

RETURN OFFERS TO:
RETOURNER LES OFFRES À:
Bid Receiving - Réception des soumissions:

bidsubmissions.gen-nhqcontracting@csc-scc.gc.ca

**REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES**

**National Master Standing Offer (NMSO)
Offre à commandes maître nationale (OCMN)**

Canada, as represented by the Minister of the Correctional Service of Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service correctionnel Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments — Commentaires :

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Drinking Water & Wastewater Laboratory Services	
Solicitation No. — N° de l'invitation 21120-24-4672190	Date: March 28, 2024
Client Reference No. — N° de Référence du Client 21120-24-4672190	
GETS Reference No. — N° de Référence de SEAOG 21120-24-4672190	
Solicitation Closes — L'invitation prend fin at / à : 2PM On / Le : April 26, 2024	Time Zone Fuseau horaire Eastern Standard Time (EST)
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Stephanie.gigoux@csc-scc.gc.ca	
Telephone No. – N° de téléphone:	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas de dispositions en matière de sécurité.	

**Instructions: See Herein
Instructions : Voir aux présentes**

Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

- 2.1 The Correctional service of Canada (CSC) in collaboration with the Environmental Protection Program has a requirement for drinking water and wastewater testing on a National level.
- 2.2 The period of the Standing Offer will be from date of issuance to three (3) years later (Dates to be inserted at SO Issuance) and will include two (2) additional one (1) year optional period.
- 2.3 The requirement is subject to the following provisions:
- Canadian Free Trade Agreement (CFTA)
 - Canada–Chile Free Trade Agreement
 - Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
 - Canada–Colombia Free Trade Agreement
 - Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
 - Canada–Honduras Free Trade Agreement
 - Canada–Korea Free Trade Agreement
 - Canada–Panama Free Trade Agreement
 - Canada–Peru Free Trade Agreement
 - Canada–Ukraine Free Trade Agreement
 - Canada-United Kingdom Trade Continuity Agreement
 - World Trade Organization–Agreement on Government Procurement (WTO-GPA)

2.4 Conditionally Set-aside Under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This requirement is open to both Indigenous and non-Indigenous businesses. All interested suppliers may submit an offer. However, offerors are to note that this requirement is subject to a preference for Indigenous suppliers and will be set-aside under the federal government Procurement Strategy for Indigenous Business (PSIB) if Canada receives two or more responsive offers from Indigenous businesses who meet the requirements of the PSIB.

Indigenous businesses that have not already registered in the Indigenous Services Canada (ISC) Indigenous Business Directory should do so. Additional information on the Indigenous Business Directory is available at the following link:

<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658#c3>.

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

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

5. Multiple Standing Offers

It is intended to result in the award of up to a maximum of **eleven (11) standing offers (SO)**. See example following:

One (1) or two (2) SO for Atlantic Region (ATL);

One (1) or two (2) SO for Quebec Region (QC);

One (1) or two (2) SO for Ontario Region (ONT);

One (1) or three (3) SO for Prairie Region (PRA); and

One (1) or two (2) SO for Pacific Region (PAC).

Each SO will be for a period of three (3) years with two (2) one (1) year option periods.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The 2006 (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.

- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers

is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;

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

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Offerors should submit their technical offer and financial offer in two (2) separate documents.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third-party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex D – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

1.2.1 Evaluation of Price – Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection - Mandatory Technical Criteria Only

SACC Manual Clause M0031T (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

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

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:

it has read and understands the Ineligibility and Suspension Policy;

it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;

it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;

it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;

none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and

it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;

Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or

Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive or to set aside a Standing Offer if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.4 Language Requirements

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, the individual(s) proposed in its bid will be:

For PAC, PRA, ONT and ATL Regions with the exception of the Province of New Brunswick; fluent in **English**. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

For the province of New Brunswick; fluent in both official languages of Canada (**French and English**). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

For QUE Region; fluent in **French**. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

1.5 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

2.1 There is no security requirement applicable to the Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is **from _____ to _____**. **(To be provided at issuance of Standing Offer)**

4.2 Extension of Standing Offer

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

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Stéphanie Gigoux or delegate
Title: Procurement Officer
Correctional Service of Canada
Branch or Directorate: Contracting and Materiel Services
E-mail address: stephanie.gigoux@csc-scc.gc.ca

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

5.2 Project Authority (To be provided at issuance of Standing Offer)

The Project Authority for the Standing Offer is:

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

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

5.3 Offeror's Representative (To be provided at issuance of Standing Offer)

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

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
National Headquarter Region

8. Call-up Procedures

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed:

\$100,000.00 for a single Standing Offer (Applicable Taxes included); or

\$200,000.00 for a combination of both commodities (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ **(To be provided at issuance of Standing Offer)** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **three (3)** months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Offeror's offer dated _____ **(To be provided at issuance of Standing Offer)**

12. Certifications and Additional Information

12.1 Compliance

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

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. **(To be provided at issuance of Standing Offer)**

14. Periodic Usage Reports: Standing Offer

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2022-12-01), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

Subsection 5. Audit of the General Conditions is deleted in its entirety and replaced with the following:

5. Audit

The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(To be provided at issuance of Standing Offer)**. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the

Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

5.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

5.4.1 Audit

SACC Manual clause C1004C Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

5.4.2 Discretionary Audit

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 8.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 8.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 8.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 8.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

10.3 All costs related to such testing will be at the sole expense of the Contractor.

11. Compliance with CSC Policies

11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

11.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

11.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

12.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.

12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

14. Dispute Resolution Services

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 [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

15. Contract Administration

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 administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Privacy

16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1885, c. P-21, with respect to the protection of personal information as defined in that 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.

16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must 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.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

ANNEX A
STATEMENT OF WORK

Correctional Service Canada (CSC) requires accredited laboratory services to analyse drinking water and wastewater samples. CSC has five operational Regions across Canada - Atlantic (New Brunswick and Nova Scotia), Quebec, Ontario, Prairie (Manitoba, Saskatchewan, and Alberta), and Pacific (British Columbia). CSC has divided this requirement per operational Region. Bidders may submit an offer for one or more than one region. Bidders submitting an offer for more than one region must satisfy the drinking water (EP) or wastewater (EU) services, or both, for all regions for which they are submitting an offer. A proposal may be submitted for the provision of one (1) of the following services per operational Region:

For the Atlantic, Quebec, Ontario, or Pacific Region:

- All DW services (1A and 1B) + all WW services (1C and 1D)
- All DW services (1A and 1B)
- All WW services (1C & 1D)

For the Prairie Region:

- All DW services (1A and 1B) + all WW services (1C and 1D)
- DW services (1A and 1B) excluding Service 1A for OOHL* + all WW services (1C and 1D)
- All DW service (1A and 1B)
- DW services (1A and 1B) excluding Service 1A for OOHL*
- All DW services for Okimaw Ohci Healing Lodge (OOHL)* (1A and 1B)
- DW Service 1A for OOHL*
- All WW services (1C and 1D)

* Okimaw Ohci Healing Lodge (OOHL): Priority shipping may be considered in this case due to geographic limitations.

1.1 Background

Correctional Service Canada (CSC) must monitor the quality of its drinking water supplies and wastewater effluents by regularly having samples analysed by accredited laboratories. With respect to drinking water, CSC is responsible under the [Canada Labour Code](#) to provide safe drinking water in all of its facilities across Canada. To ensure drinking water quality, CSC collects samples for analysis to verify compliance with Health Canada's [Guidelines for Canadian Drinking Water Quality](#). Similarly, with wastewater, CSC collects samples from institutions treating their wastewater on-site and has them analysed to ensure the effluents meet the federal [Wastewater System Effluent Regulations](#) and any other applicable Provincial Regulations.

1.2 Objective

The Contractor must provide all laboratory services for the analysis of drinking water and wastewater samples, or both from all facilities within one of the CSC Regions, see Appendix I to Annex A for applicable institutions and type of services. The required analytical services are as follow:

Type of Service	Type of Parameters	Service Packages
Drinking Water Service 1A	Microbiological	1A1 and 1A2
Drinking Water Service 1B	Chemical and Physical	1B1, 1B2, 1B3, 1B4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1B11, 1B12, 1B13, 1B14, 1B15 and 1B16
Wastewater Service 1C	Microbiological	1C1 and 1C2
Wastewater Service 1D	Chemical and Physical	1D1, 1D4, 1D5 and 1D6

A detailed list of the service packages and the parameters they contain is available in Appendix II to Annex A. The estimated annual utilization per service package is detailed in Appendix III to Annex A.

1.3 Tasks

All costs associated to the delivery of the Tasks are included in the all-inclusive unit price per service package, as listed in Annex B.

1.3.1 Sampling and Shipping Supplies

The Contractor must provide all sampling and shipping supplies required to carry out the work, including but not limited to the following:

1. Sampling bottles to allow the sampling as indicated in Appendix III to Annex A. The bottles the Contractor provides must be in accordance with the analyses requested and analytical method the Contractor must use. When applicable, the bottle(s) must contain the appropriate preservative, or solvent, or both.
2. Pre-filled labels. A CSC representative may request that the laboratory place the pre-filled labels on the bottles.
3. Sampling instructions (electronic or paper format, or both) when requested.
4. Electronic Chain-of-custody (CoC) form in an editable electronic format to allow for CSC to customized it to the needs of each site.
5. CoC form in paper format form when requested.
6. Coolers and ice packs in sufficient quantities. The quality of the coolers and number of ice packs the Contractor provides must be suitable for the forecasted weather conditions to ensure samples are received at the laboratory within prescribed temperature for requested analyses.
7. Pre-filled shipping waybills and labels in sufficient quantities.

1.3.2 Shipping Arrangements

The Contractor must:

1. Establish and maintain shipping arrangements for the following:
 - a) Delivery of sampling and shipping supplies to each institution a minimum of four (4) weeks prior to the day on which sampling is scheduled to occur.
 - b) Pickup of sample cooler(s) at the institution on the day of sampling and transportation to the laboratory for analysis. The Contractor must ensure that samples arrive at the laboratory in suitable conditions, within the recommended hold times or temperatures, or both for the requested analyses.
2. Address recurring shipping issues with the Contractor's courier service provider to resolve them and if resolution is not possible, establish shipping arrangements with another service provider. Shipping issues include, but are not limited to, samples received exceeding the recommended holding time, above 10°C, partially or completely frozen, or damaged.

1.3.3 Sample Reception

The Contractor must:

1. Upon arrival of sample(s) at the laboratory:
 - a) Record the internal cooler temperature and the time of reception.
 - b) Inspect the cooler and sampling bottles to ensure they are in good condition.
 - c) Verify that the information on each bottle label matches the information on the CoC form.
2. Notify the applicable CSC representative(s) within one (1) hour of sample reception whenever any of the following occur:
 - a) A drinking water sample is received past the recommended holding time or outside prescribed temperature for requested analysis. After being contacted, CSC will decide if analysis should occur. For parameters included under:
 - i. Service 1A, the prescribed holding time is 30 hours from the collection time recorded on the CoC form (up to 48 hours for some remote locations) and prescribed temperature is 10 °C or less, but the sample must not be frozen at all.
 - ii. Service 1B, the prescribed holding time and temperature are as specified by the accredited analytical method to be used for the requested analysis.
 - b) A cooler or sample is damaged.
 - c) The laboratory believes that a sample cannot be analysed for any other reason.
 - d) The information on bottle label does not correlate with information on the CoC form.

After being contacted, CSC will decide if the analysis should take place. Any element that could affect sample/result integrity must be recorded. This applies to all Services (i.e., 1A, 1B, 1C & 1D).

3. Store samples in accordance with the analytical method for the analyses requested.

1.3.4 Laboratory Accreditations

The Contractor must:

1. Have and maintain all necessary accreditations to perform the required analytical testing for the duration of the Contract including any option if and when exercised by CSC as outlined in Appendix III to Annex A. All accreditations must be from an acceptable accreditation body. Acceptable accreditation bodies are the Canadian Association for Laboratory Accreditation (CALA), the Standards Council of Canada (SCC) or other accreditation bodies recognized under Mutual Recognition Arrangements from the International Laboratory Accreditation Cooperation (ILAC) or the Programme d'accréditation des laboratoires analyse environnementales (PALAE) from the Province of Québec.
2. Advise the CSC's Project Authority within 24 hours if an accreditation body revokes one of the required accreditations.

1.3.5 Analytical Testing

The Contractor must:

1. Use accredited methods to perform the requested analyses. For microbiological parameters, the colony forming unit (CFU) method is preferred if accreditation is available, but the most probable number (MPN) method is also acceptable.
2. Complete analytical testing within the prescribed turnaround time for the requested analysis.

3. Perform analysis of parameters included under Service 1B (drinking water chemical and physical parameters) with detection limits below the guidelines listed in the most recent version of the Guidelines for Canadian Drinking Water Quality.

1.3.6 Reporting Results

The Contractor must:

1. Provide a Certificate of Analysis (COA) to the applicable CSC representative(s).
2. Notify CSC within one (1) hour of analysis completion for all drinking water adverse or rush analysis results. For parameters included under:
 - a) Service 1A, notify one of the designated CSC by phone followed by an email to applicable CSC representatives.
 - b) Service 1B, notify applicable CSC representatives by email.
3. Upload all drinking water and wastewater results (non-adverse and adverse) to Compliance365 (C365), or any other online database specified by CSC, within five (5) business days of analysis completion.
4. For each report, upload all required information in separated fields of the online database. The required information includes, but is not limited to the following:

Report ID. The Contractor must use the same ID number in all reporting formats (i.e., database, COA, and email(s)) as well as on the invoice.

- a) Data upload date.
- b) Sampling Point ID.
- c) Sampling Point Name.
- d) Sample collection date and time.
- e) Sampler name or initials.
- f) Sample comment(s). These include comments from chain of custody forms and laboratory observations.

Analyte(s). The Contractor must also upload field collected data (e.g., free chlorine, pH, turbidity, etc.) included on the CoC forms as an analyte to the database, free of charge, even in the instance that samples cannot be analysed. For each analyte the Contractor must included following information, as applicable:

- i. Result and unit of measure.
- ii. Method detection Limit.
- iii. Analytical Method.
- iv. Analysis date.
- v. Analysis comment(s).

1.3.7 Invoicing

The Contractor must:

1. Invoice CSC monthly for laboratory services.
2. Submit two separate invoices, one for the drinking water services and one for the wastewater services.
3. Each invoice must contain the following:
 - a) CSC's call-up number.
 - b) The invoicing period.
 - c) Dates of rendered services.
 - d) Information and charges for each job request:

- i. Report ID #.
 - ii. Name of the institution.
 - iii. All applicable CSC service packages numbers that coincide with the requested analyses. For each services package, indicate the quantity of samples and applicable charge per unit, as listed in Appendix B.
- e) A summary depicting the charges per institution.
- f) Total cost for rendered services.

A proposed invoice format can be found in Appendix IV to Annex A.

1.4 Service Centre, Service Representative and Laboratories

The Client Service Centre and Representative must be located within the same CSC Region as the sites they provide laboratory services to.

The laboratory of the contractor or subcontractor performing the microbiological analyses for a given site must be located within 20 hours of shipment or less from the site to ensure the sample integrity.

1.5 Language of Work

The Contractor must be able to correspond with CSC in both official languages if they are in a bilingual region of Canada. If the Contractor's laboratory is not located in a bilingual region of Canada, correspondence must be in line with the designated language for the region.

1.6 CSC Responsibilities

It is the responsibility of CSC to:

1. Provide the list of CSC representatives to be contacted in case of an issue and/or adverse result.
2. Provide a list of required analyses and number of samples to be collected so that the Contractor can ship the appropriate sampling and shipping supplies.
3. Provide a list of sampling Point ID for each applicable drinking water and/or wastewater system.
4. Store the sampling and shipping supplies provided by the Contractor in a manner that will maintain their integrity.
5. Collect the samples in appropriate bottles provided by the Contractor in accordance with the analytical methods for the analyses requested.
6. Package samples in appropriate cooler along with ice packs, and a complete chain-of-custody form for shipping to the laboratory.
7. Collect the drinking water microbiological samples no greater than four (4) hours before scheduled pick-up.
8. Make arrangements with the online database services provider to set up the Contractor for the upload of all applicable data, at no cost to the Contractor.

**APPENDIX I TO ANNEX A
CORRECTIONAL INSTITUTIONS AND REQUIRED SERVICES**

CSC - ATLANTIC REGION			
Site	Address	Required Services	
		DW	WW
Atlantic Institution	13175 Route 8, PO Box 102, Renous, NB E9E 2E1	✓	✓
Dorchester Penitentiary	4902 Main Street, Dorchester, NB E4K 2Y9	✓	✓
Nova Institution for Women	180 James Street, Truro, NS B2N 6R8	✓	
Springhill Institution	330 McGee Street, Springhill, NS B0M 1X0	✓	✓

CSC - QUEBEC REGION			
Site	Address	Required Services	
		DW	WW
Archambault Institution	244 Gibson Blvd., Sainte-Anne-des-Plaines, QC J5N 1V8	✓	✓
Cowansville Institution	400 Fordyce Avenue, Cowansville, QC J2K 3N7	✓	✓
Donnacona Institution	1537 Highway 138, Donnacona, QC G3M 1C9	✓	
Drummond Institution	2025 Jean-de-Brébeuf Blvd., Drummondville, QC J2B 7Z6	✓	
FTC 6099	6099 Lévesque Blvd E, Laval, QC H7C 1P1	✓	
FTC 600	600 Montée Saint-François, Laval, QC H7C 1S5	✓	
Joliette Institution	400 Marsolais Street, Joliette, QC J6E 8V4	✓	
La Macaza Institution	321 Chemin de l'Aéroport, La Macaza, QC J0T 1R0	✓	✓
Port-Cartier Institution	Chemin de l'Aéroport, PO Box 7070, Port-Cartier, QC G5B 2W2	✓	

CSC - ONTARIO REGION			
Site	Address	Required Services	
		DW	WW
Bath Institution	5775 Bath Rd., PO Box 1500, Bath, ON K0H 1G0	✓	
Beaver Creek Institution	2000 Beaver Creek Dr, PO Box 1240, Gravenhurst, ON P1P 1Y2	✓	
Collins Bay Institution	1455 Bath Rd, PO Box 190, Kingston, ON K7L 4V9	✓	
Grand Valley Institution for Women	1575 Homer Watson Blvd., Kitchener, ON N2P 2C5	✓	
Joyceville Institution	3766 Highway 15, PO Box 880, Kingston, ON K7L 4X9	✓	✓
Keele CCC	330 Keele St, Toronto, ON M6P 2K7	✓	
Millhaven Institution	5775 Bath Rd., PO Box 280, Bath, ON K0H 1G0	✓	
Regional Headquarters	445 Union St West, PO Box 1174, Kingston, ON K7L 4Y8	✓	
Warkworth Institution	15847 Country Road 29, PO Box 760, Campbellford, ON K0K 3K0	✓	✓

CSC - PRAIRIE REGION			
Site	Address	Required Services	
		DW	WW
Bowden Institution	Highway #2, PO Box 6000, Innisfail, AB T4G 1V1	✓	✓
Drumheller Institution	Highway #9, PO Box 3000, Drumheller, AB T0J 0Y0	✓	
Edmonton Institution	21611 Meridian Street, Edmonton, AB T5J 6E7	✓	
Edmonton Institution for Women	11151-178th Street, Edmonton, AB T5S 2H9	✓	
Grande Cache Institution	Hoppe Avenue, PO Box 4000, Grande Cache, AB T0E 0Y0	✓	
Grierson Institution	9530-101st Avenue, Edmonton, AB T5H 0B3	✓	
Okimaw Ohci Healing Lodge	PO Box 1929, Maple Creek, SK S0N 1N0	✓	
Pê Sâkâstêw Centre	Highway #2A, PO Box 1500, Maskwacis, AB T0C 1N0	✓	
Regional Psychiatric Centre	2520 Central Avenue N, PO Box 9243, Saskatoon, SK S7K 3X5	✓	
Saskatchewan Penitentiary	15th Street W, PO Box 160, Prince Albert, SK S6V 5R6	✓	
Stony Mountain Institution	Highway #7 North, Bldg. C-17, Stony Mountain, MB R0C 3A0	✓	✓
Willow Cree Healing Centre	PO Box 520, Duck Lake, SK S0K 1J0	✓	

CSC - PACIFIC REGION			
Site	Address	Required Services	
		DW	WW
Kent Institution	4732 Cemetery Rd., PO Box 1500, Agassiz, BC V0M 1A0	✓	✓
Mountain Institution	4732 Cemetery Rd., PO Box 1500, Agassiz, BC V0M 1A0	✓	
Kwikwëxwelhp Healing Village	4732 Cemetery Rd., PO Box 1500, Agassiz, BC V0M 1A0	✓	✓
Matsqui Institution	33344 King Rd., PO Box 2500, Abbotsford, BC V2S 4P3	✓	
Mission Institution minimum	33737 Dewdney Trunk Road, P.O. Box 50, Mission, BC V2V 4L8	✓	
Mission Institution medium	8751 Stave Lake St., PO Box 60, Mission, BC V2V 4L8	✓	
William Head Institution	6000 William Head Rd., Victoria, BC V9C 0B5	✓	✓

DW = Drinking Water

WW = Wastewater

APPENDIX II TO ANNEX A
SERVICE PACKAGES AND PARAMETERS
DRINKING WATER SERVICES

DRINKING WATER SERVICE 1A: MICROBIOLOGICAL PARAMETERS							
1A1 - EC & TC							
1	E. Coli (EC)	2	Total Coliforms (TC)				
1A2 - HPC							
1	Heterotrophic Plate Count (HPC)						
DRINKING WATER SERVICE 1B: CHEMICAL & PHYSICAL PARAMETERS							
1B1 - Organics							
1	Atrazine + N-dealkylated metabolites	2	Benzene	3	Benzo(a)pyrene	4	Bromoxynil
5	Carbon Tetrachloride	6	Chlorpyrifos	7	Dicamba	8	1,4-Dichlorobenzene
9	1,2-dichloroethane	10	1,1-Dichloroethylene (vinylidene chloride)	11	Dichloromethane	12	2,4-Dichlorophenoxy acetic acid (2,4-D)
13	Dimethoate and Omethoate	14	Diquat	15	Ethylbenzene	16	Glyphosate
17	Malathion	18	2-Methyl-4-chlorophenoxyacetic acid (MCPA)	19	Metribuzin	20	Pentachlorophenol
21	Tetrachloroethylene (perchloroethylene)	22	Toluene	23	Trichloroethylene	24	2,4,6-Trichlorophenol
25	Vinyl Chloride	26	Xylenes - total				
1B2 - HAAs							
1	Haloacetic Acids - Total (HAAs)						
1B3 - Lead							
1	Lead						
1B4 - Metals							
1	Aluminium	2	Antimony	3	Arsenic	4	Barium
5	Boron	6	Cadmium	7	Chromium	8	Copper
9	Iron	10	Manganese	11	Selenium	12	Sodium
13	Thallium	14	Uranium	15	Zinc		
1B5 - Anions							
1	Chloride	2	Fluoride	3	Nitrate	4	Nitrite
5	Sulphate						

1B6 - THMs							
1	Trihalomethanes-total (THMs)	2	Chloroform	3	Bromoform	4	Dibromochloromethane (DBCM)
5	Bromodichloromethane (BDCM)						
1B7 - Chemistry							
1	pH	2	Hardness (CaCO ₃)	3	Conductivity	4	Alkalinity
1B8 - Turbidity							
1	Turbidity						
1B9 - TOC							
1	Total Organic Carbon (TOC)						
1B10 - TDS							
1	Total Dissolved Solids (TDS)						
1B11 - Ammonia							
1	Ammonia						
1B12 - Blue Green Algae							
1	Identification and enumeration	2	Total microcystin and microcystin-LR				
1B13 - Langelier Index							
1	Langelier Index						
1B14 - Per- and Polyfluorinated Substances (PFAS)							
1	Perfluorooctane Sulfonate (PFOS)	2	Perfluorooctanoic Acid (PFOA)				
1B15 - Mercury							
1	Mercury						
1B16 - Tannins							
1	Tannins						

WASTEWATER SERVICES

WASTEWATER SERVICE 1C: MICROBIOLOGICAL PARAMETERS							
1C1 - EC							
1	E.Coli (EC)						
1C2 - FC							
1	Fecal Coliforms (FC)						
WASTEWATER SERVICE 1D: CHEMICAL & PHYSICAL PARAMETERS							
1D1 - cBOD₅, BOD₅, NH₃ @ 15 C, pH @ 15 C, TKN, TP, NO₂, NO₃, COD							
1	Carbonaceous Biological Oxygen Demand	2	Biological Oxygen Demand (BOD ₅)	3	Unionized Ammonia @ 15 °C (NH ₃)	4	pH @ 15 °C
5	Total Kjeldahl Nitrogen (TKN)	6	Total Phosphorous (TP)	7	Nitrate as N (NO ₂)	8	Nitrite as N (NO ₃)
9	Chemical Oxygen Demand (COD)						
1D4 - pH, Conductivity & Alkalinity							
1	pH	2	Conductivity	3	Alkalinity		
1D5 - Oil & Grease							
1	Oil and Grease (Total, Mineral & Non-mineral)						
1D6 - Solids							
1	Total Solids (TS)	2	Total Dissolved Solids (TDS)	3	Volatile Suspended Solids (VSS)	4	Fixed Suspended Solids (FSS)
5	Total Suspended Solids (TSS)						

**APPENDIX III TO ANNEX A
ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE**

CSC - ATLANTIC REGION	ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE																						
	Drinking Water																Wastewater						
	Service 1A		Service 1B														Service 1C		Service 1D				
	1A1	1A2	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1B14	1B15	1B16	1C1	1C2	1D1	1D4	1D5	1D6
Service Packages* →	EC & TC	HPC	Organics	HAA5	Lead	Metals	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	PFAS	Mercury	Tannins	EC	FC	cBOD5, BOD5, NH3 @ 15 C, etc.	pH, Conductivity & Alkalinity	Oil & Grease	Solids
Atlantic Institution	292	40	4	8	15	24	24	8	24	24	20	24		16	4	3	2	12	12	24	24	12	24
Dorchester Penitentiary	244	48	3	8	11	7	7	8	7	3		4		4	3	3		12	12	24	24	12	24
Nova Institution for Women	52	12		4	4	4	4	4	4			4		4									
Springhill Institution	104	24		8	8	4	4	8	4			4		4				12	12	24	24	12	24
Estimated Totals + Contingency** →	830	149	8	34	46	47	47	34	47	32	24	43	1	29	8	8	3	41	41	83	83	41	83

* See Appendix II to Annex A for detailed list of parameters.

* Numbers provided are estimates only and should not be construed as a firm commitment on the part of Canada. Actual sample quantities may be lower or higher than these estimates. An institution that has no estimated utilization for a Drinking Water Service Package may require that Service during the period of the contract. Institutions with no wastewater utilization will not require Wastewater Services 1C or 1D.

CSC - QUEBEC REGION	ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE																						
	Drinking Water															Wastewater							
	Service 1A		Service 1B													Service 1C		Service 1D					
Service Packages* ⇨	1A1	1A2	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B12	1B13	1B14	1B15	1C1	1C2	1D1	1D4	1D5	1D6
Analytes	EC & TC	HPC	Organics	HAAs	Lead	Metals	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Blue Green Algae	Langelier Index	PFAS	Mercury	EC	FC	cBOD5, BOD5, NH3 @ 15 C, etc.	pH, Conductivity & Alkalinity	Oil & Grease	Solids
Archambault Institution	180	36	2	8	8	16	16	8	16	16	16	16	8		8	2	2	12	12	24	24	12	24
Cowansville Institution	104	24		4	12	8	8	4	8	4		8			8			12	12	24	24	12	24
Donnacona Institution	104	24		4	8	8	8	4	8	4		8			8								
Drummond Institution	104	24		4	8	8	8	4	8	4		8			8								
MSF / FTC 600	104	24		4	8	8	8	4	8	4		8			8								
FTC 6099	104	24		4	8	8	8	4	8	4		8			8								
Joliette Institution	104	24		4	8	8	8	4	8	4		8			8								
La Macaza Institution	156	24	1	4	8	12	12	4	12	12	12	12		4	8	1	1	18	18	30	30	12	30
Port Cartier Institution	104	24		4	8	8	8	4	8	4		8			8								
Estimated Totals + Contingency** ⇨	1277	274	4	48	91	101	101	48	101	67	34	101	10	5	76	4	4	48	48	90	90	41	90

* See Appendix II to Annex A for detailed list of parameters.

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CSC - ONTARIO REGION	ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE																						
	Drinking Water															Wastewater							
	Service 1A		Service 1B													Service 1C		Service 1D					
Service Packages* ⇨	1A1	1A2	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B10	1B11	1B12	1B13	1B14	1B15	1C1	1C2	1D1	1D4	1D5	1D6	
Analytes	EC & TC	HPC	Organics	HAA5	Lead	Metals	Anions	THMs	Chemistry	Turbidity	TDS	Ammonia	Blue Green Algae	Langelier Index	PFAS	Mercury	EC	FC	cBOD5, BOD5, NH3 @ 15 C, etc.	pH, Conductivity & Alkalinity	Oil & Grease	Solids	
Bath Institution	104	52		16	16	4	4	16	4	4	4			4									
Beaver Creek Institution	104	52		8	16	4	4	8	4		4			4									
Collins Bay Institution	104	52		16	16	4	4	16	4		4			4									
Grand Valley Institution for Women	104	52		12	16	8	8	16	8		8			8									
Joyceville Institution	268	72	2	16	16	20	20	16	20	20	20		44	12	1	1	52	52	64	24	12	24	
Keele CCC	26	12		4	4	4	4	4	4		4			4									
Millhaven Institution	52	26		8	8	4	4	8	4		4			4									
Regional Headquarters	26	12		4	4	4	4	4	4		4			4									
Warkworth Institution	104	52		8	16	4	4	8	4	4	4			4			26	26	78	78	26	52	
Estimated Totals + Contingency** ⇨	1070	458	3	110	134	67	67	115	67	34	67	1	53	50	2	2	90	90	163	117	44	87	

* See Appendix II to Annex A for detailed list of parameters.

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CSC - PRAIRIE REGION	ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE																						
	Drinking Water															Wastewater							
	Service 1A		Service 1B													Service 1C		Service 1D					
	1A1	1A2	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1B14	1B15	1C1	1C2	1D1	1D4	1D5	1D6	
Service Packages* ⇨	Analytes	EC & TC	HPC	Organics	HAAs	Lead	Metals	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	PFAS	Mercury	EC	FC	cBOD5, BOD5, NH3 @ 15 C, etc.	pH, Conductivity & Alkalinity	Oil & Grease	Solids
		Bowden Institution	156	39		8	8	8	8	8	8	8			8		8			6	6	20	20
Drumheller Institution	156	39		8	8	8	8	8	8	8			8		8								
Edmonton Institution	156	39		8	8	8	8	8	8	8			8		8								
Edmonton Institution for Women	104	26		8	8	4	4	8	4	4			4		4								
Grande Cache Institution	104	26		8	8	4	4	8	4	4			4		4								
Grierson Institution	104	26		8	8	4	4	8	4	4			4		4								
Okimaw Ohci Healing Lodge	116	24	1	8	8	8	8	8	8	8	8	8		4	1	1							
Pê Sâkâstêw Centre	132	26	2	8	8	12	12	8	12	12	12	12		4	2	2							
Regional Psychiatric Centre	104	26		8	8	4	4	8	4	4			4		4								
Saskatchewan Penitentiary	208	26		8	8	8	8	8	8	4			8		8								
Stony Mountain Institution	160	39	1	8	8	12	12	8	12	4	4	12		1	1	1				12	12	12	12
Willow Cree Healing Centre	104	26		8	8	4	4	8	4	4			4		4								
Estimated Totals + Contingency** ⇨	1925	434	5	115	115	101	101	115	101	101	38	29	101	1	64	5	5	7	7	37	37	28	37

* See Appendix II to Annex A for detailed list of parameters.

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CSC - PRAIRIE REGION - OKIMAW OHCI HEALING LODGE (OOHL)	ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE															
	Drinking Water															
	Service 1A		Service 1B													
Service Packages* ↓	1A1	1A2	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B9	1B10	1B11	1B13	1B14	1B15
Analytes	EC & TC	HPC	Organics	HAA5	Lead	Metals	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	Langelier Index	PFAS	Mercury
Okimaw Ohci Healing Lodge	116	24	1	8	8	8	8	8	8	8	8	8		4	1	1
Estimated Totals + Contingency** ↓	139	29	1	10	10	10	10	10	10	10	10	10	1	4	1	1

* See Appendix II to Annex A for detailed list of parameters.

* Numbers provided are estimates only and should not be construed as a firm commitment on the part of Canada. Actual sample quantities may be lower or higher than these estimates. An institution that has no estimated utilization for a Drinking Water Service Package may require that Service during the period of the contract. Institutions with no wastewater utilization will not require Wastewater Services 1C or 1D.

CSC - PACIFIC REGION	ESTIMATED ANNUAL UTILIZATION PER SERVICE PACKAGE																				
	Drinking Water															Wastewater					
	Service 1A		Service 1B													Service 1C		Service 1D			
	Service Packages* ⇅	1A1	1A2	1B1	1B2	1B3	1B4	1B5	1B6	1B7	1B8	1B10	1B11	1B13	1B14	1B15	1C1	1C2	1D1	1D4	1D5
Analytes	EC & TC	HPC	Organics	HAAs	Lead	Metals	Anions	THMs	Chemistry	Turbidity	TDS	Ammonia	Langelier Index	PFAS	Mercury	EC	FC	cBOD5, BOD5, NH3 @ 15 C, etc.	pH, Conductivity & Alkalinity	Oil & Grease	Solids
Kent Institution	156	36		4	8	4	4	4	4		4		4			12	12	24	24	12	48
Mountain Institution	116	24	1	4	8	8	8	4	8	4	8		4	1	1						
Kwkwèxwelhp Healing Village	104	12	1	4	8	8	8	4	8	52	8		4	1	1	6	6	8	8	8	8
Matsqui Complex	312	72		12	12	12	12	12	12		12		12								
Mission Institution - Min	104	24		4	8	4	4	4	4		4		4								
Mission Institution - Med	156	36		4	8	4	4	4	4		4		4								
William Head Institution	156	36		4	8	4	4	4	4		4		4			12	12	24	24	12	24
Estimated Totals + Contingency** ⇅	1325	288	3	43	72	53	53	43	53	67	53	1	38	3	3	35	35	64	64	37	92

* See Appendix II to Annex A for detailed list of parameters.

* Numbers provided are estimates only and should not be construed as a firm commitment on the part of Canada. Actual sample quantities may be lower or higher than these estimates. An institution that has no estimated utilization for a Drinking Water Service Package may require that Service during the period of the contract. Institutions with no wastewater utilization will not require Wastewater Services 1C or 1D.

**APPENDIX IV TO ANNEX A
PROPOSED INVOICE FORMAT**

ATTN: CORRECTIONAL SERVICE OF CANADA
CORRECTIONAL SERVICE OF CANADA
340 LAURIER AVE W
OTTAWA, ON
CANADA N1A 0P9

Invoice #:
Invoice Date:
Payment Due:

Client #:
Account #:
GST/HST #:
Contract #:
Purchase Order #:
Dates of rendered services:

FOR SERVICES RENDERED RE:

JOB/REPORT ID # XXXXX – Institution 1

1A1 - EC & TC (Drinking Water)
5 @ (\$ per unit as per Basis of Payment) ----- \$ XXXXX

A2 - HPC (Drinking Water)
5 @ (\$ per unit as per Basis of Payment) ----- \$ XXXXX

JOB/REPORT ID # XXXXX – Institution 1

1A1 - EC & TC (Drinking Water)
8 @ (\$ as per Basis of Payment) ----- \$ XXXXX

A2 - HPC (Drinking Water)
8 @ (\$ as per Basis of Payment) ----- \$ XXXXX

Institution 1 - Subtotal \$ XXXXX

JOB/REPORT ID # XXXXX – Institution 2

1A1 - EC & TC (Drinking Water)
6 @ (\$ as per Basis of Payment) ----- \$ XXXXX

A2 - HPC (Drinking Water)
6 @ (\$ as per Basis of Payment) ----- \$ XXXXX

JOB/REPORT ID # XXXXX – Institution 2

1A1 - EC & TC (Drinking Water)
4 @ (\$ as per Basis of Payment) ----- \$ XXXXX

Institution 2 - Subtotal \$ XXXXX

Summary

Institution 1 ----- \$ XXXXX

Institution 2 ----- \$ XXXXX

Subtotal \$ XXXXX
Applicable taxes \$ XXXXX
TOTAL CAD \$ XXXXX

ANNEX B

PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Professional Services provided with a Firm Price:

A Proposed Basis of Payment Sheet is provided for each Region-Services combination:

- Atlantic Region - Drinking Water Services 1A and 1B
- Atlantic Region - Wastewater Services 1C and 1D
- Quebec Region - Drinking Water Services 1A and 1B
- Quebec Region - Wastewater Services 1C and 1D
- Ontario Region - Drinking Water Services 1A and 1B
- Ontario Region - Wastewater Services 1C and 1D
- Prairie Region - Drinking Water Services 1A and 1B
- Prairie Region – Okimaw Ohci Healing Lodge Drinking Water Service 1A
- Prairie Region – Okimaw Ohci Healing Lodge Drinking Water Service 1B
- Prairie Region - Wastewater Services 1C and 1D
- Pacific Region - Drinking Water Services 1A and 1B
- Pacific Region - Wastewater Services 1C and 1D

The Bidder should complete the Financial Presentation Sheet(s) applicable to the Region-Services combination(s) for which it has submitted a technical bid(s) and include it in its financial bid(s) once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid(s) for each of the periods specified below its quoted firm all inclusive unit price per Service Package (in Cdn \$) for all the Service Packages included in the Region- Services for which they are submitting a bid(s). The unit price is inclusive of labour, equipment, materials and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs.

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

- (a) Each Region-Services combination is considered one bid.
- (b) Each financial bid will be evaluated separately on its own merit and the price of each bid submitted will be calculated as follows:
 - 1) Subtotal per Service Package = multiplying the estimated annual utilization indicated in the Financial Presentation Sheet by the sum of the unit price per Service Package for each year of the Initial Contract Period and each Option Period;
 - 2) Total Evaluated Bid Price = the sum of the Subtotals per Service Package for all Service Packages.

Estimated Annual Utilization: The estimated annual utilization per Service Package and Region are as per Appendix III to Annex A. For evaluation purposes, each institution with no estimated annual utilization in Appendix III for a Drinking Water Service Package has been counted as having one (1) towards the total estimated annual utilization reflected in column (a) of the Financial Bid Presentation Sheet for that Service Package for the Region.

Surcharge: The Surcharge for Service Packages 1A1 and 1A3 is a firm all-inclusive price per Service Package for Rush Analysis charged in addition to the Base Price. For evaluation purposes only, the annual utilization is estimated at 10% of the estimated annual utilization for the Service Package.

2.0 Evaluated Bid Price Calculation

Example Evaluated Bid Price Calculation: Total Evaluated Bid Price is \$6,184.50.00.

XXX REGION - WASTEWATER SERVICES 1C and 1D							
Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b + c + d + e + f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1C2 - FC	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1D1 - cBOD5, BOD5, NH3 @ 15 C, pH @ 15 C, TKN, TP, NO2, NO3 & COD	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D4 - pH, Conductivity & Alkalinity	72	\$9.00	\$9.15	\$9.30	\$9.45	\$9.60	\$3,348.00
1D5 - Oil & Grease	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1D6 - Solids	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
Total financial bid for wastewater: (Sum of all subtotals)							\$6,184.50

3.0 Rates

ATLANTIC REGION - DRINKING WATER SERVICES 1A and 1B							
Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC & TC (Base price)	830	\$	\$	\$	\$	\$	\$
1A1 - EC & TC (Surcharge)	40	\$	\$	\$	\$	\$	\$
1A2 - HPC	149	\$	\$	\$	\$	\$	\$
1B1 - Organics	8	\$	\$	\$	\$	\$	\$
1B2 - HAAs	34	\$	\$	\$	\$	\$	\$
1B3 - Lead	46	\$	\$	\$	\$	\$	\$
1B4 - Metals	47	\$	\$	\$	\$	\$	\$
1B5 - Anions	47	\$	\$	\$	\$	\$	\$
1B6 - THMs	34	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	47	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	32	\$	\$	\$	\$	\$	\$
1B9 - TOC	24	\$	\$	\$	\$	\$	\$
1B10 - TDS	43	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	1	\$	\$	\$	\$	\$	\$
1B13 - Langelier Index	29	\$	\$	\$	\$	\$	\$
1B14 - PFAS	8	\$	\$	\$	\$	\$	\$
1B15 - Mercury	8	\$	\$	\$	\$	\$	\$
1B16 - Tannins	3	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water: (Sum of all subtotals)							\$

ATLANTIC REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b + c + d + e + f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	41	\$	\$	\$	\$	\$	\$
1C2 - FC	41	\$	\$	\$	\$	\$	\$
1D1 - cBOD5, BOD5, NH3 @ 15 C, pH @ 15 C, TKN, TP, NO2, NO3 & COD	83	\$	\$	\$	\$	\$	\$
1D4 - pH, Conductivity & Alkalinity	83	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	41	\$	\$	\$	\$	\$	\$
1D6 - Solids	83	\$	\$	\$	\$	\$	\$
Total financial bid for wastewater: (Sum of all subtotals)							\$

QUEBEC REGION - DRINKING WATER SERVICES 1A and 1B

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC & TC (Base price)	1277	\$	\$	\$	\$	\$	\$
1A1 - EC & TC (Surcharge)	64	\$	\$	\$	\$	\$	\$
1A2 - HPC	274	\$	\$	\$	\$	\$	\$
1B1 - Organics	4	\$	\$	\$	\$	\$	\$
1B2 - HAAs	48	\$	\$	\$	\$	\$	\$
1B3 - Lead	91	\$	\$	\$	\$	\$	\$
1B4 - Metals	101	\$	\$	\$	\$	\$	\$
1B5 - Anions	101	\$	\$	\$	\$	\$	\$
1B6 - THMs	48	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	101	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	67	\$	\$	\$	\$	\$	\$
1B9 - TOC	34	\$	\$	\$	\$	\$	\$
1B10 - TDS	101	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	10	\$	\$	\$	\$	\$	\$
1B12 - Blue Green Algae	5	\$	\$	\$	\$	\$	\$
1B13 - Langelier Index	76	\$	\$	\$	\$	\$	\$
1B14 - PFAS	4	\$	\$	\$	\$	\$	\$
1B15 - Mercury	4	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water: (Sum of all subtotals)							\$

QUEBEC REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b + c + d + e + f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	48	\$	\$	\$	\$	\$	\$
1C2 - FC	48	\$	\$	\$	\$	\$	\$
1D1 - cBOD5, BOD5, NH3 @ 15 C, pH @ 15 C, TKN, TP, NO2, NO3 & COD	90	\$	\$	\$	\$	\$	\$
1D4 - pH, Conductivity & Alkalinity	90	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	41	\$	\$	\$	\$	\$	\$
1D6 - Solids	90	\$	\$	\$	\$	\$	\$
Total financial bid for wastewater: (Sum of all subtotals)							\$

ONTARIO REGION - DRINKING WATER SERVICES 1A and 1B

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC & TC (Base price)	1070	\$	\$	\$	\$	\$	\$
1A1 - EC & TC (Surcharge)	54	\$	\$	\$	\$	\$	\$
1A2 - HPC	458	\$	\$	\$	\$	\$	\$
1B1 - Organics	3	\$	\$	\$	\$	\$	\$
1B2 - HAAs	110	\$	\$	\$	\$	\$	\$
1B3 - Lead	134	\$	\$	\$	\$	\$	\$
1B4 - Metals	67	\$	\$	\$	\$	\$	\$
1B5 - Anions	67	\$	\$	\$	\$	\$	\$
1B6 - THMs	115	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	67	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	34	\$	\$	\$	\$	\$	\$
1B10 - TDS	67	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	1	\$	\$	\$	\$	\$	\$
1B12 - Blue Green Algae	53	\$	\$	\$	\$	\$	\$
1B13 - Langelier Index	50	\$	\$	\$	\$	\$	\$
1B14 - PFAS	2	\$	\$	\$	\$	\$	\$
1B15 - Mercury	2	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water: (Sum of all subtotals)							\$

ONTARIO REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b + c + d + e + f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	90	\$	\$	\$	\$	\$	\$
1C2 - FC	90	\$	\$	\$	\$	\$	\$
1D1 - cBOD5, BOD5, NH3 @ 15 C, pH @ 15 C, TKN, TP, NO2, NO3 & COD	163	\$	\$	\$	\$	\$	\$
1D4 - pH, Conductivity & Alkalinity	117	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	44	\$	\$	\$	\$	\$	\$
1D6 - Solids	87	\$	\$	\$	\$	\$	\$
Total financial bid for wastewater: (Sum of all subtotals)							\$

PRAIRIE REGION - DRINKING WATER SERVICES 1A and 1B							
Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC & TC (Base price)	1786*	\$	\$	\$	\$	\$	\$
1A1 - EC & TC (Surcharge)	90*	\$	\$	\$	\$	\$	\$
1A2 - HPC	406*	\$	\$	\$	\$	\$	\$
1B1 - Organics	5	\$	\$	\$	\$	\$	\$
1B2 - HAAs	115	\$	\$	\$	\$	\$	\$
1B3 - Lead	115	\$	\$	\$	\$	\$	\$
1B4 - Metals	101	\$	\$	\$	\$	\$	\$
1B5 - Anions	101	\$	\$	\$	\$	\$	\$
1B6 - THMs	115	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	101	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	38	\$	\$	\$	\$	\$	\$
1B9 - TOC	29	\$	\$	\$	\$	\$	\$
1B10 - TDS	101	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	1	\$	\$	\$	\$	\$	\$
1B13 - Langelier Index	64	\$	\$	\$	\$	\$	\$
1B14 - PFAS	5	\$	\$	\$	\$	\$	\$
1B15 - Mercury	5	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water: (Sum of all subtotals)							\$

* Excludes estimated totals for Service 1A for the Okimaw Ohci Healing Lodge (OOHL). If applicable, the all-inclusive unit prices for the provision of Service 1A to this site must be included in the table reserved for this purpose.

**PRAIRIE REGION – OKIMAW OHCI HEALING LODGE
DRINKING WATER SERVICE 1A**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC & TC (Base price)	139	\$	\$	\$	\$	\$	\$
1A1 - EC & TC (Surcharge)	7	\$	\$	\$	\$	\$	\$
1A2 - HPC	29	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water Service 1A: (Sum of all subtotals)							\$

**PRAIRIE REGION – OKIMAW OHCI HEALING LODGE
DRINKING WATER SERVICE 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1B1 - Organics	1	\$	\$	\$	\$	\$	\$
1B2 - HAAs	10	\$	\$	\$	\$	\$	\$
1B3 - Lead	10	\$	\$	\$	\$	\$	\$
1B4 - Metals	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	10	\$	\$	\$	\$	\$	\$
1B6 - THMs	10	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	10	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	10	\$	\$	\$	\$	\$	\$
1B9 - TOC	10	\$	\$	\$	\$	\$	\$
1B10 - TDS	10	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	1	\$	\$	\$	\$	\$	\$
1B13 - Langelier Index	4	\$	\$	\$	\$	\$	\$
1B14 - PFAS	1	\$	\$	\$	\$	\$	\$
1B15 - Mercury	1	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water Service 1B: (Sum of all subtotals)							\$

PRAIRIE REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b + c + d + e + f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	7	\$	\$	\$	\$	\$	\$
1C2 - FC	7	\$	\$	\$	\$	\$	\$
1D1 - cBOD5, BOD5, NH3 @ 15 C, pH @ 15 C, TKN, TP, NO2, NO3 & COD	37	\$	\$	\$	\$	\$	\$
1D4 - pH, Conductivity & Alkalinity	37	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	28	\$	\$	\$	\$	\$	\$
1D6 - Solids	37	\$	\$	\$	\$	\$	\$
Total financial bid for wastewater: (Sum of all subtotals)							\$

PACIFIC REGION - DRINKING WATER SERVICES 1A and 1B

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC & TC (Base price)	1325	\$	\$	\$	\$	\$	\$
1A1 - EC & TC (Surcharge)	67	\$	\$	\$	\$	\$	\$
1A2 - HPC	288	\$	\$	\$	\$	\$	\$
1B1 - Organics	3	\$	\$	\$	\$	\$	\$
1B2 - HAAs	43	\$	\$	\$	\$	\$	\$
1B3 - Lead	72	\$	\$	\$	\$	\$	\$
1B4 - Metals	53	\$	\$	\$	\$	\$	\$
1B5 - Anions	53	\$	\$	\$	\$	\$	\$
1B6 - THMs	43	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	53	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	67	\$	\$	\$	\$	\$	\$
1B10 - TDS	53	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	1	\$	\$	\$	\$	\$	\$
1B13 - Langelier Index	38	\$	\$	\$	\$	\$	\$
1B14 - PFAS	3	\$	\$	\$	\$	\$	\$
1B15 - Mercury	3	\$	\$	\$	\$	\$	\$
Total financial bid for drinking water: (Sum of all subtotals)							\$

PACIFIC REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (a) x (b + c + d + e + f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - EC	35	\$	\$	\$	\$	\$	\$
1C2 - FC	35	\$	\$	\$	\$	\$	\$
1D1 - cBOD5, BOD5, NH3 @ 15 C, pH @ 15 C, TKN, TP, NO2, NO3 & COD	64	\$	\$	\$	\$	\$	\$
1D4 - pH, Conductivity & Alkalinity	64	\$	\$	\$	\$	\$	\$
1D5 - Oil & Grease	37	\$	\$	\$	\$	\$	\$
1D6 - Solids	92	\$	\$	\$	\$	\$	\$
Total financial bid for wastewater: (Sum of all subtotals)							\$

4.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article **(To Be Inserted at Contract Award)** of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all-inclusive rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

5.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ **(To Be Inserted at Standing Offer Award)** are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

6.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

- Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

ANNEX C EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.

- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA

Mandatory Criteria (MC)	Mandatory Technical Criteria	Bidder Instructions	Location in document (Page #)
MC1: Sampling and Shipping Supplies	The Contractor must provide all required sampling and shipping supplies for the required analyses.	The Bidder must provide a description with complete details on how they meet all sampling and shipping supplies requirements listed under Section 3.1 of the Statement of Work.	
MC2: Shipping Arrangements	The Contractor must establish and maintain shipping arrangements for the required analyses.	The Bidder must provide a description with complete details on how they can meet all shipping arrangements requirements listed under Section 3.2 of the Statement of Work.	
MC3: Receiving Samples	The Contractor must meet all requirements associated to the reception of the samples.	The Bidder must provide a description with complete details on how they can meet all samples reception arrangements requirements listed under Section 3.3 of the Statement of Work.	
MC4: Laboratory Accreditations	The laboratory(ies) performing the analytical testing must have and maintain all necessary accreditations for the required analyses.	The Bidder must clearly demonstrate that the laboratory(ies) performing the analytical testing have valid accreditations for all applicable analyses , as listed in Appendix II to Annex A. A copy of the applicable accreditation certificates must be submitted with the proposal.	
MC5: Analytical Testing	The Contractor must meet all requirements associated to the analytical testing of samples.	The Bidder must provide a description with complete details on how they can meet all analytical testing requirements listed under Section 3.5 of the Statement of Work.	
MC6: Reporting Results	The Contractor must meet all requirements associated to reporting of results/data.	The Bidder must provide a description with complete details on how they can meet all reporting requirements listed under Section 3.6 of the Statement of Work. In addition, the Bidder must confirm that they are currently uploading data to Compliance365 or that they will be able to do so shortly after contract award.	
MC7: Invoicing	The Contractor must meet all requirements associated to Invoicing.	The Bidder must provide a description with complete details on how they can meet all invoicing requirements listed under Section 3.7 of the Statement of Work.	

Mandatory Criteria (MC)	Mandatory Technical Criteria	Bidder Instructions	Location in document (Page #)
<p>MC8: Service Centre and Laboratoires</p>	<p>The Contractor's Service Centre must be located within the same CSC Region as the sites they provide laboratory services to.</p> <p>The laboratory performing analytical testing for microbiological samples must be located within 20 hours of shipping from the site requesting the analysis.</p>	<p>The Bidder must clearly demonstrate that they have a location within the applicable Region that can act as the Service Centre for the purposes of receiving call-ups, answering inquiries related to the tasks. The Bidder must provide the following details for the proposed Service Centre:</p> <ol style="list-style-type: none"> 1. The name. 2. The address. <p>In addition, the Bidder must provide the address of the laboratories that will be performing microbiological testing, along with an estimated time of transportation between each CSC site and the laboratory that will perform their analyses.</p>	
<p>MC9: Consideration for the Environment</p>	<p>The contractor must take concrete actions to address environmental concerns.</p>	<p>The bidder must submit a green plan or a detailed description identifying actions and efforts to address environmental concerns. The green plan or detailed description must cover for at least three (3) of the following items:</p> <ol style="list-style-type: none"> 1. Electrical or energy conservation 2. Recycling or reuse 3. Carbon emission reduction 4. Use of alternative energy 5. Fuel use reduction 6. Paper reduction 7. Green certification for facilities 8. Process improvement and certification 9. Ongoing active research into greening initiatives 10. A current member of an environmental stewardship group 	