

Solicitation Cover Page

RETURN BIDS TO:

Agriculture and Agri-Food Canada

Address: See Part 2 - Bidder Instructions

Attention: Melissa Smith

Email:

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food Canada

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

Comments:

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada
 Western Service Centre
 300 - 2010 12th Avenue
 Regina, SK S4P 0M3

Title: Wastewater Audits - Saskatchewan	
Solicitation Number 01R11-25-015	Date of solicitation: June 27, 2024
Solicitation Closes: At: 11:00 AM On: August 6, 2024	Time Zone: CST
Address Enquiries to: melissa.smith3@agr.gc.ca AND aaafc.wscprocurement-csoapprovisionnement.aac@agr.gc.ca	
Name: Melissa Smith, Contracting Authority Email:	
Telephone Number: 306-515-4796	FAX Number:
Destination of Goods, Services and Construction: Swift Current RDC and Indian Head RF Saskatoon RDC, Saskatoon RF and Outlook RF *Optional	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required: March 31, 2025	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

- 1.2.1 Agriculture and Agri-Food Canada (AAFC) requires a Consulting Firm to conduct a wastewater audit, at five of AAFC's Research and Development Centers (RDC) and Research Farms (RF) in Saskatchewan. The study will be conducted to determine whether the facilities are in compliance with applicable bylaws, regulations and guidelines. The wastewater survey must ensure that the Canadian Council of Ministers of the Environment (CCME) Model Sewer Use Bylaw and municipal bylaws are met, along with any pertinent environmental regulations.

To accomplish this, a comprehensive inspection and evaluation of the wastewater system is required. Recommended actions will form the development of a strategy to address deficiencies identified on a risk analysis approach. In addition, options for water conservation at the facilities will also be identified.

The work is proposed as follows:

Year 1 (2024-2025)

- Swift Current Research and Development Centre (RDC)
- Indian Head Research Farm (RF)

Year 2 (2025-2026) *Optional Services

- Saskatoon Research and Development Centre (RDC)
- Saskatoon Research Farm (RF)
- Outlook Research Farm (RF)

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security

clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.2 Canada Post Corporation's Connect service

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

An important note: the Standard Acquisitions Clauses and Conditions (SACC) Manual is now available on [CanadaBuys](#).

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

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

a) Section 05, Submission of Bids, subsection 5.2:

DELETE: (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

INSERT: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

b) Section 05, Submission of Bids, subsection 5.4:

DELETE: 60 days

INSERT: 120 days

c) Section 06, Late Bids and Section 07, Delayed Bids:

DELETE: "PWGSC"

INSERT: "AAFC"

d) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service

DELETE: Subsection 1 and 2 in its entirety.

INSERT: 08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is:

aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

- b. To submit a bid using CPC Connect service, the Bidder must either:
 - i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the CPC Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the CPC Connect service.
- h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the

AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.

- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

e) Section 20, Further Information:

DELETE: Subsection 0 in its entirety.

Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

1. The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
2. The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

2.2 Submission of Bids

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2.1 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Alternate arrangements for bid receipt can be made by contacting the Contracting Authority identified on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately named sections as follows:

- Section I: Technical Bid (1 pdf attachment)
- Section II: Financial Bid (1 pdf attachment)
- Section III: Certifications (1 pdf attachment)

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

Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule in Annex "C".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

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

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Refer to Appendix 2 to Part 4

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified "for each criterion" for the technical evaluation, and
 - d. obtain the required minimum of 102 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 170 total points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 170 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		150/170	110/170	130/170
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$150/170 \times 70 = 61.8$	$110/170 \times 70 = 45.3$	$130/170 \times 70 = 53.5$
	Price Score	$45/55 \times 30 = 24.5$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		86.3	72.3	83.5
Overall Rating		1 st	3 rd	2 nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

Refer to new forms: [Forms for supplier integrity compliance - Canada.ca](#)

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidder's are reminded to obtain the required security clearance promptly. Any delay in the issuance of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contract Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the Statement of Work and the Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **RELIABILITY STATUS**, granted or approved by AAFC;

The contractor and/or its employees **MUST NOT** have access to PROTECTED and/or CLASSIFIED information or assets;

The contractor and/or its employees **MUST NOT** remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);

The contractor and/or its employees **MUST NOT** use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;

Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and

The contractor/offeror must comply with the provisions of the:
Security Requirements Check List.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **Date of Contract** to **March 31, 2025** inclusive.

7.4.2 Option to Extend the Contract

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Melissa Smith
Contracting Specialist
Agriculture and Agri-Food Canada
Western Service Centre
300 – 2010 12th Avenue
Regina, SK S4P 0M3

Telephone: 306-515-4796
E-mail address: melissa.smith3@agr.gc.ca

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

7.5.2 Project Authority

Details will be provided in any resulting contract

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

7.5.3 Contractor's Representative (Please complete)

Name: _____
Title: _____
Address: _____
Telephone: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

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

7.7.2 Terms of Payment

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

7.7.3 Electronic Payment of Invoices – Contract

To be updated at Contract award

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

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

7.8 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 AAFC Project Authority identified under the section entitled "Authorities" of the Contract.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex F, Security Requirements Checklist
- (f) the Contractor's proposal dated _____, (*insert date of bid*).

7.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

7.13 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

WASTEWATER AUDITS - SASKATCHEWAN

1. BACKGROUND

Agriculture and Agri-Food Canada (AAFC) provides information, research, technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth.

AAFC accomplishes this with staff and an extensive infrastructure which includes 1,500 buildings with 610,000 square metres of multipurpose building space, and 106,000 hectares of land. Facilities under operations include research centres, experimental farms and office buildings located across Canada. This vast and diverse infrastructure requires significant effort to ensure compliance with applicable codes, regulations and by-laws and to meet the goals of the Department without compromising the safety of staff and visitors to the sites.

One facet of this infrastructure is the wastewater system. Laboratories and other research activities located at AAFC facilities have the potential to result in the discharge of deleterious or hazardous substances into the sanitary sewer system or environment. This system requires monitoring and evaluation to ensure AAFC meets applicable regulations and by-laws, while minimizing the impacts on the environment.

Wastewater effluent discharges to the environment from federal facilities fall under the Canadian Environmental Protection Act (CEPA) and the Fisheries Act, and must meet compliance regulations set by the Canadian Council of Ministers of the Environment (CCME), as well as requirements specified in municipal bylaws.

2. OBJECTIVE

To secure consulting services to conduct a wastewater audit at multiple AAFC facilities Saskatchewan. The overall intent of the project is to demonstrate AAFC's due diligence for wastewater compliance, and to identify and address any deficiencies in the system.

The work is intended to be completed as follows:

Year 1 - Swift Current RDC and Indian Head RF

Year 2 - Saskatoon RDC, Saskatoon RF, and Outlook RF *Optional Services

3. DESCRIPTION OF THE FACILITIES

The facilities included in this study are in the Western Region of Canada. Those facilities are:

Study Year	AAFC Facility	Address
2024-2025	Swift Current Research and Development Centre	1 Airport Road Swift Current SK S9H 3X2
	Indian Head Research Farm	1 Government Rd Indian Head SK S0G 2K0
2025-2026 (optional)	Saskatoon Research and Development Centre	107 Science Place Saskatoon SK S7N 0X2

	Saskatoon Research Farm	410 Lowe Rd, Saskatoon SK S7S 1H1
	Outlook Research Farm	901 Mckenzie Street South Box 700 Outlook SK S0L 2N0

Swift Current Research and Development Centre

The Swift Current Research and Development Center (SCRDC) is a research facility whose research focuses on genetic enhancement of spring wheat and durum, pulses and specialty crops, environmentally sustainable production practices, and forage and rangeland management. It was established in 1920 and has approximately 150 staff, with more people on site in the summer with the hiring of summer students or casual workers.

The SCRDC consists of subdivided fields and associated farm buildings, offices, storage and mechanical sheds, and research buildings divided between a main site and a smaller site referred to as the South Farm. The site is connected to a municipal water and wastewater system. Twelve buildings at the main site and one building at the South Farm have water and wastewater serviced by the municipal system.

Indian Head Research Farm

The Indian Head Research Farm (IHRF) is a research farm affiliated with AAFC's Swift Current Research and Development Centre (SCRDC). It is located in Indian Head, SK and has approximately 60 employees.

Crops, seeds, and tree (agroforestry) research is conducted at the site, which contains subdivided fields and associated farm buildings, offices, storage and mechanical sheds, and research buildings. The site is connected to a municipal water and wastewater system. There are 33 buildings on site, however, only 10 buildings have water and wastewater service.

Saskatoon Research and Development Centre

The Saskatoon Research and Development Center (SRDC) is one of AAFC's many research centres. Located in Saskatoon, SK the centre was established in 1917 and is associated with three satellite locations – Melfort Research Farm, Scott Research Farm and Canada-Saskatchewan Irrigation Diversification Centre (Outlook, SK) – and one field site in Saskatoon (Lowe Rd).

The facility is located on the University of Saskatchewan's campus and was originally constructed in 1957 (called the lab building) and contains three floors including a basement. The lab building was retrofitted in 1996. New additions were added to the lab building in 1997. This included the addition of the administration building (Admin Wing), header house and greenhouses (Header House and Greenhouses Wing) and the Plant Gene Resources of Canada building (PGRC Wing). The building with new additions contains almost 22 000 m² of floor space. All the wings receive potable water and wastewater service, which comes from the City of Saskatoon and is metered through the University of Saskatchewan.

The SRDC develops integrated crop management strategies for sustainable cropping systems and conducts research in key areas of agro-ecosystem resilience, crop germplasm development, innovation for value chain growth, and sustainable and profitable agri-systems.

The SRDC employs approximately 300 personnel; 36 of those being Research Scientists.

Saskatoon Research Farm

The Saskatoon Research Farm (SRF) is located in the northeast end of the Saskatoon, Saskatchewan and is a satellite location of the SRDC. The SRF is located approximately seven kilometers from the SRDC.

The SRF services approximately 10 – 50 employees, and consists of 25 buildings, of which six receive water services.

The site supports cropping and greenhouse research activities.

Outlook (CSIDC) Research Farm

The Canada Saskatchewan Irrigation Diversification Centre (CSIDC) is located in the southeast corner of the community of Outlook, Saskatchewan. The facility, established in 1949, is a satellite location to the SRDC. The CSIDC services approximately 15 year-round employees and approximately 30 employees throughout the summer.

The farm consists of approximately 145 hectares with 12 buildings of which six receive water and wastewater services from the Town of Outlook.

See Appendix A for a list of all buildings with water and wastewater service to be included in the study.

4. PREVIOUS STUDIES

Past wastewater audits (WW Audit) have been conducted at the facilities as shown in the table below.

Facility Name	WW Audit
Swift Current RDC	none
Indian Head RF	2011
Saskatoon RDC	2012
Saskatoon RF	none
Outlook RF	none

Other reports:

- National Environmental Compliance Assurance Program (NECAP) Report for Saskatoon (2015), Swift Current (2021) and Indian Head (2023).

5. SCOPE OF WORK

5.1 The Contractor will determine whether the facilities are in compliance with the following requirements:

- CCME Model Sewer Use Bylaw Guidance Document
- Local Municipal Sewer Use Bylaws
- Canadian Environmental Protection Act (CEPA)
- Canadian Council of Ministries of the Environment (CCME)
- Fisheries Act

To meet these requirements, the wastewater audit requires the preparation of a sampling plan, implementation of the sampling plan, a comprehensive inspection of the entire wastewater system (storm and sanitary sewer), sample collection/analysis, inspection of wastewater treatment systems on site, evaluation of chemical handling and disposal procedures on site, including pesticide and pesticide rinsate disposal processes and procedures. The final reporting will include all results and recommendations to improve and reduce effluent quality, and any deficiencies found in the system.

5.2 The Contractor must carry out the following key phases of work for each site:

Phase 1A – Data Collection and Synthesis, Desktop Survey

The Contractor will liaise with the Water and Wastewater Aspect Lead and Facility Managers to retrieve required detailed information for the project. This may include plans of the wastewater (storm and sanitary sewer) and any other pertinent data.

The Contractor will review and evaluate available pertinent project documentation, such as:

- Existing drawings;
- Plans;
- Available reports;
- Water quality information; and
- Chemical and laboratory chemicals information

The Contractor shall deal directly with other agencies having legislative jurisdiction to ensure that any systems described, proposed, or recommended meet the requirements of local, Provincial or Federal codes applicable to the work. This shall be done in consultation with the Project Authority.

The Contractor will determine required information for the sampling plan (i.e. points of compliance).

For the Wastewater audit, the Contractor shall review a list of chemicals used at the site and existing practices and policies for disposal of laboratory chemicals at the site, pesticide storage practices, pesticide rinsate disposal practices and collect information on any in-house treatment systems. The Contractor will need to liaise with the Facility Manager and other scientific staff to acquire this information.

Information will be provided to the Contractor by AAFC in electronic format.

Phase 1B – Sampling Plans

The Contractor will propose a sampling plan for the wastewater evaluations. The wastewater evaluation will include references of any applicable regulatory and by-laws with which the facility must comply, threshold limits for chemicals, and wastewater parameters of interest. The sampling plan will detail sampling locations on the site, parameters to be tested, and a sampling protocol. The laboratory utilized for analysis will be included and the proper accreditation noted.

The wastewater samples shall be analyzed for constituents outlined in the local sewer bylaws or the model bylaw, whichever is more stringent. The model sewer bylaw is outlined in the publication by CCME "Model Sewer Use Bylaw Guidance Document SCHEDULE "B" Restricted Wastes – Sanitary and Combined Sewer Discharges as outlined in Table A - Conventional Contaminants and Physical Parameters, Table B - Organic Contaminants, Table C - Inorganic Contaminants. If the site is on a septic system, the tank effluent shall be sampled for parameters as set out in the provincial guideline (typically BOD₅, TSS and oil and grease). For sites serviced by lagoons, sampling should include those parameters as required by provincial guidelines.

The deliverable for Phase 1B is a sampling plan, with a detailed schedule and site visit plan. A separate health and safety plan shall also be provided. The proposed sampling plans will be provided to the AAFC Project Authority for comment and allow for at least one week review time. The sampling plans must be approved by the Project Authority before proceeding to Phase 2.

More details on sampling plan requirements is listed below.

Wastewater Sampling Plan

The wastewater sampling plan shall include a plan to retrieve a composite sampling over a 24 hour period of the sanitary wastewater at all points of compliance. Allowances must be made for sampling at all points of compliance, as sites may have more than one point of compliance.

The pH and temperature of the wastewater stream shall be monitored on a continuous basis throughout the composite sampling process. Where constituents require preservation or are time sensitive, a grab sample shall be taken.

As part of the due-diligence assessment methodology, the sampling plan should reflect site-specific contributions to the sanitary wastewater systems. In consultation with the Facility and Project Authority, the Contractor may determine that dye testing is required to confirm the points of compliance. If this task is required, the Contractor shall obtain the required written approvals from the municipality prior to the procedure.

Phase 2 - Site Evaluation and Sampling

The Contractor shall provide **at least 4 weeks notification** to each site's Facility Manager prior to conducting the sampling and site evaluation. The Contractor will conduct the inspections as required and within the arrangements made with the Facility Manager.

AAFC estimates east site visit will require one (1) to two (2) days to complete, depending on the size and complexity of the site. The minimum number of people on the Contractor's team expected to be in attendance for the site visit is two (2).

The Contractor shall retrieve samples as per the approved protocol and sampling locations defined in Phase 1.

Sampling results shall be evaluated and provided to AAFC at the end of this phase.

In assessing the wastewater systems, the Contractor is required to conduct a visual wastewater system assessment.

The following table outlines what shall be completed for the **wastewater audit** (but not limited to these items), with additional site specific items to be evaluated.

Site	Wastewater System Deliverables
All	The Contractor shall note compliance to the National and applicable Local Plumbing Codes.
All	The Contractor shall note issues that may be subject to the local municipal bylaws.
All	The Contractor shall identify the wastewater systems that are present (for example chemical, storm water and sanitary), and investigate (characterize and describe) the system (where drains go), by looking at past drawings and verifying.
All	The Contractor shall identify any equipment that introduces contaminants into the specific waste system,(e.g. garburators, sediment traps, etc. into municipal sanitary system, storm system, etc).
All	The Contractor shall determine the procedures and practices that are used by AAFC to treat and dispose of the chemicals used in the laboratories, including any onsite pesticide and pesticide rinsate disposal processes.
All	The Contractor shall identify any treatment processes that are used by the site to treat and dispose of wastewater (e.g acid dilution tanks, neutralization systems, etc.)

All	While on site, the Contractor will review the water consumption at the site and current practices to determine what can be done to reduce facility water consumption and reduce grey water.
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Phase 3 - Recommendations and Reporting

For each site, a draft and final report shall be prepared and delivered to the AAFC Project Authority. Report summary tables and all sampling data shall also be provided. Reports shall be provided in English.

Phase 3A – Draft Report

Upon delivery of the Draft Report, AAFC representatives will review the draft report, drawings and files within four weeks of receiving the report. The Project Authority will combine all comments and provide to the Contractor in writing.

Phase 3B – Final Report

Upon receiving comments from AAFC on the draft report, the Contractor will be responsible to review AAFC’s comments and address these in a final report and associated documents. Comments that cannot be addressed in the final report will be responded to in writing and, if possible, a meeting will be held to reconcile differences to finalize the report, drawings and files.

The tables below outline what shall be provided in the reports by the Contractor (but not limited to)

Wastewater:

Item No.	Description
1	The Contractor shall categorize the risks to the wastewater system and establish a list of recommended actions, based on the level of risk. When reviewing the risk, the Contractor shall ensure that the local bylaws are taken into consideration.
2	The Contractor shall provide a description of and comment on the written procedures and practices that are used by AAFC to dispose of the chemicals used in the laboratories including any onsite pesticide and pesticide rinsate disposal.
3	The Contractor shall provide a description of and comment on any treatment processes that are used by the facility, such as acid dilution tanks and pH neutralization tanks, and findings and recommendations from neutralization system evaluations.
3	The Contractor shall recommend any additional treatment systems or remedial action, taking into consideration the National Plumbing Code and the Contractor’s professional opinion and to ensure the operation of the wastewater system will result in wastewater discharges that meet local bylaws and any applicable legislative requirements.
4	The Contractor shall provide recommendations from the option analysis and suggested improvements to the existing infrastructure, operation and maintenance of the wastewater system, including the frequency and parameters to monitor in the wastewater that will ensure the system meets local bylaw requirements, Canada Labour Code, and best practices.
5	The Contractor shall report on the constituents found in the wastewater sampling program with all data provided in Microsoft Excel format.
6	The Contractor shall provide recommendations to reduce the water consumption at the site and water reuse systems.
7	The report must include any deficiencies or concerns identified during the site visit and appropriate for both wastewater and water conservation.
8	The Contractor shall provide a Class D Equipment and Construction cost estimate for all recommendations.

9	The Contractor shall provide as-built drawings, in AutoCAD format, of the existing wastewater system. Drawings shall be created for the existing sites plans, wastewater distribution system.
10	The Contractor shall characterize and describe the septic systems or lagoons at each of the sites as required (ie. type of system, class, any issues, etc)

Recommended Table of Contents for Wastewater Audit:

- 1.0** Acronyms, Abbreviations, Definitions
- 2.0** Executive Summary (including all recommendations and risk ratings from the investigation)
- 3.0** Introduction (objective, scope)
- 4.0** Regulatory Framework (Municipal Wastewater By-laws, CCME Model Sewer Use Bylaw, National Plumbing Code)
- 5.0** Previous Studies
- 6.0** Facility Overview (Site Description and its existing wastewater infrastructure, description of wastewater Systems (sanitary municipal system, septic systems, storm water system), description of all wastewater sources on site for each building)
- 7.0** Site Investigation (site meeting, building specific wastewater management practices and equipment observed for each building)
- 8.0** Wastewater Sampling (include sampling plan, monitoring methodology, results and discussion of results)
- 9.0** Chemical and Liquid Waste Disposal Procedures (include chemical handling and disposal plan, pesticide rinsate disposal process, chemical and lab instrument waste disposal)
- 10.0** In-house Treatment Systems (description of wastewater treatment systems on site, investigation and evaluation results)
- 11.0** Water Consumption
- 12.0** Conclusions and Recommendations (presentation and discussion of the results obtained)
- 13.0** References
- 14.0** Appendices: plans/schematics, records pertaining to the audit (field notes, records of testing, water quality data, other relevant documentation), municipal wastewater and sewer bylaws, sampling results, site plan, building information and wastewater observations, site images, sampling plan, class D cost estimate

6. MEETINGS

The proposed Work Plan should allow for at least three (3) teleconferences or videoconferences with AAFC:

1. A Start-up Meeting to discuss planned visit to the AAFC sites;
2. Meeting #2 to be held prior to completion of Phase 1 to discuss the proposed Sampling Plan; and
3. Meeting #3 to be confirmed, likely upon completion of the review by AAFC of the draft report and to be held for the presentation of the report.

The meetings minutes are to be taken by the Contractor and shared with AAFC Project Authority **within 5 business days**.

7. DELIVERABLES

Description	Format	Due Date
Phase 1A & 1B - Sampling Plans (1 per site with detailed schedule, site visit plan & a separate health and safety plan).	Electronically in Word	Within 8 weeks upon contract award
Phase 2 - Sampling Results for each site	Electronically in Excel	Within 6 weeks of site visit.
Phase 3A - Draft Reporting Draft Wastewater Survey Report per site	Electronically in Word	6 weeks after completion of site visits
Phase 3B - Final Reporting Final Wastewater Survey Report per site	Electronic version in PDF & a modifiable format in Word, *including all source files for drawings/plans such as AutoCAD files (.dwg).	Six (6) weeks after receiving draft report comments from AAFC

8. LANGUAGE OF WORK

Site Visits and site-specific information shall be completed in English for all sites.

9. TRAVEL

Travel is required to each site in Saskatchewan by the Contractor.

10. CONTRACTORS RESPONSIBILITIES

The Contractor is responsible for their travel arrangements and associated costs (if any) to travel to the site location.

The Contractor is expected to supply all other required materials and equipment such as but not limited to a laptop and note-taking supplies, sampling equipment and tools to perform the work while conducting the site visit and a copy of the required regulations to complete the work.

AAFC will not be liable for any equipment left on site by the Contractor.

11. AAFC RESPONSIBILITIES AND SUPPORT

AAFC is responsible to provide:

An AAFC Project Authority who will act as the AAFC Departmental Representative for the work and the liaison between the Site Representatives and the Contractor;

Ensuring staff availability and any logistics needed for site visit;

Be available to review, comment and provide feedback of deliverables.

Appendix A**BUILDING LIST****Swift Current Research and Development Centre**

Building Number	Name, Construction Date, Building Area	Building Use
75	Administration Lab Building, 1965 (renovations in 1998, 2013, 2015, and 2021), 7013 m ²	Main building. Contains greenhouses, offices, and laboratories.
97	Crop Services, 1995, 1858 m ²	Crop research and laboratory work.
98	Conference Facility, 1995, 564 m ²	Meeting rooms
45	Maintenance Shop, 1955, 1968 m ²	Maintenace of farm equipment
A	L.B. Thompson Place (AESB), 1996, 606 m ²	Offices
57/57A	Calving Barn and Processing Barn, 1958, 415 m ²	Calving
B	Maintenance and Service (AESB Shop), 1988, 511 m ²	Workshop and offices.
89	Met Barn, 1977, 465 m ²	Laboratory work.
92	Carpenter Shop, 1985, 577 m ²	Carpentry services.
95	Storage and Works Building, 1988, 465 m ²	Storage. South Farm.
96	Pesticide Storage, 1993, 125 m ²	Store, mix, and transfer pesticides to spray equipment.

Indian Head Research Farm

Building Number	Name, Construction Date, Building Area	Building Use
5	Administration, 1914, 550 m ²	Most-used building on site and typically has 20 or more occupants. (Occupancy increases in the spring and summer months.) It contains offices, washrooms, and a kitchen
17 & 17A	Maintenance Building & Addition; 1957, 2015; 924 m ²	The maintenance building and its addition have 11 full-time occupants, with increased occupancy in the spring and summer. Maintenance activities occur in the building, which has washrooms, workshops, and a lunchroom
40A	Seed Plant, 1984, 872 m ²	This building has five full-time occupants, increasing in the spring and summer months. It has a lunchroom and washrooms and work areas.
21	Crop Services, 1956, 542 m ²	Building used for processing and mixing activities. Washroom and mixing room.
25	Pavilion, 1935, 401 m ²	Utilized for processing activities. This building contains a kitchen sink and washroom sink.
35	Sewage Pumphouse, 30 m ²	Contains the lift station for the sewage system
12	Agronomy; 1924, 1960; 471 m ²	This building usually has two full-time workers. It contains offices, a lunchroom, and washrooms
45	Modular Office, 2000, 89 m ²	This is an office building with four full-time occupants, increasing in the spring and summer. It has washrooms for the staff
47	Modular Laboratory, 2000, 90 m ²	Laboratory
59	Chemical Storage, 2020, 200 m ²	Mixing and chemical storage

Saskatoon Research and Development Centre

Building Number	Construction Date, Building Area	Wing	Building Use
1	1997, 22000 m ²	Admin	Offices, conference rooms, storage.
1	1957, retrofitted in 1996, 22000 m ²	Lab	Laboratories, storage and freezers.
1	1997, 22000 m ²	Headerhouse /Greenhouse	Greenhouses, growth cabinets and chambers, laboratories.
1	1997, 22000 m ²	PGRC	Laboratories, growth chambers and freezers.

Saskatoon Research Farm

Building Number	Name, Construction Date, Building Area	Building Use
1	Crops Services Building, 1998, 1394 m ²	Laboratories, seed processing and offices.
4	Maintenance Shop, 1996, 535 m ²	Maintenance. Work shop, wash bay and three offices.
5	Headerhouse/Greenhouse, 1955, 135 m ²	Greenhouse research.
6	Carpenter shop, 1950, 221 m ²	Workshop.
11	Storage Building, 1986, 74 m ²	Storage.
19	Pesticide Storage, 1996, 122 m ²	Pesticide storage and mixing.

Outlook (CSIDC) Research Farm

Building Number	Name, Construction Date, Building Area	Building Use
1	Administrative Building, 1993, 498 m ²	Offices, boardroom, washrooms.
6	Chemical Storage Bldg., 2000, 114 m ²	Pesticide storage, work area and locker room.
8	Equipment Repair Shop and Equipment Storage Building, 1988, 593 m ²	Equipment repair and maintenance.
9	Greenhouse, 1995, 186 m ²	Research, plant growth.
10	Archrib Building, 1949, 192 m ²	Grain storage and header house.
12	Potato and Vegetable Research Building, 1997, 546 m ²	Potato and vegetable processing and storage.

ANNEX "B"

BASIS OF PAYMENT

Bidders do not need to complete this section.

1. General

All prices are firm, all-inclusive prices, Customs duties are included and Applicable Taxes are extra. *Applicable taxes will be shown separately on invoices.*

Canada will not reimburse separately any travel or living expenses associated with performing the Work.

2. Pricing Basis

The Contractor shall be paid in accordance with the following for work performed under the Contract.

INITIAL CONTRACT PERIOD - DATE OF AWARD TO MARCH 31, 2025

Swift Current RDC and Indian Head RF		
Milestone No.	Deliverable	Firm All-inclusive Amount (AAFC to insert the amounts at contract award)
Phase 1A/1B – Data Collection and Synthesis, Desktop Survey and Sampling Plans	Data Collection and a desktop survey is completed, sampling plans (2) are completed and approved by AAFC.	
Phase 2 - Site Evaluation and Sampling	Site evaluation and sampling is completed.	
Phase 3A - Recommendations and Reporting, Draft Report	Draft reports (2) completed	
Phase 3B - Final Reports	Final reports (2) completed	

OPTIONAL SERVICES

If AAFC chooses to exercise the optional services, the following Prices will apply:

OPTIONAL YEAR 2 - APRIL 1, 2025 TO MARCH 31, 2026

Saskatoon RDC, Saskatoon RF and Outlook RF (CSIDC)		
Milestone No.	Deliverable	Firm All-inclusive Amount (AAFC to insert the amounts at contract award)
Phase 1A/1B - Data Collection and Synthesis, Desktop Survey and Sampling Plans	Data Collection and a desktop survey is completed, sampling plans (3) are completed and approved by AAFC.	

Phase 2 - Site Evaluation and Sampling	Site evaluation and sampling is completed.	
Phase 3A - Recommendations and Reporting, Draft Report	Draft reports (3) completed	
Phase 3B - Final Reports	Final reports (3) completed	

ANNEX "C"

PRICING SCHEDULE

Bidders must complete the table below and must submit the Pricing Schedule in accordance with the details in the RFP. Bidders must include a price for all items. The information in this Annex will form part of the resulting contract.

All prices are in Canadian dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

Canada will not reimburse separately any travel or living expenses associated with performing the Work. All travel costs to be included in the firm bid price.

INITIAL CONTRACT PERIOD - DATE OF AWARD TO MARCH 31, 2025

SWIFT CURRENT RESEARCH AND DEVELOPMENT CENTRE		
Milestone No.	Deliverable	Firm All-inclusive Price
Phase 1A/1B - Data Collection and Synthesis, Desktop Survey and Sampling Plans	Data Collection, a desktop survey and sampling plan completed and approved by AAFC.	
Phase 2 - Site Evaluation and Sampling	Site evaluation and sampling is completed.	
Phase 3A - Recommendations and Reporting, Draft Reports	Draft report completed and provided to AAFC.	
Phase 3B - Final Reports	Final report completed and provided to AAFC.	
		Total Price (T1): = \$ _____

INDIAN HEAD RESEARCH FARM		
Milestone No.	Deliverable	Firm All-inclusive Price
Phase 1A/1B - Data Collection and Synthesis, Desktop Survey and Sampling Plans	Data Collection, a desktop survey and sampling plan completed and approved by AAFC.	
Phase 2 - Site Evaluation and Sampling	Site evaluation and sampling is completed.	
Phase 3A - Recommendations and Reporting, Draft Reports	Draft report completed and provided to AAFC.	
Phase 3B - Final Reports	Final report completed and provided to AAFC.	

Total Price (T2): = \$ _____

Total Price for Initial Contract Period 1: (T1 + T2) = \$ _____

OPTIONAL SERVICES

If AAFC chooses to exercise the optional services, the following Prices will apply:

OPTIONAL YEAR 2 – APRIL 1, 2025 TO MARCH 31, 2026

SASKATOON RESEARCH AND DEVELOPMENT CENTRE AND SASKATOON FARM		
Milestone No.	Deliverable	Firm All-inclusive Price
Phase 1A/1B - Data Collection and Synthesis, Desktop Survey and Sampling Plans	Data Collection, a desktop survey and sampling plans (2) completed and approved by AAFC.	
Phase 2 - Site Evaluation and Sampling	Site evaluation and sampling is completed.	
Phase 3A - Recommendations and Reporting, Draft Reports	Draft reports (2) completed and provided to AAFC.	
Phase 3B - Final Reports	Final reports (2) completed and provided to AAFC.	
Total Price (T3): = \$ _____		

OUTLOOK RESEARCH FARM		
Milestone No.	Deliverable	Firm All-inclusive Price
Phase 1A/1B - Data Collection and Synthesis, Desktop Survey and Sampling Plans	Data Collection, a desktop survey and sampling plan completed and approved by AAFC.	
Phase 2 - Site Evaluation and Sampling	Site evaluation and sampling is completed.	
Phase 3A - Recommendations and Reporting, Draft Reports	Draft report completed and provided to AAFC.	
Phase 3B - Final Reports	Final report completed and provided to AAFC.	
Total Price (T4): = \$ _____		

Total Price for Optional Services Year 2: (T3 + T4) = \$ _____

ANNEX "D" - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Refer to new form: [Forms for supplier integrity compliance - Canada.ca](#)

ANNEX "E" to PART 3 OF THE BID SOLICITATION**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

APPENDIX 1 TO PART 4 - MANDATORY TECHNICAL CRITERIA

Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration. If documentation is required to demonstrate compliance, the Bidder must include the necessary documentation with their proposal.

The Bidder is requested to use the tables provided to identify where the information can be found in the proposal (i.e.: identify the page / project number, etc.)

No.	Mandatory Criteria	Proposal Page No.
<p>M1</p>	<p><u>Qualifications and Experience of the Project Team</u></p> <p>M1.1 The principal contracting project team must include:</p> <ul style="list-style-type: none"> • Two (2) Professional Engineers. The two Engineers must have a combination of 10 years of experience in projects related to wastewater compliance assessment, with experience in relevant codes and regulations <p>To demonstrate this, a Curriculum vitae (CV) and copy of professional engineering certificate must be provided with the bid.</p> <p>M1.2 Resumes must be provided for all project members stating the individual's work experience, education and qualifications relevant to waste water sampling and compliance assessment. (maximum of 3 pages)</p>	
<p>M2</p>	<p>Three (3) client references must be provided by the Bidder (the company) in the past five years. The Bidder shall indicate which Project in their proposal each reference is being provided for. References shall include Project Title, Contact Name, Title of Contact Person, Telephone Number and Email Address for the contact.</p>	

APPENDIX 2 TO PART 4 - POINT RATED TECHNICAL CRITERIA**1. RATED REQUIREMENTS**

Bidders meeting the mandatory requirements will be evaluated in accordance with the following criteria. The clarity of the proposal writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

The Bidder is requested to use the tables provided below to identify where the information can be found in the proposal (i.e.: Identify the page / project number, etc.)

No.	Point-rated criteria	Max. Points	Min. Points	Reference (Page of bid confirming where the criteria can be found)
<u>R1</u>	<u>Quality and Responsiveness of the Proposal</u>			
<u>R1.1</u>	The Bidder demonstrates a clear understanding of project and the scope of work to be undertaken to provide the deliverables as set out in the Statement of Work.	20	12	
<u>R1.2</u>	The Bidder clearly identifies their technical approach, workplan (detailed breakdown of Phases and their tasks to achieve the deliverables), and resource requirements used in achieving the deliverables set out in the Statement of Work.	20	12	
<u>R1.3</u>	The Bidder has provided their anticipated project schedule for undertaking the work and meeting the project timeframes. Consideration should be given for creating efficiencies for site visits. Any challenges or constraints that could possibly affect the project should be identified with this schedule, including actions to mitigate these.	20	12	
<u>R2</u>	<u>Project Team</u>			
<u>R2.1</u>	The Bidder has identified the members of the Project Team (including Project Manager) that will be assigned to this project. The number and adequacy of resources applied to the project (including any back-up resources and the use of sub-consultants, if applicable); and their roles and responsibilities for the project are clearly defined.	40	24	

<u>R2.2</u>	<p><u>Project Team Past Experience</u></p> <p>The Bidder (the company) demonstrates its proposed Project Team has experience in the field of wastewater sampling and assessment, including interpreting the requirements of Canadian environmental legislation and regulations related to wastewater and municipal city by-laws, National plumbing code, Building code, federal and provincial guidelines, legislations and regulations with respect to wastewater.</p> <p>To demonstrate the proposed Project Team members possess the qualifications specified above, bidders must provide a list of three (3) projects completed in-house (within the Bidder's Company) in the past 5 years from the date of posting of this solicitation, and include:</p> <ol style="list-style-type: none"> 1. The client for whom the proposed Project Team members performed work for, including type of environment (office building, hospital etc.), name of a contact person, their title, phone number, and e-mail address 2. A brief description of each project, explaining how it relates to the above mentioned regulations and legislations; 3. The responsibilities of the team within the project; 4. The project duration (start and end dates); 5. The project dollar value (excluding taxes); <p>* If greater than three (3) projects are submitted only the first three identified in this section will be evaluated.</p> <p>Each project will be assessed and awarded a mark out of 10.</p>	60	36	
<u>R3</u>	<u>Clarity of proposal</u>			
<u>R3.1</u>	<p>The Bidder demonstrates ability to provide professional quality written work by providing a proposal that is visually appealing, well organized, and the required information is provided in a clear and concise manner (presented professionally and free of typographical errors).</p>	10	6	
	<u>Maximum points for technical rated criteria:</u>	170		
	<u>Minimum Points for technical rated criteria:</u>	102		

RATINGS SCALE:

The following scale will be used by the AAFC Evaluation Team members to establish Technical Scores for each proposal:

Point Rated Criteria	Weight Factor	Rating	Weighted Rating
<u>R1 Quality and Responsiveness of the Proposal</u>			
<u>R1.1</u>	2	0-10	0-20
<u>R1.2</u>	2	0-10	0-20
<u>R1.3</u>	2	0-10	0-20
<u>R2 Project Team</u>			
<u>R2.1</u>	4	0-10	0-40
<u>R2.2 Project Team's Past Experience</u>	2	0-10	0-60
<u>R3 Clarity of the Proposal</u>			
<u>R3.1</u>	1	0-10	0-10

Generic Evaluation Table

AAFC Evaluation Team members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

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

ANNEX "F"

SECURITY REQUIREMENTS CHECKLIST (SRCL)



Contract Number / Numéro du contrat 01R11-25-015
Security Classification / Classification de sécurité

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat 01R11-25-015
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat 01R11-25-015
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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