



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Transport 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Transports 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

By e-mail to: - Par courriel au :

tania.cantin@tc.gc.ca

Attention: - Attention :

Tania Cantin

Solicitation Closes - L'invitation prend fin

At - à :
2:00 PM - 14:00

On - le :
April 17, 2024 – Le 17 avril 2024

Time Zone - Fuseau Horaire :
Eastern Daylight Time (EDT)
Heure avancée de l'Est (HAE)

Title - Sujet National Offsite Storage and Records Management Services	
Solicitation No. N° de l'invitation T8080-230536	Date of Solicitation Date de l'invitation March 18, 2024
Address enquiries to: - Adresser toute demande de renseignements à : Tania Cantin Telephone No. - N° de telephone E-Mail Address - Courriel 613-447-7499 tania.cantin@tc.gc.ca	
Destination TRANSPORT CANADA 330 SPARKS ST. PLACE DE VILLE, TOWER C. OTTAWA ON K1A 0N8	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.
Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required Livraison exigée See herein - Voir aux présentes	Delivery offered Livraison proposée Not applicable - Sans objet
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

- A. The bid solicitation is divided into seven 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
 - Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- B. The Annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B), the Security Requirements Checklist (Annex C) and the Insurance Requirements (Annex D).

1.2 Summary

1.2.1 Description

- A. The IM/IT Enterprise Solution Modernization Program of Transport Canada (TC) has a requirement for Off-Site Storage and Record Management Services for its offices in Ontario, the National Capital Region, Manitoba, Alberta, and British Columbia.

The Resulting Contract will be from Contract Award until March 31, 2029 with the option to extend by five (5) additional one (1) year option periods.

1.2.2 Security Requirements

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

1.2.3 The Federal Contractors Program (FCP) for Employment Equity

- A. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5, Certifications and Additional Information, Part 7, Resulting Contract Clauses, and the attachment titled "Federal Contractors Program for Employment Equity - Certification".

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses, and Conditions

- A. 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.
- B. 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.
- C. The 2003 (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:

send its bid only to the Transport Canada location specified on page 1 of the bid solicitation;
 - (ii) Section 05, Submission of bids, subsection 4, is amended as follows:

Delete: 60 days
Insert: 120 days
 - (iii) Section 06, Late bids, is deleted in its entirety and replaced with the following:

Transport Canada will not return any bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.

For bids submitted electronically, the late bids will be deleted. Late paper bids will be disposed of in accordance with Transport Canada document management policies.
 - (iv) Section 20, Further information, subsection 2, is deleted in its entirety.

2.2 Submission of Bids

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

2.2.1 Transmission by E-mail

- A. Individual e-mails that may include certain scripts, formats, embedded macros, and/or links, or those that exceed 10 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

2.2.2 Transmission by Connect

- A. Due to the nature of the bid solicitation, bids submitted through Canada Post Corporation's (CPC) Connect service will not be accepted.

2.2.3 Transmission by Facsimile

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

2.3 Former Public Servant

- A. 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.

2.3.1 Definitions

- A. For the purposes of this clause:

- (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act* (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>), 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;
- (ii) "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; and
- (iii) "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.

2.3.2 Former Public Servant in Receipt of a Pension

- A. As per the above definitions, is the Bidder a FPS in receipt of a pension?

() Yes

() No

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

- (i) Name of former public servant; and
- (ii) Date of termination of employment or retirement from the Public Service.

- C. 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 \(https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html\)](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) and the [Guidelines on the Proactive Disclosure of Contracts \(http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text\)](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text).

2.3.3 Work Force Adjustment Directive

- A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?
- () Yes
- () No
- B. If so, the Bidder must provide the following information:
- (i) Name of former public servant;
 - (ii) Conditions of the lump sum payment incentive;
 - (iii) Date of termination of employment;
 - (iv) Amount of lump sum payment;
 - (v) Rate of pay on which lump sum payment is based;
 - (vi) Period of lump sum payment including start date, end date and number of weeks; and
 - (vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

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

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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](https://buyandsell.gc.ca/) (<https://buyandsell.gc.ca/>) website, under the heading "[Bid Challenge and Recourse Mechanisms](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms)" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>) contains information on potential complaint bodies such as:
- (i) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#); and
 - (ii) 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

- A. The bid must be gathered per section and separated as follows:
- Section I: Technical Bid;
- Section II: Financial Bid;
- Section III: Certifications; and
- Section IV: Additional Information.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. It is recommended that all electronic documents be submitted using PDF file format.
- D. Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- (i) use 8.5 x 11-inch (216 mm x 279 mm) page size; and
 - (ii) use a numbering system that corresponds to the bid solicitation.
- E. In accordance with the Treasury Board *Contracting Policy* and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must, if applicable:
- (i) Demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
 - (ii) Describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

3.2 Submission of Only One Bid

- A. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- B. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "related" to a Bidder if:
- (i) They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (ii) They are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (iii) The entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (iv) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

- C. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.3 Substantial Information

- A. Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found:

- (i) Attachment to Part 4 titled "Evaluation Criteria"

3.4 Section I: Technical Bid

- A. 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 in a thorough, concise, and clear manner for carrying out the work.
- B. 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.

3.5 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Basis of Payment (Annex B).

3.5.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment titled "Electronic Payment Instruments", to identify which ones are accepted.
- B. If the attachment titled "Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.5.2 Exchange Rate Fluctuation

- A. 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.

3.6 Section III: Certifications

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

3.7 Section IV: Additional Information

- A. In Section IV of their bid, bidders should provide:
 - (i) A completed, signed, and dated Page 1 of this solicitation or final solicitation amendment;

- (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and e-mail address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- (iii) For the article in Part 2 titled "Applicable Laws" of the bid solicitation: the province or territory if different than specified; and
- (iv) Any other information submitted in the bid not already detailed.

3.7.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

- B. The Company Security Officer must ensure through the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 - Security, Financial and Other Requirements.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete **Table A** below and include them in its financial bid.

TABLE A:

*** This is an estimated quantity amount only and to be used for evaluation purposes and should not be construed as a commitment or expectation on part of Canada. The actual amount will be determined depending on services required during each month/region.**

				National Capital Region
Description of Activity	Estimated Quantity*	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	20,554.40	a. Per cubic feet		
2.0 Storage - Records Centre	20,554.40	a. Per cubic feet		
3.0 Accession - Additional Containers	100	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	350	a. Per container		
	500	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
5.0 Unsuccessful Retrievals	10	a. Per unsuccessful search		
6.0 Refile and Interfile Services	150	a. Per container		
	250	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	250	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	10	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	10	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	10	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	10	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of	10	a. Per container		

storage container. (See Note 3)				
9.0 Barcode Labels	100	a. Per label		
10.0 Storage Containers	100	a. Per container		
11.0 Scan On Demand Services	10	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	300	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	100	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	350	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	20,554.40	a. Per cubic feet		
Estimated subtotal for the National Capital Region				

				Ontario
Description of Activity	Estimated Quantity*	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	6,460.40	a. Per cubic feet		
2.0 Storage - Records Centre	6,460.40	a. Per cubic feet		
3.0 Accession - Additional Containers	100	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	200	a. Per container		
	10	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		

5.0 Unsuccessful Retrievals	10	a. Per unsuccessful search		
6.0 Refile and Interfile Services	200	a. Per container		
	10	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	250	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	10	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	10	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	10	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	10	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	10	a. Per container		
9.0 Barcode Labels	100	a. Per label		
10.0 Storage Containers	100	a. Per container		
11.0 Scan On Demand Services	10	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	800	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	100	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	900	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	6,460.40	a. Per cubic feet		
Estimated subtotal for the Ontario Region				

Description of Activity	Estimated Quantity*	Unit of Measure	Price per Unit of Measure	Prairies and Northern Regions (Winnipeg)
				Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	3,092.40	a. Per cubic feet		

2.0 Storage - Records Centre	3,092.40	a. Per cubic feet		
3.0 Accession - Additional Containers	100	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	20	a. Per container		
	10	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
5.0 Unsuccessful Retrievals	10	a. Per unsuccessful search		
6.0 Refile and Interfile Services	20	a. Per container		
	10	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	50	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	10	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	10	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	10	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	10	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	30	a. Per container		
9.0 Barcode Labels	100	a. Per label		
10.0 Storage Containers	100	a. Per container		
11.0 Scan On Demand Services	10	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	50	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	30	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	50	a. Per container		

13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	3,092.40	a. Per cubic feet		
Estimated subtotal for the Prairies and Northern Regions (Winnipeg)				

				Prairies and Northern Regions (Edmonton)
Description of Activity	Estimated Quantity*	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	880.80	a. Per cubic feet		
2.0 Storage - Records Centre	880.80	a. Per cubic feet		
3.0 Accession - Additional Containers	100	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	30	a. Per container		
	10	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
5.0 Unsuccessful Retrievals	10	a. Per unsuccessful search		
6.0 Refile and Interfile Services	30	a. Per container		
	10	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	30	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	10	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	10	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	10	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	10	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	10	a. Per container		

9.0 Barcode Labels	100	a. Per label		
10.0 Storage Containers	100	a. Per container		
11.0 Scan On Demand Services	10	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	50	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	30	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	50	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	880.80	a. Per cubic feet		
Estimated subtotal for the Prairies and Northern Regions (Edmonton)				

				Pacific Region
Description of Activity	Estimated Quantity*	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	4,157.80	a. Per cubic feet		
2.0 Storage - Records Centre	4,157.80	a. Per cubic feet		
3.0 Accession - Additional Containers	100	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	350	a. Per container		
	10	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	10	a. Per container		
	10	b. Per file		

5.0 Unsuccessful Retrievals	10	a. Per unsuccessful search		
6.0 Refile and Interfile Services	70	a. Per container		
	10	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	30	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	10	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	10	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	10	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	10	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	10	a. Per container		
9.0 Barcode Labels	100	a. Per label		
10.0 Storage Containers	100	a. Per container		
11.0 Scan On Demand Services	10	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	150	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	30	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	150	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	4,157.80	a. Per cubic feet		
Estimated subtotal for the Pacific Region				

Note: For Evaluation Purposes only:

Total Evaluating Price:

National Capital Region Estimated Subtotal + Ontario Region Estimated Subtotal + Prairies and Northern Region (Winnipeg) Estimated Subtotal + Prairies and Northern Regions (Edmonton) Estimated Subtotal + Pacific Region Estimated Subtotal =

\$ _____

1. Firm Unit Prices

- a) The MSP's prices are to be all-inclusive with the exception of fuel surcharge (see Note 1 below) in accordance with all services described in the Statement of Work and Terms and Conditions of the resulting Contract.
- b) When a rate is not identified, it means \$0 for this service.
- c) All prices and costs must be submitted in Canadian Dollars, applicable taxes are extra.

2. The prices specified above, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a) any travel expenses for travel between the Contractor's place of business and the TC Region Offices as specified in section 1.0 of the Statement of Work at Annex A;
- b) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation;
- c) any applicable handling charges for the provision of the goods and services as identified in Annex A – Statement of Work (see Note 2).

3. For "12.2 Destruction Services - Offsite" – rates/prices will apply within a 90 km radius of warehouse locations as specified at 7.1. For "12.2 Destruction Services - Offsite" outside a 90 km radius of warehouse locations, the rate/price will apply as specified at 7.1 plus rates specified at 7.5 for all kilometers over and above 90 km. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.

4. Consumer Price Index Calculation

A CPI calculation will apply to all pricing commencing with Year 2 of the Initial Contract Period and concluding with Option Period 5.

The CPI for Years 2 to 5 of the Initial Period and Option Periods 1 to 5 will be calculated against the following periods.

Year 2 = April 1, 2025 to March 31, 2026

Year 3 = April 1, 2026 to March 31, 2027

Year 4 = April 1, 2027 to March 31, 2028

Year 5 = April 1, 2028 to March 31, 2029

Option Period 1 = April 1, 2029 to March 31, 2030

Option Period 2 = April 1, 2030 to March 31, 2031

Option Period 3 = April 1, 2031 to March 31, 2032

Option Period 4 = April 1, 2032 to March 31, 2033

Option Period 5 = April 1, 2033 to March 31, 2034

The contract rates in Table A will receive an economic price adjustment for the start of the new Contract Year by the percentage change in the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published by Statistics Canada (Consumer Price Index, monthly, not seasonally adjusted (statcan.gc.ca)) for the month of February immediately preceding the new contract year. The following formula will be used:

Economic Price Adjustment (%) = $(A/B - 1) \times 100$

Where:

A = The monthly CPI for All-Items for Canada, for the month of February immediately preceding the new contract year, rounded to 2 decimal places.

B = The monthly CPI for All-Items for Canada, in February from the previous calendar year, rounded to 2 decimal places.

Note 1: Fuel Surcharge

The Fuel Surcharge provision, identified below, is not applicable for the purpose of the financial evaluation of bids but rather will be in effect during the performance of the resulting contract.

Fuel Surcharge are only applicable on the transportation related cost identified under 7.1, 7.2, 7.3, 7.4, 7.5 and 12.2 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease

(or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.kentgrouppltd.com/>) the Bidder will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

Note 2: Handling Charges

Any applicable fee or expense that would be charged to a customer in addition to the stated firm pricing for the provision of a goods or service.

This may include but is not limited to:

- a) -Vehicle loading and usage
- b) -Preparation of items for transportation
- c) -Transportation of items to and from the Contractor's site and the customer's site

Note 3: Re-boxing

If authorized, the Supplier may replace containers when the condition of the container will not support other container in a standard storage configuration, or when the container is not safe for transport or handling. Re-boxing charge includes both the price of the replacement of a container and Labor.

ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. 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); and
- Large Value Transfer System (LVTS) (Over \$25M).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

- A. Mandatory and point rated technical evaluation criteria are included in the Attachment to Part 4 titled "Evaluation Criteria".

4.1.2 Financial Evaluation

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- A. To be declared responsive, a bid must:
 - (i) Comply with all the requirements of the bid solicitation; and
 - (ii) Meet all mandatory criteria; and
 - (iii) Obtain the required minimum of 21points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 33points.
- B. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- C. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- D. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all 3 bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%).

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	78.56	80.89
Overall Rating		1st	3rd	2nd

- H. Should two or more responsive bids achieve an identical highest combined rating of technical merit and price, the bid with the lowest overall price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

Proposal compliance will be evaluated based on the following mandatory and rated requirements. Bidders must provide necessary documentations to support compliance.

When requested in a technical evaluation criterion to demonstrate either Work experience or Project experience, the Bidder must provide customer references as per the required information identified in the criterion.

For each customer reference, the Bidder must, at a minimum, provide the title, name, telephone number and e-mail address of a contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

These are the steps for the technical evaluation:

1. Part 1: Mandatory Technical Criteria

2. Part 2: Point-Rated Technical Criteria

Part 1: Mandatory Technical Criteria

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

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

<p>Mandatory Technical Criteria (MT) For the purpose of the mandatory technical criteria specified below, the experience and resources of the Bidder* will be considered.</p> <p>"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>			
Number	Mandatory Technical Criterion	MET	NOT MET
M1	Bidder Experience		
	<p>The Bidder MUST have a minimum of two separate individual clients within Canada for which the Bidder provided records management and storage services. For each referenced client, the Bidder MUST demonstrate that it:</p> <ul style="list-style-type: none"> • managed a minimum average annual physical records inventory volume of 34,000 cubic feet; and • provided these services for a minimum of the last two full consecutive years leading up to the closing date of this RFP. <p>In order to be compliant with M1, the Bidder's response to this criterion MUST include:</p> <ol style="list-style-type: none"> 1. Name of each client organization; 2. Name and email of a contact who can validate accuracy of services delivered for each client organization; 3. Description of the services provided to each client organization; 		

<p>4. Volume (in cubic feet) of physical records storage provided to each client organization; 5. Period of time when the volume of physical records storage was stored with the Bidder (must meet the two consecutive year period leading up to the closing date of this RFP).</p>			
<p>Note: The Transport Canada cannot be used as a client in response to this criterion.</p>			
<p>M2</p>	<p>Facilities - storage capacity</p>		
<p>The Bidder MUST demonstrate that in the geographical regions, as stated in Annex A: Statement of Work, section 1.0 Title, its total storage capacity (occupied or unoccupied) can store a minimum of 34,000 cubic feet.</p>			
<p>I. In order to be compliant with M2, the Bidder's response to this criterion MUST: Provide the address of each warehouse; and provide the storage capacity for each warehouse (in cubic feet);</p>			
<p>M3</p>	<p>Facilities – Location</p>		
<p>The Bidder MUST demonstrate that in each geographical region, as stated in Annex A: Statement of Work, section 1.0 Title, has at least one (1) storage facility that is located within 90 kilometers of the Transport Canada regional office being serviced.</p>			
<p>Note: All proposed storage facilities must reside within the geographical boundaries of Canada.</p>			
<p>In order to be compliant with M3, the Bidder's response to this criterion MUST include:</p>			
<ol style="list-style-type: none"> 1. the address of each warehouse in the geographical region; and 2. Google mapping images showing the distance in kilometers from the warehouse to the Transport Canada regional office. 3. The search engine that will be used to verify compliance with this criteria is Google Maps. In the event that the distance calculated with the use of an alternative search engine (such as Bing Maps) results in a variance that is equivalent or less than 0.3km over the 50km threshold, the evaluation team will favor compliancy and deem M3 as being met. 			
<p>M4</p>	<p>Services - Retrievals</p>		
<p>The Bidder MUST have experience in providing high volume document retrieval services, with a minimum of 2,400 physical items (i.e. files, records, and/or cartons) retrieved in a one (1) consecutive year period. This one (1) consecutive year period must have been within the last three (3) years from RFP closing date.</p> <p>The Bidder MUST identify as many client organizations as necessary to show a combined minimum of 2,400 records retrieved in the same one-year period used to demonstrate M4 experience.</p> <p>In order to be compliant with M4, the Bidder's response to this criterion MUST include:</p> <ol style="list-style-type: none"> 1. Name of the client organizations(s); 2. Name and email of a contact who can validate accuracy of services delivered for each client organization; 3. Description of the services provided to each of the client organization(s) 4. Number of physical items retrieved for each of the client organization(s); 5. Period of time (start date and end date) when the services were delivered (must meet the one year period within the last three years immediately prior to RFP closing date). <p>Examples of how this criterion may be met:</p> <ol style="list-style-type: none"> 1. The Bidder has one client organization for which it retrieved 2,400 items between January 2022 and January 2023. This example meets the number of retrievals and timeline 			

<p>requirements of this criterion.</p> <p>2. The Bidder has two client organizations where for one the Bidder retrieved 50,000 items between October 2022 and October 2023 and for the other the Bidder also retrieved 50,000 items in the same one year period, for a total of 100,000 retrievals. This example meets the number of retrievals and timeline requirements of this criterion.</p> <p>Note: Transport Canada cannot be used as a client in response to this criterion.</p>			
M5	Services - Customer Service and Web Tracking		
<p>The Bidder MUST demonstrate that that they have the following setups:</p> <ol style="list-style-type: none"> a bilingual (English/French) 24/7 web-based tracking system for on-line inventory, control, retrieval, transportation, and disposal of physical items including but not limited to files, records and boxes. a bilingual toll free customer service line. <p>In order to demonstrate compliance with point 1 of M5, the Bidder MUST provide a summary of operational procedures outlining the functioning and availability of their bilingual 24/7 web-based system. To be considered compliant, the response must include how the tracking system addresses all services listed above.</p> <p>In order to demonstrate compliance with point 2 of M5, the Bidder MUST provide the toll free number of their customer service line.</p>			

Part 2: Point Rated Technical Criteria

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

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

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the Bid will result in a score of zero being assigned against that particular criterion.

The following rating scheme (Table 1) will be used to evaluate the Point Rated Technical Criteria RTC1, RTC2 and RTC3 only.

Table 1	
Point(s) Allocated	Description of Point Award
0	0 points for having provided a poor quality Work Plan which lacks information to demonstrate that the requirement outlined in the criterion is met. Very few details are provided to address the elements identified in the criterion. The Bidder does not demonstrate the minimum capability to meet any elements of the requirement.
4	4 points for having provided an incomplete Work Plan to demonstrate how it meets the requirement outlined in the criterion. Information provided has major deficiencies to address appropriately the elements identified in the criterion. The Bidder does not demonstrate the minimum capability to meet all elements of the requirement.
7	7 points for having provided a Work Plan which adequately meets the requirement outlined in the criterion. Major necessary details are provided and minor deficiencies exist in addressing the elements identified in the criterion. The Bidder demonstrates the capability to adequately meet all elements of the requirement.
10	10 points for having provided an in-depth Work Plan which fully meets the requirement outlined in the criterion. All necessary details are provided and no deficiencies exist in addressing the elements identified in the criterion. The Bidder demonstrates the capability to fully meet all elements of the requirement.

Point Rated Technical Criteria (RTC)
For the purpose of the point rated technical criteria specified below, the experience of the Bidder and its resource(s) will be considered.

The Bidder should prepare a proposal which contains an Approach and Methodology written work plan that identifies the steps to complete the Work outlined in this RFP. The proposal will be evaluated, and points will be allocated as follows:

Number	Point Rated Technical Criterion	Cross Reference to Proposal	Minimum Points Required	Maximum Points Available	Total Points Received
RTC1	<p><u>Start-up and Transition plan (Ingesting)</u></p> <p>The Bidder should demonstrate, using a hypothetical response, its Work Plan of its strategy explaining how the services will be operational on the first day of the contract. The work plan should address:</p> <ul style="list-style-type: none"> - how physical items will be transported between facilities, physical items include boxes and files - how physical items will be ingested into the web-based system for physical item management - how client access to physical items will be maintained during transition in case of a retrieval request - what resources and strategies they have to assist with the training of Transport Canada staff on the web-based system for physical item management. 		<p>Minimum Points Required</p> <p>7 points</p>	<p>Maximum Points Available</p> <p>10 points</p>	
RTC2	<p><u>Risk management and contingency</u></p> <p>The Bidder should demonstrate in its Work Plan that it has an effective risk management and contingency plan that accounts for foreseeable risks in the transportation and management of large quantities of physical items. Foreseeable risks include but are not limited to, loss of boxes and/or contents, damage of boxes and/or contents, and unauthorized access to boxes and/r contents.</p> <p>Definitions:</p> <p>Risk Management the identification, evaluation, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability or impact of unfortunate events or to maximize the realization of opportunities.</p> <p>Contingency Plan a course of action designed to help an organization respond effectively to a significant future incident, event or situation that may or may not happen.</p>		<p>Minimum Points Required</p> <p>7 points</p>	<p>Maximum Points Available</p> <p>10 points</p>	

<p>RTC3</p>	<p><u>Delocation Plan (Excreting)</u></p> <p>The Bidder should demonstrate, using a hypothetical response, its Work Plan of its strategy explaining how client's holdings will be moved out of the MSP's warehouse at the termination of the contract. The work plan should address:</p> <ol style="list-style-type: none"> 1. who will transport items from the current service provider to the new service provider 2. the estimated timelines for removing the number of items (25,000) from its warehouse if the service provider is responsible for transportation <p>the actions to remove the items from the service provider's holdings (i.e. web based inventory system) and transportation to new facility.</p>		<p>Minimum Points Required</p> <p>7 points</p>	<p>Maximum Points Available</p> <p>10 points</p>	
<p>RTC4</p>	<p><u>Environmental Performance Considerations – Environmental Management Systems</u></p> <p>Canada is committed to protecting the environment by incorporating environmentally responsible principles and practices into its operations, and promoting environmental stewardship by integrating environmental performance considerations into the procurement process.</p> <p>Bidders who are registered and/or certified in ISO 14001:2015 will receive points as follows:</p> <p>Registered against ISO 14001:2015 = .5 points Certified against ISO 14001:2015 = 1 point</p> <p>In order to score points, Bidders must provide a copy of a registration or certification in good standing (not expired).</p> <p>Bidders who demonstrate certification will not also receive points for demonstrating registration.</p> <p>International Standards Organization (ISO) Website reference to ISO 14001:2015 Standard.</p> <p>https://www.iso.org/standard/60857.html</p>		<p>Not Applicable</p>	<p>Maximum Points Available</p> <p>1 point</p>	

<p>RTC5</p>	<p><u>Environmental Performance Considerations – Site to Site Proximity</u></p> <p>The Bidder should demonstrate that all their proposed site(s) identified in their bid response for PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1. Offeror's Proposed Site(s) or Premises Requiring Safeguard Measures is within 50 kilometers of the TC sites located at:</p> <table border="1"> <thead> <tr> <th data-bbox="191 474 440 506">Region</th> <th data-bbox="451 474 829 506">HQ Address</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 506 440 594">National Capital</td> <td data-bbox="451 506 829 594">330 Sparks St Ottawa, Ontario K1A</td> </tr> <tr> <td data-bbox="191 594 440 716">Ontario</td> <td data-bbox="451 594 829 716">4900 Yonge Street, Suite 400 North York, Ontario M2N 6A5</td> </tr> <tr> <td data-bbox="191 716 440 837">Prairies and Northern</td> <td data-bbox="451 716 829 837">344 Edmonton Street Winnipeg, Manitoba R3C 0P6</td> </tr> <tr> <td data-bbox="191 837 440 1020">Pacific</td> <td data-bbox="451 837 829 1020">1100 - 9700 Jasper Avenue Edmonton, Alberta T5J 4E6 400-800 Burrard St Vancouver, British Columbia V6Z 2J8</td> </tr> </tbody> </table> <p>Note: All proposed storage facilities must reside within the geographical boundaries of Canada.</p> <p>The search engine that will be used to verify compliance with this criteria is Google Maps.</p> <p>In the event that the distance calculated with the use of an alternative search engine (such as Bing Maps) results in a variance that is equivalent or less than 0.3km over the 50km threshold, the evaluation team will favor compliancy and deem RTC5 as being met.</p>	Region	HQ Address	National Capital	330 Sparks St Ottawa, Ontario K1A	Ontario	4900 Yonge Street, Suite 400 North York, Ontario M2N 6A5	Prairies and Northern	344 Edmonton Street Winnipeg, Manitoba R3C 0P6	Pacific	1100 - 9700 Jasper Avenue Edmonton, Alberta T5J 4E6 400-800 Burrard St Vancouver, British Columbia V6Z 2J8		<p>Not Applicable</p>	<p>Maximum Points Available</p> <p>1 point</p>	
Region	HQ Address														
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Prairies and Northern	344 Edmonton Street Winnipeg, Manitoba R3C 0P6														
Pacific	1100 - 9700 Jasper Avenue Edmonton, Alberta T5J 4E6 400-800 Burrard St Vancouver, British Columbia V6Z 2J8														
<p>RTC6</p>	<p><u>Accessibility Considerations – Audit Room</u></p> <p>The Bidder should demonstrate that their Audit Room (see Statement of Work subsection 4.2.1.9 for details) meets the CSA standard for Seating at Tables and Counters. described in the following section:</p> <p>Section 6.7.1 Spaces at Tables and Counters CSA Standard CSA/ASC B651:23 Accessible design for the built environment (https://www.csagroup.org/wp-content/uploads/2430328.pdf)</p>		<p>Not Applicable</p>	<p>Maximum Points Available</p> <p>1 point</p>											

Minimum Number of Points to Pass:	21
Maximum Number of Points Available:	33
Total Points Received:	

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 General

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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.

5.2 Certifications Required with the Bid

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

5.2.1 Integrity Provisions - Declaration of Convicted Offences

- A. 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.

5.2.2 Security Requirements - Required Documentation

- A. In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) of Public Works and Government Services Canada, the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form, found as Attachment to Part 5 titled "Application for Registration (AFR)", to be given further consideration in the procurement process.
- B. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.3 Certifications Precedent to Contract Award and Additional Information

- A. 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.

5.3.1 Integrity Provisions - Required Documentation

- A. 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-) (<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.

5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. 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 (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>).
- B. 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.
- C. 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](#)" (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>) list during the period of the Contract.
- D. The Bidder must provide the Contracting Authority with a completed attachment 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 Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

ATTACHMENT 1 TO PART 5 - APPLICATION FOR REGISTRATION (AFR)

- A. Please visit the following links for The Application for Registration (AFR):
- (i) “COVER SHEET / FEUILLE DE COUVERTURE
Request for organizational security clearances for bidders
Demande d’attestations de sécurité d’organisation pour soumissionnaires”;
[Forms catalogue Application - GCIntranet - PSPC \(tpsgc-pwgsc.gc.ca\)](#)

 - (ii) “CONTRACT SECURITY PROGRAM (CSP)
APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities”; and
[Forms catalogue Application - GCIntranet - PSPC \(tpsgc-pwgsc.gc.ca\)](#)

ATTACHMENT 2 TO PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

1. 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.
2. For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>) website.
3. Date: _____ (YYYY/MM/DD) (if left blank, the date will be deemed to be the bid solicitation closing date.)
4. 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 Federal Contractors Program for Employment Equity - Certification (refer to the Joint Venture section of the Standard Instructions).

PART 6 - SECURITY, FINANCIAL, AND OTHER REQUIREMENTS

6.1 Security Requirements

- A. Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses; and
 - (ii) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- B. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
- (i) the Bidder's proposed individuals requiring access to sensitive information, assets, or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (ii) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
- C. For additional information on security requirements, Bidders should refer to the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada website.

6.2 Insurance Requirements

- A. 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 the Insurance Requirements (Annex D).
- B. 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

7.1 Statement of Work

- A. The Contractor must perform the Work in accordance with the Statement of Work (Annex A).

7.2 Standard Clauses and Conditions

- A. 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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

- A. The following Supplemental General Conditions apply to and form part of the Contract:

- (i) 4008 (2008-12-12), Personal Information

7.3 Security Requirements

- A. The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:
- i. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of **PROTECTED B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 - ii. The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
 - iii. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
 - iv. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
 - v. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
 - vi. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Contract Security Manual* (Latest Edition)

7.3.1 Contractor's Sites or Premises Requiring Safeguarding Measures

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

[Location(s) to be detailed in the resulting contract]

- B. The Company Security Officer must ensure through the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

- A. The period of the contract is from contract award to March 31, 2029, inclusive.

7.4.2 Option to Extend the Contract

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) 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.
- B. Canada may exercise this option at any time by sending a written notice to the Contractor at least (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:

Name: Tania Cantin
Title: A/Procurement Specialist
Position: Procurement and Materiel Management
Address: Transport Canada
330 Sparks Street
Ottawa, ON, K1A 0N5
E-mail: tania.cantin@tc.gc.ca

- B. 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.

7.5.2 Project Authority

- A. The Project Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

- B. 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.

7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

7.6 Proactive Disclosure of Contracts with Former Public Servants

- A. By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) (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](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment – firm Unit Price(s)

- A. The Contractor will be paid in accordance with the Basis of Payment as set out in Annex “B”.

7.7.2 Limitation of Expenditure

- A. Canada's total liability to the Contractor under the Contract must not exceed \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications, or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (i) when it is 75% committed; or
 - (ii) 4 months before the contract expiry date; or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work;

whichever comes first.

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

7.7.3 Method of Payment – Monthly Payment

- A. Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada; and

- (iii) the Work performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices - Contract

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

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

7.8 Invoicing Instructions

- A. The Contractor must submit invoices in accordance with the section titled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- B. Each invoice must be supported by:
 - (i) A breakdown of the cost elements. Refer to section 4.2.2.3 of the Statement of Work (Annex A) for a detailed description of billing requirements.
- C. Invoices must be distributed as follows:
 - (i) The original must be forwarded to the address shown on page 1 of the Contract for certification and payment;
 - (ii) For invoices not claiming any Travel and Living costs, the Contractor may provide, in lieu of a hard copy, a .pdf copy of the original invoice along with any required supporting documentation to the address shown on page 1 of the Contract; and
 - (iii) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Project Authority in its covering e-mail. Invoices claiming Travel and Living costs must be submitted in hard copy in order to provide original receipts, as per Treasury Board regulations.

7.9 Certifications and Additional Information

7.9.1 Compliance

- A. 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

- A. 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](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html) (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

- A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.11 Priority of Documents

- A. If there is a discrepancy between the wordings of any of the 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.
- (i) The Articles of Agreement;
 - (ii) The supplemental general conditions [4008](#) (2008-12-12), Personal Information;
 - (iii) The General Conditions [2035](#) (2023-06-08), General Conditions - Higher Complexity - Services;
 - (iv) Annex A, Statement of Work;
 - (v) Annex B, Basis of Payment;
 - (vi) Annex C, Security Requirements Check List;
 - (vii) Annex D, the insurance requirements
 - (viii) the Contractor's bid dated [\[date to be specified in the resulting contract\]](#)

7.12 Insurance - Specific Requirements

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

7.13 Inspection and Acceptance

- A. The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection

Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.14 Work Site Access

- A. Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

7.15 Handling of Personal Information

- A. The Contractor acknowledges that Canada is bound by the *Privacy Act*, R.S., 1985, c. P-21 (<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>), with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created, or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of, or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- B. All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

7.16 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*" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>).

7.16.1 Dispute Resolution - Office of the Procurement Ombudsman

- A. The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other Party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the *Procurement Ombudsman Regulations* (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#).

ANNEX A – STATEMENT OF WORK

1.0 Title

Offsite physical records storage and management services for TC offices in Ontario, the National Capital Region, Manitoba, Alberta, and British Columbia.

Region	HQ Address
National Capital	330 Sparks St Ottawa, Ontario K1A
Ontario	4900 Yonge Street, Suite 400 North York, Ontario M2N 6A5
Prairies and Northern	344 Edmonton Street Winnipeg, Manitoba R3C 0P6 1100 - 9700 Jasper Avenue Edmonton, Alberta T5J 4E6
Pacific	400-800 Burrard St Vancouver, British Columbia V6Z 2J8

2.0 Objective

The Transport Canada (TC) requires a Managed Services Provider (MSP) to store its paper-based records inventory and to provide records management services. The MSP must ensure that the TC paper records inventory is identified, accessioned, physically stored, and made available to the department upon request.

3.0 Background

TC's mission is to serve the public interest through the promotion of a safe and secure, efficient and environmentally responsible transportation system in Canada. Pursuant to this mission, TC collects and creates physical records holdings, which include documents such as, licenses, audits, consultations, agreements, maps and corporate records. These documents are retained and disposed of in accordance with the retention and disposition scheduling requirements set out in the department's relevant legislation and corporate policies.

TC has a requirement to send its closed physical records to offsite warehouses for storage to be retained until their retention periods are met and the records can be disposed. Retention periods for TC files range anywhere from 2 to 100 years, although most TC files have a retention period of 10 years once they are in offsite storage. Once files are in offsite storage, TC may need to retrieve them back to its offices in order to meet a range of operational requirements. Once closed files have met their retention periods and have received approval for disposition from the originating business unit, TC must be able to permanently withdraw the files from the contractor's warehouse inventory in order to transfer them to the custody of Library and Archives Canada (aka archival transfer) or have them securely destroyed.

4.0 Tasks/ Deliverables

The MSP must be able to carry out tasks related to the following three phases:

- 1.1 Initial Move and Start-up
- 1.2 Ongoing Storage and Records Management Services
- 1.3 Termination and De-location

4.1 Initial Move and Start-Up

The Initial Move and Start-Up Phase refers to the period of time and activities associated with the transfer of TC's records inventory data from the current MSP into the new MSP's inventory system and the transfer of TC's physical records inventory into the management and care of the new MSP. The daily transfer of boxes from the former MSP to the new MSP is estimated at 500 boxes per weekday per warehouse facility.

This Initial Move and Start-Up Phase requires the new MSP to complete the following tasks:

- Provide TC with the name and contact information of a primary point of contact from the new MSP who has been assigned the responsibility of managing the intake of the TC records inventory from the former MSP. The new MSP contact must provide TC with status updates on the move, highlight any issues that occur, and be available to TC for problem resolution as required.
- Establish protocols to securely transfer records inventory data between TC's former MSP inventory system to the new MSP's inventory system. TC must test and approve these protocols in order to allow the transfer phase to commence following contract award.
- Receive, accession and store the TC records inventory transferred from the former MSP in its regional warehouse facilities. Note: The actual Quantity of boxes/ cubic feet of holdings identified may vary by +/- 25% at time of contract start.
- Review the physical inventory of TC boxes received from the former MSP against an inventory listing that TC will provide to the new MSP in order to confirm that the transfer of the TC inventory is complete. If any parts of the TC inventory are not identified during the physical review, the new MSP must flag these to TC so that TC may work with the former MSP to identify any missing inventory.
- Provide urgent retrieval services to TC for records that are in the process of transfer in order to ensure uninterrupted services to TC employees.
- Provide training sessions and materials to TC records staff one month prior to the initial move in order to ensure that TC staff are able to use the MSP inventory system and be fully operational by the time that the inventory transfer is complete.

The Initial Move and Start-Up Phase must be completed for the NCR holdings by August 31, 2024 and for all other regions by March 31, 2025.

4.2 On-Going Storage and Records Management Services

The On-Going Storage and Records Management Services phase refers to the day-to-day operational services that the MSP will provide to TC after the Initial Move and start-up phase has been completed.

On-Going Storage and Records Management Services includes the following tasks:

4.2.1 Functional requirements

4.2.1.1 Storage

Storage is the physical act of safekeeping records held by the MSP in a safe and secure warehouse environment on behalf of Transport Canada.

Warehouse Storage Facilities must:

- Receive, record and store documents/ records material, such as, but not limited to correspondences, memoranda, books, plans, maps, drawings, diagrams, pictorial/ graphic works, photographs, films, microfilms, sound recordings, videotapes, machine readable records and any other documentary material regardless of physical form of characteristics.
- Be above grade and be completely free of leaks or other openings and include a climate-controlled

fire-resistant vault, for all geographical regions, for storage of electronic records, designed to protect against corruption, contamination and exposure.

- The vault must be capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/- 5%). The vault must further be capable of maintaining a low particulate contaminant environment. The climate control specifications above only apply to the vault and not to the general records storage area.
- Be monitored 24 hours a day, seven days a week for fire, floods and unauthorized entry;
- Be constructed of fire-resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster;
- Be protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system, all monitored by the MSP's own security resources or a security service company twenty-four (24) hours a day, seven (7) days a week;
- Allow for all information holdings regardless of medium to be stored on clean fire-resistant shelving units, properly braced and at least three (3) inches off the floor and all shelving must meet local seismic and fire code regulations for use in a document or media storage facility;
- Operate with a Bar Code System able to identify the location of all information holdings;
- Have the Receiving and Shipping dock(s) adjacent to the Records Warehouse capable of accommodating vehicles up to and including semi- trailers.
- Provide local personnel from the Records Warehouse Facilities to be available to answer Identified User's enquiries for pick-up, delivery and destruction requirements during normal working hours of 8am – 5pm Monday to Friday inclusive in all of the time zones in which services are to be provided, except provincial statutory holidays for each storage location.

4.2.1.2 Accession

An accession is a procedure by which the MSP acquires or takes physical custody of, or otherwise takes responsibility of a new item. This includes the documentation of the transfer, including the carton barcode registration, into the MSP's Information Management Control System (IMCS), in order to locate the item in the future when requested by the TC. Within the context of this document, the term accession does not refer to items for which the MSP has taken physical custody and responsibility during the Initial Move and Start-up Phase.

The Minimum Metadata requirements must include the following tombstone data:

- Locating/ finding aids and data
- Bar code, unique identifier data
- Ownership data
- Description(s)
- Dates

The MSP will receive pre-indexed, carton-level records to be accessioned to the MSPs custody and tracked in its IT System Portal.

The MSP must confirm that boxes received are packaged and identified according to the requirements as defined by TC. Items incorrectly sent to the MSP must be returned to TC as part of a rejection process.

The Media requiring access to storage include the following:

- Container(s)
- File(s)
- Media item(s)

The Metadata requirements may include the following as directed by TC:

- Accession Number
- Amended Date
- Client
- Creation Date
- Cost Centre (owner)
- Cost Centre (bill to)
- Container Number
- Container Bar code
- Location Description
- Container Type
- Container size
- Essential Record
- Security Level
- Container Group Category
- Received Date
- Record Date Range
- Record Description
- Disposition Planned Date
- Client Disposition Decision
- Archivist Disposition Decision
- Disposition Approved Date
- Actual Disposition Date
- Disposition Method
- Estimated Usage
- Media Type
- Physical placement to storage location

4.2.1.3 Retrieval & Delivery

Retrieval & delivery is the service of physically locating an item from storage and packaging or preparing it for delivery to an authorized client (a Transport Canada employee). Retrievals are requested by TC to MSP on the basis of internal client requests and are subject to service level agreements as detailed below. Retrieval requests are distinct from Pick-up requests (see below an explanation of pick-up requests and related SLAs).

Retrieval & delivery services are required for the retrieval from storage of the following items:

- Container(s)
 - File(s)
 - Document(s)
- The MSP must update the department of TC's information in their IT System Portal, to reflect the service requisition processing status and update record metadata requirements.
 - If a record or records cannot be found in the expected location, the MSP must follow an agreed upon search process and reporting of inability to produce TC record(s). The expected search process should follow this procedural outline:
 - When searching for a file inside a box, MSP should search for the file number or title, whichever is given, on the side or front file labels.
 - If file is not found, MSP should report back to us via email referencing the order number of the

original file request. The failed request should also be logged in the MSP database, visible to us.

- The MSP must identify and sort all retrievals requests according to TC delivery destinations in order to efficiently transport records to TC clients.
- The MSP will be expected to provide retrieval & delivery services in accordance with the standards outlined in Table 1: Retrieval & Delivery Service Level Agreement (SLA) for items stored within warehouses that are within a 90 KM radius of the TC delivery destinations.

Note: All proposed storage facilities must reside within the geographical boundaries of Canada.

- The MSP must monitor the performance levels of the retrieval & delivery services provided to TC and produce a report on service level results at the request of TC.

Table 1: Retrieval & Delivery Service Level Agreement (SLA)		
Service Type	Request Cut Off Time	Guaranteed Delivery
Standard	3:30pm	5:00pm next business day
Half-day	11:00am	5:00pm same day
Rush	4:00pm	12:00 noon next business day

4.2.1.4 Scan on Demand

Scan on demand, aka digitization, is the service of creating a digital image of a physical item in storage with the MSP on a one-off basis. Because the scanning of the physical item will not result in the disposal of the physical item, scan on demand is considered to be an alternative delivery option to the retrieval of physical files. This service is not applicable in scenarios where a large-scale digitization project is planned.

Scan on demand services are required for the alternative retrieval from storage of the following items:

- File(s)
 - Document(s)
 - Microfilm/fiche(s)
- The MSP must prepare the physical items for scanning by removing any bindings, clips, or staples and ensure that the condition of the item is maintained throughout the scanning process.
 - Once scanned, the MSP must conduct quality assurance to ensure that the scanned items have been fully and accurately captured.
 - The scanned document must be stored on a network secured for up to Protected B information and be transmitted to TC using a TC approved secure transfer protocol.

4.2.1.5 Refile

A refile service occurs when an item, file, or container is returned to the MSP storage facility following a retrieval request by TC.

4.2.1.6 Interfile

An interfile service occurs when a new file or document is sent by TC to storage and inserted into an existing carton or file.

4.2.1.7 Pick-up

Pick-up is a service where items are picked up at TC by the MSP for transport to an MSP warehouse for storage.

The MSP must pick up containers from TC for new and/or returning containers within a maximum of three (3) business days from the time of entry request into the MSP web portal.

4.2.1.8 Transportation

Transportation is the act of physically moving records from one facility to the next, this includes but is not limited to:

- Preparation of records as required to facilitate the transportation process
- The loading of records onto the transportation conveyance
- Conveying the records to the delivery location and the unloading of same records.

The MSP must provide transportation, equipment, and personnel for the pickup / delivery and destruction requests.

The MSP must provide shipment administration services to prepare requested records for transportation.

The MSP will supply all necessary envelopes and packaging material for the packaging of documents associated to a retrieval and delivery request at no additional cost to TC.

The MSP, in preparation for transportation, must prepare and package records as per the agreed upon procedures and service levels (transportation preparation services are subject to change), including:

- Shrink-wrapping or strapping;
- Use of pallet and lift machine.

The MSP must ensure all shipments prepared by the MSP are packaged using procedures and materials that have the following characteristics:

- Durable;
- Waterproof;
- Tamperproof;
- Non-transparent;
- Secure.

All packaging material must be labelled for destination and be easily identifiable throughout the transportation process.

The MSP, in consultation with TC, must aggregate and consolidate shipments by TC delivery destination in order to efficiently transport records to TC users and minimize transportation costs.

4.2.1.9 Proof of Delivery and Chain of Custody Tracking

The MSP must use a TC approved process for Proof-of-Delivery (POD) for any shipment.

The MSP must ensure that Proof-of-Delivery requests are available through web-based shipping tools, or through a live customer service representative.

The MSP must, when supplying transportation, provide auditable chain of custody tracking and reporting for each pickup and delivery request.

The MSP must provide a detailed Chain of Custody tracking of all service activities.

4.2.1.10 Audit Room

The MSP must provide an audit room on site at each of the warehouse(s) for the use by Identified Users to examine the requested information available for their inspection. The room must be equivalent to the Offeror's standard office environment and equipped with one work table and two chairs and of sufficient size to accommodate two individuals.

4.2.1.11 Delocation during ongoing usage

De-location (permanent withdrawal) is the one-time action and services performed to remove records from the MSP's custody.

De-location includes the following tasks:

- Provide TC with the name and contact information of a primary point of contact from the MSP who has been assigned the responsibility of managing the de-location of the TC records from the MSP. The MSP contact must provide TC with status updates on the move, highlight any issues that occur, and be available to TC for problem resolution as required.
- Permanent withdrawal of the identified TC physical records holdings within the MSP's warehouse(s).
- Secure transportation of the identified TC physical records holdings within the MSP's warehouse(s) to TC.
- The MSP must update their IT Systems Portal to reflect the that the record(s) has/have been removed from the warehouse inventory.

4.2.1.12 Archival Destruction

Archival destruction is the service provided by the MSP of securely destroying cartons and their physical contents upon authorization by TC for cartons that are in storage with the MSP. Archival Destruction does not include the services defined under Offsite Shredding in this document.

- Certified Secure Destruction is the act of destroying a record using a shredder, disintegrator, or similar mechanism that renders a record unidentifiable and the issuance of a written certification attesting to the destruction of specific records.
- The MSP must provide all vehicle(s), equipment, and personnel for the pickup/ delivery involved in secure destruction services.
- The MSP must provide secure destruction services for paper, microforms, and electronic media that meets the secure destruction requirements of TC.
- The MSP must have in place a media recycling and disposal program to ensure end-of-life material is managed in a secure and environmentally sound manner consistent with the principles of sustainable development.
- The MSP must provide a Certificate of Destruction and update the MSP's IT System Portal to reflect the delocation (permanent withdrawal) of the item and certified destruction. The Certificate of Destruction will identify material destroyed, the date of destruction, and the signature of the Identified

User who witnessed destruction.

- The MSP must provide a closed loop destruction service (an unbroken chain of custody from storage to certified confidential destruction).
- The MSP must ensure that all destruction is done within Canada.

4.2.1.13 Offsite Shredding

Offsite shredding refers to materials destruction performed at a secure facility. This service includes collection and transport of TC paper-based materials for secure destruction via shredding.

4.2.1.14 Onsite Shredding

Onsite shredding refers to materials destruction performed at or near a TC office location using a mobile shredding unit. This service includes collection and secure destruction of TC paper-based materials via shredding.

4.2.1.15 Re-boxing

The MSP must repackage damaged cartons in appropriate and similar sized cartons. Cartons identified by the MSP as not having sufficient structural integrity, or damaged beyond reasonable repair are to be relabeled, and contents transferred in the same order to a new carton.

The MSP must update the IT System Portal to indicate the new carton barcode, reference as a cross reference to the original barcode and to update and assign reporting of the finding aid data. The MSP must notify TC of such changes.

4.2.1.16 Supplies

Unique Identifier Labels:

- The MSP must supply at the request of TC unique numbered carton, file and document-level identification labels using barcode in order to support lifecycle activities for purchase.

Storage Cartons:

- The MSP must supply at the request of TC various standard sized storage cartons for purchase. Required carton dimensions include, but are not limited to:
 - Legal/Letter: A carton designed to store both legal and letter sized materials. Cartons are approximately 10"x12"x15" (one piece, carton lid included and attached).
 - Other: Large document cartons. For example: blueprints, architectural plans.

4.2.2 Non-functional requirements

4.2.2.1 Portal Interface

The MSP must have a comprehensive IT System Portal that is available 24/7 in both official languages. The system must deliver the following:

- Comprehensive inventory management of holdings;
- Provide ongoing data related to the tracking, location, audit and final disposition of hardcopy records, electronic and other media;
- Accurate retrieval requests and on-time delivery;
- Immediate update/ changes to authorized users list;
- Set up/ establish new user organizations and shipping locations;

- Initiate and review online invoice inquiries;
- Order tracking, notification and confirmation of orders;
- Real time, inventory of TC's information holdings;
- On-line pick-up storage requests and delivery services in receipt of Government of Canada owned recorded information holdings.

4.2.2.2 Reporting

The IT System Portal must be capable of providing real-time ad-hoc reports on all aspects of the client department inventory holdings and service activity. The reports must be capable of drill down to the carton/file/item level description or any other metadata element.

Required reports may include but not be limited to the following:

- Information Storage and Retrieval Work in the identified warehouse or vault
- Shredding / Destruction Work by location
- Inventory
- Billing
- Ad-hoc or user defined reports
- Disposition Eligibility

The MSP must have the capability to analyze information, issue management reports and recommendations to meet the Government of Canada's record keeping and business objectives. Report details and delivery need to be available at an individual "cost center" level. The system may be described as an Inventory Control/Inventory Management Asset tracking system. This system must have Bar Coding capability that is web-enabled, capable of providing reports and form customization in both official languages.

4.2.2.3 Billing

The MSP must ensure all billing codes and service definitions are available for review by TC in various report formats.

The MSP's billing must have the ability to provide comprehensive aggregation of financial costs reflective of TC's organizational structure. Reporting billing features will include:

- The ability to create separate invoices for selected or all of TC's defined organizational billing units;
- The ability to bill storage and services;
- The ability to bill for storage only;
- The ability to bill for services only by TC defined organizational billing units;
- The MSP's billing must support multiple storage billing criteria, including:
 - Cubic foot;
 - Box/Box letter-legal;
 - Box/Box voucher;
 - Linear feet;
 - File.

The MSP must provide invoicing for services, storage billing and detailed transactional reports on a monthly basis.

The MSP must provide detailed customizable client billing reports.

4.3 Termination and De-location

The Termination and De-location refers to the phase when the contract for offsite physical records storage and management services has come to the end. Option to extend the contract is subject to Article 4.2 Term of Contract / Option to Extend the Contract. If option is not exercised, de-location at the expiry of the contract is

the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.

The MSP must update their IT Systems Portal to reflect delocation.

Termination and De-location includes the following tasks:

- Provide TC with the name and contact information of a primary point of contact from the MSP who has been assigned the responsibility of managing the de-location of the TC records inventory from the MSP. The MSP contact must provide TC with status updates on the move, highlight any issues that occur, and be available to TC for problem resolution as required.
- Providing a complete listing of TC records inventory in storage with the MSP at the time that the contract is terminated.
- Secure transfer of TC records inventory data to the new MSP's inventory system.
- Permanent withdrawal of all TC physical records holdings within the MSP's warehouse(s).
- Secure transportation of all TC physical records holdings within the MSP's warehouse(s) to the new MSP's warehouse(s).
- The MSP must possess as a minimum capability, the ability to accurately remove from storage, update inventory, palletize and shrink wrap the inventory material for transportation in quantities of 500 containers daily per warehouse location.

5.0 Limitations and Constraints

If in the event that information holdings, regardless of medium in which the information is recorded are damaged as a result of a man made or natural disaster, the MSP must notify the Project / Technical Authority within twelve hours of the occurrence of the disaster.

The MSP must notify the Project / Technical Authority of any proposed change in any of the warehouse locations at least one hundred and twenty (120) days in advance of any proposed changes unless otherwise agreed to by both Parties.

In the case of any changes in locations of the warehouses, the MSP must demonstrate that the new site location will meet all of the conditions established in the Contract for the facility before any of the holdings will be moved to the new locations. In such cases, the MSP must assume all transportation and relocation costs.

Any change in warehouse location must be approved by the Project / Technical Authority.

All deliverables and services rendered under the Contract are subject to inspection by the Project / Technical Authority or a designated representative of TC. The Project / Technical Authority reserves the right to reject or require correction to any work not carried out to the satisfaction of TC or work not meeting the standards outlined in the Statement of Work (SOW).

TC reserves the right to inspect the Records Storage and Destruction Facility(s) at any time during the life of the Contract. TC must be satisfied that the Contractor follows good warehousing and records management practices.

6.0 Geographic Requirements

MSP must ensure that all TC records (including back-up tapes and all other formats) will only be processed, stored, maintained and destroyed by the MSP within Canadian borders.

The MSP must ensure that all information technology (including databases, data input, servers, processing, storage, accessing, and all electronic back- ups) will be processed and housed within Canada at Protected B level.

7.0 Technical Requirements

The MSP must maintain an unclassified transactional record of each retrieval service request. All protected information from the client request must be deleted following completion of the service.

The MSP must retain the following details of the transaction in their IT System Portal: Item transaction code, requestor name, requestor email, delivery address, work location, activity type, record barcode number and the date of request. All other information must be deleted from the MSP's servers following completion of the service.

8.0 Official Languages

The MSP must ensure that all services and communications, written or verbal, are provided in both official languages.

The MSP must ensure all on-line, web-based customer accessed systems must be offered in both official languages of Canada. This includes all customer services using any web-based, telephone or call-centre customer service interfaces.

The table below indicates the languages and the minimum language proficiency with which the Contractor's resources must perform the Work:

Language:	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French
Language Proficiency Grid:	
Oral	<input checked="" type="checkbox"/> Advanced Level A person speaking at this level can: <ul style="list-style-type: none"> • support opinions • understand and express hypothetical and conditional ideas
Comprehension	<input checked="" type="checkbox"/> Advanced Level A person reading at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning • have a good comprehension of specialized or less familiar material
Written	<input checked="" type="checkbox"/> Advanced Level A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner

9.0 Accessibility

Printed labels on packages shipped to TC must be clearly visible in large, printed text. The Contractors portal to manage boxes being stored and destructed must be easily accessible to TC employees, it must include accessibility features to assist with the visually impaired. If it is determined that a feature within the system is not accessible the Contractor must communicate with the Project / Technical authority, to come up with a potential solution to the accessibility need.

10.0 Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole

life cycle of the product and/or service. Therefore, TC encourages product/service Contractors to improve their operations to reduce their negative impact on the environment.

10.1 Environmental Properties Behaviour Recommended

10.1.1 Shipping and Packaging

The Contractor is encouraged to:

- Reduce Packaging volume and weight for any goods shipped to TC.
- Use reusable shipping materials, including plastic, crates and corrugated boxes.

ANNEX B – BASIS OF PAYMENT [To be completed upon contract award]

For fulfilling all its obligations as specified under the contract, the Contractor will be paid a price as per Table A below.

Period: From Contract Award to March 31, 2029

TABLE A:

			National Capital Region
Description of Activity	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	a. Per cubic feet		
2.0 Storage - Records Centre	a. Per cubic feet		
3.0 Accession - Additional Containers	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
5.0 Unsuccessful Retrievals	a. Per unsuccessful search		
6.0 Refile and Interfile Services	a. Per container		
	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3)	a. Per container		
9.0 Barcode Labels	a. Per label		

10.0 Storage Containers	a. Per container		
11.0 Scan On Demand Services	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	a. Per cubic feet		

			Ontario
Description of Activity	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	a. Per cubic feet		
2.0 Storage - Records Centre	a. Per cubic feet		
3.0 Accession - Additional Containers	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per file		
5.0 Unsuccessful Retrievals	a. Per unsuccessful search		
6.0 Refile and Interfile Services	a. Per container		

	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	a. Per container		
9.0 Barcode Labels	a. Per label		
10.0 Storage Containers	a. Per container		
11.0 Scan On Demand Services	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	a. Per cubic feet		

			Prairies and Northern Regions (Winnipeg)
Description of Activity	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	a. Per cubic feet		
2.0 Storage - Records Centre	a. Per cubic feet		

3.0 Accession - Additional Containers	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
5.0 Unsuccessful Retrievals	a. Per unsuccessful search		
6.0 Refile and Interfile Services	a. Per container		
	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	a. Per container		
9.0 Barcode Labels	a. Per label		
10.0 Storage Containers	a. Per container		
11.0 Scan On Demand Services	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the	a. Per cubic feet		

one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.			
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Description of Activity	Unit of Measure	Price per Unit of Measure	Prairies and Northern Regions (Edmonton)
			Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	a. Per cubic feet		
2.0 Storage - Records Centre	a. Per cubic feet		
3.0 Accession - Additional Containers	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	a. Per container		
	b. Per file		
5.0 Unsuccessful Retrievals	a. Per unsuccessful search		
6.0 Refile and Interfile Services	a. Per container		
	b. Per file		
7.1 Transportation - Standard Service (See Note 1)	a. Per container		
7.2 Transportation - Half day Service (See Note 1)	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	a. Per container		
9.0 Barcode Labels	a. Per label		
10.0 Storage Containers	a. Per container		

11.0 Scan On Demand Services	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	a. Per cubic feet		

			Pacific Region
Description of Activity	Unit of Measure	Price per Unit of Measure	Price
1.0 Accession - Initial Move A carton accession is a procedure by which the Managed Services Provider (MSP) acquires or takes physical custody of, or otherwise takes responsibility of a container.	a. Per cubic feet		
2.0 Storage - Records Centre	a. Per cubic feet		
3.0 Accession - Additional Containers	a. Per container		
4.1 Retrieval - Standard Service (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per file		
4.2 Retrieval - Half Day Service (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per File		
4.3 Retrieval - Rush Service (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per file		
4.4 Retrieval - Outside Core Business Hours (See section 4.2.1.3 of the Statement of Work)	a. Per container b. Per file		
5.0 Unsuccessful Retrievals	a. Per unsuccessful search		
6.0 Refile and Interfile Services	a. Per container b. Per file		

7.1 Transportation - Standard Service (See Note 1)	a. Per container		
7.2 Transportation – Half day Service (See Note 1)	a. Per container		
7.3 Transportation - Rush Service (See Note 1)	a. Per container		
7.4 Transportation - Outside Core Business Hours (See Note 1)	a. Per container		
7.5 Transportation - Standard Service outside 90km Service Radius (See Note 1)	a. Per kilometers		
8.0 Re-boxing Services (Price Does not include cost of storage container. (See Note 3))	a. Per container		
9.0 Barcode Labels	a. Per label		
10.0 Storage Containers	a. Per container		
11.0 Scan On Demand Services	a. Per page		
12.1 Destruction Services - Archival (Price includes all services necessary to complete destruction except for de-location)	a. Per container		
12.2 Destruction Services – Offsite (See Note 1)	a. Per container		
12.3 De-location – De-location is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition.	a. Per container		
13.0 Termination and de-location refers to the phase when the contract for offsite physical records storage and management services has come to an end. De-location is the one-time action and services performed to remove records from the MSP's custody to return to TC or to transfer into the custody of a different MSP.	a. Per cubic feet		

1. Firm Unit Prices

- d) The MSP's prices are to be all-inclusive with the exception of fuel surcharge (see Note 1 below) in accordance with all services described in the Statement of Work and Terms and Conditions of the resulting Contract.
- e) When a rate is not identified, it means \$0 for this service.
- f) All prices and costs must be submitted in Canadian Dollars, applicable taxes are extra.

2. The prices specified above, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- d) any travel expenses for travel between the Contractor's place of business and the TC Region Offices as specified in section 1.0 of the Statement of Work at Annex A;
- e) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation;

- f) any applicable handling charges for the provision of the goods and services as identified in Annex A – Statement of Work (see Note 2).

3. For “12.2 Destruction Services - Offsite” – rates/prices will apply within a 90 km radius of warehouse locations as specified at 7.1. For “12.2 Destruction Services - Offsite” outside a 90 km radius of warehouse locations, the rate/price will apply as specified at 7.1 plus rates specified at 7.5 for all kilometers over and above 90 km. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.

4. Consumer Price Index Calculation

A CPI calculation will apply to all pricing commencing with Year 2 of the Initial Contract Period and concluding with Option Period 5.

The CPI for Years 2 to 5 of the Initial Period and Option Periods 1 to 5 will be calculated against the following periods.

Year 2 = April 1, 2025 to March 31, 2026

Year 3 = April 1, 2026 to March 31, 2027

Year 4 = April 1, 2027 to March 31, 2028

Year 5 = April 1, 2028 to March 31, 2029

Option Period 1 = April 1, 2029 to March 31, 2030

Option Period 2 = April 1, 2030 to March 31, 2031

Option Period 3 = April 1, 2031 to March 31, 2032

Option Period 4 = April 1, 2032 to March 31, 2033

Option Period 5 = April 1, 2033 to March 31, 2034

The contract rates in Table A will receive an economic price adjustment for the start of the new Contract Year by the percentage change in the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published by Statistics Canada (Consumer Price Index, monthly, not seasonally adjusted (statcan.gc.ca)) for the month of February immediately preceding the new contract year. The following formula will be used:

Economic Price Adjustment (%) = $(A/B - 1) \times 100$

Where:

A = The monthly CPI for All-Items for Canada, for the month of February immediately preceding the new contract year, rounded to 2 decimal places.

B = The monthly CPI for All-Items for Canada, in February from the previous calendar year, rounded to 2 decimal places.

Note 1: Fuel Surcharge

The Fuel Surcharge provision, identified below, is not applicable for the purpose of the financial evaluation of bids but rather will be in effect during the performance of the resulting contract.

Fuel Surcharge are only applicable on the transportation related cost identified under 7.1, 7.2, 7.3, 7.4, 7.5 and 12.2 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.kentgrouppltd.com/>) the Bidder will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

Note 2: Handling Charges

Any applicable fee or expense that would be charged to a customer in addition to the stated firm pricing for the provision of a goods or service.

This may include but is not limited to:

- d) -Vehicle loading and usage
- e) -Preparation of items for transportation
- f) -Transportation of items to and from the Contractor's site and the customer's site

Note 3: Re-boxing

If authorized, the Supplier may replace containers when the condition of the container will not support other container in a standard storage configuration, or when the container is not safe for transport or handling. Re-boxing charge includes both the price of the replacement of a container and Labor.

ANNEX C – SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat T8080-230536
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Government of Canada
Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat T8080-230536
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

ANNEX D – INSURANCE REQUIREMENTS

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice

234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation or any changes to the insurance policy.