid.</b>	
9.	Article 4.1.1.3 Phase II: Technical Bid	Bid must include all information required by the solicitation.	<b>Mandatory with the bid.</b>	

Solicitation No. - N° de l'invitation  
F7047-190148/B  
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F7047-190148

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

Buyer ID - Id de l'acheteur  
016erd  
CCC No./N° CCC - FMS No./N° VME

10.	Article 5.1.1 Integrity Provisions - Declaration of Convicted Offences	Bidder must provide with its bid, if applicable, the Integrity declaration form.	<b>Mandatory with the bid, if applicable.</b>	
11.	Article 5.1.2 Certification of Compliance	Bidder must submit a signed and completed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation)	<b>Mandatory with the bid.</b>	
12.	Article 5.2.1 Integrity Provisions - Required Documentation	Bidder must provide required information, as applicable.	Requested with the bid but not mandatory by bid closing. Must be provided prior to contract award.	
13.	Article 5.2.2 Federal Contractors Program for Employment Equity	Submit a completed Annex 1 to Part 5 of the Bid Solicitation.	Requested with the bid but not mandatory by bid closing. Must be provided prior to contract award.	
14.	Article 5.2.3 Insurance	Bidder must submit required information as applicable.	Requested with the bid but not mandatory by bid closing. Must be provided prior to contract award.	
15.	Article 6.5.4 Contractor's Representative	Bidders should include Contractor Representative contact information.	Best practice.	

## **Annex 1 to Part 4 of the Bid Solicitation**

### **Technical Bid Evaluation Plan**

#### **Environmental Response Equipment Modernization/Mobile Incident Command Equipment Project**

##### **Large High Speed Sweep System**

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ANNEX 1 TO PART 4 BID SOLICITATION  
TECHNICAL BID EVALUATION PLAN

## TABLE OF CONTENTS

<b>SECTION 1</b>	<b>INTRODUCTION.....</b>	<b>1</b>
1.1.	PURPOSE.....	1
<b>SECTION 2</b>	<b>REFERENCE DOCUMENTATION.....</b>	<b>1</b>
2.1.	GENERAL CONSIDERATIONS .....	1
2.2.	GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 1 OF 2 .....	1
2.3.	GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 2 OF 2 .....	2
<b>APPENDIX A</b>	<b>MANDATORY CRITERIA – PART 1 OF 2.....</b>	<b>3</b>
<b>APPENDIX A</b>	<b>MANDATORY CRITERIA – PART 2 OF 2.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## SECTION 1 INTRODUCTION

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### 1.1. PURPOSE

The document defines the methodology that will be used to evaluate the technical portion of each Bid submitted in response to the Solicitation for the procurement of the Large High Speed Sweep System (HSS).

## SECTION 2 REFERENCE DOCUMENTATION

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### 2.1. GENERAL CONSIDERATIONS

2.1.1. The technical portion of the Bid will be evaluated against the following mandatory criteria (M) specified herein:

- a. Appendix A – Mandatory Criteria – **Part 1 of 2, M1**; and
- b. Appendix A – Mandatory Criteria – **Part 2 of 2, M2 to M5**.

### 2.2. GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 1 OF 2

2.2.1. The Bidder's authorized representative must initial in the 'Initials' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.

2.2.2. The Bidder must respond with a 'Yes' or 'No' in the 'Compliant (Y/N)?' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.

ANNEX 1 TO PART 4 BID SOLICITATION  
TECHNICAL BID EVALUATION PLAN

2.2.3. The following line item example is provided to demonstrate how to populate Appendix A – Mandatory Criteria – Part 1 of 2.

Item No.	Mandatory Requirement	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M1	All requirements stipulated in Annex A (Statement of Work) will be met.	The Bidder must include a Certificate of Compliance (Annex X of the Bid Solicitation) signed by an authorized representative.	Yes	JD	Page 5 of the Bid

### 2.3. GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 2 OF 2

- 2.3.1. Various methods of compliance are listed in Appendix A – Mandatory Criteria –Part 2 of 2. The Bidder must carefully read the requested method(s) of compliance, as each method of compliance may differ between the mandatory criteria.
- 2.3.2. For a given criterion, the Bidder must provide ALL information requested to sufficiently demonstrate compliance, and cross-reference the appropriate location(s) within the Bid where such information can be found.
- 2.3.3. The Bidder's authorized representative must initial in the 'Initials' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 2 of 2.
- 2.3.4. The Bidder must respond with a 'Yes' or 'No' in the 'Compliant (Y/N)?' column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 2 of 2..
- 2.3.5. Failure to provide the requested information as per the defined method(s) of compliance and initial any given criterion will render that criterion Non-Compliant.
- 2.3.6. The following fictitious line item example is provided to demonstrate how to populate Appendix A – Mandatory Criteria – Part 2 of 2.

Item No.	Intent of Requirement	Mandatory Requirement	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M2	Show that the proposed Large HSS will comply with Annex A	The proposed Large HSS must satisfy the defined design and construction requirements.	The Bidder must include a conceptual design drawing package for the proposed Large HSS that demonstrates compliance with the requirements detailed in Annex A.	Yes	JD	Section 4 – page 88 of the Bid

ANNEX 1 TO PART 4 BID SOLICITATION  
TECHNICAL BID EVALUATION PLAN

**APPENDIX A MANDATORY CRITERIA – PART 1 OF 2**

Item No.	Mandatory Requirement	Contract Reference	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M1	All requirements stipulated in Annex A (SOW - Statement of Work) and Annex B (TSOR - Technical Statement of Requirements) will be met.	Annex A (SOW) Annex B (TSOR)	The Bidder must include a Certificate of Compliance (Annex 2 to Part 4 of the Bid Solicitation) signed by an authorized representative.			

**APPENDIX A MANDATORY CRITERIA – PART 2 OF 2**

Item No.	Mandatory Requirement	Contract Reference	Method of Compliance	Compliant (Yes/No)	Initials	Bid Cross-Reference
M2	The Bidder must provide a drawing package and technical documentation for the proposed Large High Speed Sweep System (HSS) to illustrate, describe or demonstrate the mandatory requirements listed below:  <b>TSOR ID: LHSS-SR-34</b> <b>The HSS Forward Sweep area must operate with a sweep opening of 30 metres or greater.</b>	Annex B (TSOR)	<p>At minimum, the drawing package must include the General Arrangement Drawings of the Large High Speed Sweep System. General arrangement drawings are considered to be engineering drawings that show the product and its components, interconnections between components, and overall dimensions.</p> <p>Technical documentation can include, but is not limited to, drawings, technical literature, operational or maintenance manuals, and brochures.</p> <p>NOTE: The documentation must be for the same system that is proposed. Differences that do not impact performance will be permitted (e.g. cosmetic differences such as colour and markings).</p>			



ANNEX 1 TO PART 4 BID SOLICITATION  
TECHNICAL BID EVALUATION PLAN

	<b>TSOR ID: LHSS-SR-35</b> <b>The HSS Collection Chamber must have the capacity to store at least 60 cubic metres of recovered oil.</b>					
M3	<p>The Bidder must provide third party testing data for the proposed Large High Speed Sweep System (HSS) to demonstrate the mandatory requirement listed below:</p> <p><b>TSOR ID: LHSS-SR-53</b> <b>The Integrated Pump System (IPS) Skimmer/Pump must pump oil and bitumen with a viscosity of 540,000 centistokes a distance of 70 metres at a pumping rate no less than 30m<sup>3</sup>/hr.</b></p>	Annex B (TSOR)	<p>The Bidder must include third party testing data that demonstrates that the integrated pump can pump oil products of 540, 000 centiStokes (cSt) in viscosity over a minimum distance of 70 m at a minimum rate of 30m<sup>3</sup>/h.</p> <p>Testing data performed at 200,000 centiStokes (cSt) or more will be acceptable for this criteria as long as it is provided along with a mathematical analysis that demonstrates the pump can meet the requirement of 540,000 cSt.</p> <p>Testing data from tests conducted jointly by multiple pump manufacturers is acceptable if third party data is unavailable.</p> <p>NOTE: The test report(s) must be for the same system that is proposed. Differences that do not impact performance will be permitted (e.g. cosmetic differences such as colour and markings).</p>			
M4	<p>The Bidder must provide third party testing data for the proposed Large High Speed Sweep System (HSS) to demonstrate the mandatory requirement listed below:</p> <p><b>TSOR ID: LHSS-SR-265</b> <b>The Integrated Pump System (IPS)</b></p>	Annex B (TSOR)	<p>The Bidder must include third party testing data that demonstrates that the integrated pump can pump oil products of 200, 000 centiStokes (cSt) in viscosity over a minimum distance of 70 m at a minimum rate of 70m<sup>3</sup>/h.</p> <p>Testing data from tests conducted jointly by multiple pump manufacturers is acceptable if third party data is unavailable.</p> <p>NOTE: The test report(s) must be for the same system that is proposed. Differences that do not impact performance will be</p>			

ANNEX 1 TO PART 4 BID SOLICITATION  
TECHNICAL BID EVALUATION PLAN

	<b>Skimmer/Pump must pump oil and bitumen with a viscosity of 200,000 centistokes a distance of 70 metres at a pumping rate no less than 70m<sup>3</sup>/hr.</b>		permitted (e.g. cosmetic differences such as colour and markings).		
M5	<p>The Bidder must provide third party testing data, and Original Equipment Manufacturer (OEM) specification, and an Original Equipment Manufacturer (OEM) part number for the proposed Large High Speed Sweep System (HSS) to demonstrate the mandatory requirement listed below:</p> <p><b>TSOR ID: LHSS-SR-267</b>  <b>The Integrated Pump System (IPS)</b>  <b>Skimmer/Pump must have a nameplate recovery rate of at least 100m<sup>3</sup>/hr when tested in accordance with ASTM F2709.</b></p>	Annex B (TSOR)	<p>The Bidder must include third party testing data that demonstrates that the <b>Integrated Pump System (IPS)</b> Skimmer/Pump has a nameplate recovery rate of at least 100m<sup>3</sup>/hr when tested in accordance with ASTM F2709.</p> <p>Testing data from tests conducted jointly by multiple manufacturers is acceptable if third party data is unavailable.</p> <p>NOTE: The test report(s) must be for the same system that is proposed. Differences that do not impact performance will be permitted (e.g. cosmetic differences such as colour and markings).</p>		

**ANNEX 2 TO PART 4 OF THE BID SOLICITATION**

**CERTIFICATION OF COMPLIANCE**

As a Bidder, we have been given the opportunity to provide feedback on the content of the technical requirements for the High Speed Sweep System (Solicitation F7047-190148/B).

We have also thoroughly reviewed and understood the requirements of the complete Solicitation, including all requirements as stipulated in the accompanying Statement of Work (SOW) and Technical Statement of Requirements (TSOR).

By signing this "Certification of Compliance", we certify that we will satisfy the requirements for which this certificate was required as proof of compliance during the Request for Proposals stage, and that our products and services to be delivered against the resulting contract will comply with these same requirements including those stipulated in the SOW and TSOR.

Company Name of the Bidder: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Signature of Bidder's Designated Authority: \_\_\_\_\_

Date: \_\_\_\_\_

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## ANNEX 1 to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)