

## **REQUEST FOR PROPOSAL (RFP)**

### **MECHANICAL AND REPAIR SERVICES AT DAVID-FLORIDA LABORATORY (DFL) IN OTTAWA**

**Bid Submission Deadline:  
September 22, 2023 at 2:00 pm (EDT)**



**Submit Bids to:**  
**Canada Post Corporation's (CPC) Connect service**  
**Or**  
**By Fax 819-997-9776**

**Reference:** CSA File No. **9F023-23-0127**

*Note:* Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.

**September 7, 2023**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Summary**

The Canadian Space Agency (CSA) is requesting the service of an organization to provide building maintenance staff in mechanical work for maintenance and repair at the David Florida Laboratory (DFL) in Ottawa. The work to be completed is described under Annex A – Statement of Work.

- **Period of the Contract**

The period of the Contract is one year from contract award date.

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada **may exercise any or all options periods** at any time by sending a written notice to the Contractor 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.

- **Work location**

The work will take place at the David Florida Laboratory (DFL) 3701 Carling Avenue, Ottawa, Ontario, K2H 8S2.

- **Travel**

No travel expenses will be reimbursed.

- **Official languages**

All communications (oral and written) between the Contractor and Government representatives can be conducted in English.

### **1.2 Security Requirements**

Before award of a contract, the following conditions must be met:

the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

All Contractor/Offeror personnel requiring access to restricted work sites must hold a current Reliability Status issued or approved by the Canadian Space Agency. The Canadian Space Agency Reliability Status will be valid only for the duration of the contract and only for the Canadian Space Agency.

### **1.3 Trade Agreements**

This request is subject to the provisions of Canadian Free Trade Agreement (CFTA).

### **1.4 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.



### **1.5 Canada Post Corporation's (CPC) 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.

## **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>) issued by Public Works and Government Services Canada.

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

The 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

Bids must ONLY be submitted :

- By the Canada Post Corporation Connect service:

<https://www.canadapost-postescanada.ca/cpc/en/business/postal-services/digital-mail/connect.page>  
Canada Post Corporation connect service information: Section 08 (2022-03-29) - Transmission by Canada Post Corporation Connect of document 2003 – Standard Instructions - Goods or Services - Competitive Requirements.

**Or**

- By Fax : 819-997-9776

Note: Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

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

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

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions 2003, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

## **DO NOT COPY THE CONTRACTING AUTHORITY**

### **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:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) 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.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority by email to [melanie.seguin@asc-csa.gc.ca](mailto:melanie.seguin@asc-csa.gc.ca) **no later than five (5) 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.

### **2.4 Applicable Laws**

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

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

## **2.5 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)
- (a) 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.

## **2.6 Accessibility Standards**

In accordance with the [Treasury Board Contracting Policy](#) and the [Accessible Canada Act](#), federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- a) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or  
b) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

## **2.7 Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.



## **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 bound sections as follows:

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

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

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

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should prepare and submit their bid as follows:

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

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 explain and demonstrate how they propose to meet the requirements and how they will carry 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

**Section II: Financial Bid**

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

**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 technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In conducting its evaluation of the bids, Canada may, **but will have no obligation to**, do the following:
  - seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation. If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 10 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - contact any or all references supplied by bidders to verify and validate any information submitted by them.

#### **4.1.1 Technical Evaluation**

#### **4.1.2 Joint Venture Experience**

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

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

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

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

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information

during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

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

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.3 Mandatory Technical Criteria (See Table 1)**

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

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

#### **4.1.4 Point Rated Technical Criteria (See Table 2)**

Only bids that meet the mandatory criteria will be subject to point rating, as applicable. Rated criteria are used to assess various elements of the technical bid so that the relative merits of each bid can be determined.

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

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 **20 points** overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of **40 points**.
2. Bids not meeting (a) or (b) or (c) or (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 **60 %** for the technical merit and **40 %** 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 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.



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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

<b>TABLE 1 - MANDATORY TECHNICAL CRITERIA</b>		YES	NO
<b><u>MANDATORY BUSINESS EXPERIENCE</u></b>			
<b>MTC1</b>	The Bidder <b>MUST</b> prove that it has been in business for at least the last five (5) years. The Bidder must include within their proposal the documented proof of its status (a certificate of incorporation, business registration or tax returns confirming the number of years/months it has been in business).		
<b>MTC2</b>	The Bidder <b>MUST</b> prove that it holds \$2,000,000.00 professional and civil liability insurance by providing the certificate.		

	<p><b><u>MANDATORY RESOURCE EXPERIENCE</u></b></p> <p>The Bidder <b>MUST</b> present all appropriate licenses and/or certifications (if applicable) to perform work in Province of Ontario as identified under the Mandatory Personal Experience section below.</p> <p>For each of the following categories of resources, the Bidder <b>MUST</b> provide the Curriculum Vitae (CV) of all proposed resources and their respective competency certificates <b>AND</b> identify if the resource is internal or a sub-contractor.</p>		
<p><b>MTC 3</b></p>	<p><b>Gas Technician</b>                  All proposed resources <b>MUST</b> have minimum 5 years in the last 10 years of work experience as a gas fitter (<b>certified as Gas Technician 1 and hold a valid G1 gas license</b>) in commercial and/or industrial.</p>		
<p><b>MTC 4</b></p>	<p><b>HVAC Technician</b>                  All proposed resources <b>MUST</b> have minimum 5 years in the last 10 years of work experience in commercial and/or industrial and hold a <b>Certificate of Qualification as a Refrigeration and Air Conditioning Mechanic</b>.</p>		
<p><b>MTC 5</b></p>	<p><b>HVAC Apprentice</b>                  All proposed resources <b>MUST</b> have minimum 2 years training and/or work experience and be a <b>Registered Apprentice as a Refrigeration and Air Conditioning Mechanic</b>.</p>		
<p><b>MTC 6</b></p>	<p><b>Plumbing / Piping Technician</b>                  All proposed resources <b>MUST</b> have minimum 5 years in the last 10 years of recent work experience as a licensed plumber in commercial and/or industrial setting and hold a <b>Certificate of Registration as a licensed plumber</b>.</p>		
<p><b>MTC 7</b></p>	<p><b>Industrial General Mechanic</b>                  All proposed resources <b>MUST</b> have minimum 5 years in the last 10 years of related work experience in commercial and/or industrial setting.</p>		
<p><b>MTC 8</b></p>	<p><b>Sheet Metal Technician</b>                  All proposed resources <b>MUST</b> have minimum 5 years in the last 10 years of work experience in commercial and/or industrial setting and hold a <b>Certificate of Registration as a Sheet Metal Worker</b>.</p>		
<p><b>MTC 9</b></p>	<p><b>Insulation Worker</b>                  All proposed resources <b>MUST</b> have minimum 5 years in the last 10 years of related recent work experience in commercial and/or industrial setting</p>		



	<b>TABLE 2 – POINT RATED CRITERIA</b>	<b>Minimum required score</b>	<b>Maximum score</b>	<b>Received</b>
<b>RC1</b>	<p>The Bidder should submit a copy of the company's profile underlining business size :</p> <ul style="list-style-type: none"> <li>• <b>Business size:</b>  More than 15 employees = 5 points  1-15 employees = 3 points</li> </ul>		5	
<b>RC2</b>	<p>The Bidder should provide evidence of its recent experience by presenting examples of projects/contracts that are similar in nature, size and scope as Annex A – Statement of Work. The Bidder should include information demonstrating that the company possess experience working in hi-tech/laboratory/aerospace industry.</p> <p style="text-align: right;">5 examples or more = 5 points  2 to 4 examples = 2 points  Less than 2 examples = 0 points</p>	2	5	
<b>RC3</b>	<p>The Bidder should provide references for the examples presented in RC2. Complete reference should include :</p> <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Proponent's Name, Title and Organization</li> <li>• Proponent's Contact Information (reference – phone, email, website)</li> <li>• Date of Completion</li> <li>• Cost of Project</li> <li>• Summary of Project (Approximately 100 words or less)</li> </ul> <p style="text-align: right;">5 or more references = 10 points  2-4 references = 5 points  less than 2 references = 0 points</p>	5	10	
	<b>Total Score</b>		<b>20</b>	
	<b>Minimum Score required to pass rated criteria: 7 points</b>			

## **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. Certifications Required with the Bid**

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

#### **5.1 Certification - Bid**

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

##### **5.1.2 Security Requirements**

Before the contract award, the following conditions **MUST** be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

#### **5.2 Ineligibility and Suspension Policy**

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

#### **5.3 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 with FPS, bidders must provide the information required below before contract award.



### 5.3.1 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.

### 5.3.2 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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### 5.3.3 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$ 5,000, including Applicable Taxes.

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

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

### **5.4 Federal Contractors Program for Employment Equity**

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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [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.

### **5.5 Integrity Provisions – List of Names**

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. (See **Annex D** - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). (See **Annex D** - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **5.6 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **5.7 Status and Availability of Resources**

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## **5.8 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **5.9 Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information.

<https://srisupplier.contractsCanada.gc.ca/>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): \_\_\_\_\_

## **5.10 Certification – Contract**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **CERTIFICATION SIGNATURE**

We hereby certify compliance with the above noted certification requirements for:

- 5.1. Certification - Bid
- 5.2. Ineligibility and Suspension Policy
- 5.3. Former Public Servant
- 5.4. Federal Contractors Program for Employment Equity
- 5.5. Integrity Provisions
- 5.6. Insurance Requirements
- 5.7. Status and Availability of Resources
- 5.8. Education and Experience
- 5.9. Procurement Business Number
- 5.10. Certification – Contract

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print or type) of person authorized to sign on behalf of the Organization

Phone : \_\_\_\_\_

E-Mail : \_\_\_\_\_

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

All Contractor/Offeror personnel requiring access to restricted work sites must hold a current Reliability Status issued or approved by the Canadian Space Agency. The Canadian Space Agency Reliability Status will be valid only for the duration of the contract and only for the Canadian Space Agency. See Annex C.

### **6.2 Statement of Work**

The Contractor must perform Mechanical maintenance and repair services with respect to Canada-owned equipment and components located at the David Florida Laboratory (DFL) 3701 Carling Avenue, Ottawa, Ontario, K2H 8S2. The Work will be performed in accordance with the Statement of Work at Annex A and the Contractor's bid dated \_\_\_\_\_.

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2010C (2022-12-01) General Conditions - Services (Medium Complexity) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/active> apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

4013 (2022-06-20) Compliance with on-site measures, standing orders, policies and rules, <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4013/2> apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the contract is from is one year from contract award date.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one-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 any, one or all options at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is :

Mélanie Séguin  
Procurement and Contract Administration  
Canadian Space Agency  
Telephone: 438 364-1399  
E-mail address: [melanie.seguin@asc-csa.gc.ca](mailto:melanie.seguin@asc-csa.gc.ca)

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is: *(to be inserted at contract award)*

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

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

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

### **6.5.3 Contractor's Representative *(to be completed by the Bidder)***

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

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

## **6.6 Basis of Payment - Limitation of Expenditure**

For the Work described the Statement of Work in Annex A, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a limitation of expenditure of **\$ 100,000.00**. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting

Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### **6.6.1 Method of Payment – Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

#### **6.6.2 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request

#### **6.6.3 No responsibility to pay for work not performed due to closure of Government offices**

- a) Where the contractor, its employees, subcontractors, or agents are providing services on government premises under the contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the contractor for work that otherwise would have been performed if there had been no evacuation or closure
- b) If, as a result of any strike or lock-out, the contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the contractor for work that otherwise would have been performed if the contractor had been able to gain access to the premises.

#### **6.7 Electronic Payment of Invoices – Contract**

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

## **6.8 Invoicing Instructions**

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

Each invoice must be supported by :

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a) One (1) copy must be forwarded to the following email address for certification and payment:

CANADIAN SPACE AGENCY  
**9F023 – FINANCIAL SERVICES**  
[facturation-invoicing@asc-csa.gc.ca](mailto:facturation-invoicing@asc-csa.gc.ca)

- b) One (1) copy must be forwarded to the Project Authority indicated at section Authorities.

## **6.9 Performance Evaluation**

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months. Contractor Performance Evaluation Report Form - Annex F is used to record the performance.

## **6.10 Certifications and Additional Information**

### **6.10.1 Compliance**

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

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

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

### **6.10.3 Insurance Requirements – No specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **6.11 Applicable Laws**

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

### **6.12 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 supplemental general conditions 4013 (2022-06-20) Compliance with on-site measures, standing orders, policies and rules ;
- (c) the general conditions 2010C (2022-12-01) Services (medium complexity)
- (d) Annex A, Statement of Work ;
- (e) Annex B, Basis of Payment ;
- (f) Annex C, Security Requirements Check List ;
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### **6.13 Replacement of specific individuals**

1. If specific individuals are identified in the contract to perform the work, the contractor must provide the services of those individuals unless the contractor is unable to do so for reasons beyond its control
2. If the contractor is unable to provide the services of any specific individual identified in the contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the contractor and be acceptable to Canada. The contractor must, as soon as possible, give notice to the contracting authority of the reason for replacing the individual and provide:
  - a) the name, qualifications and experience of the proposed replacement; and
  - b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable
3. The contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The contracting authority may order that a replacement stop performing the work. In such a case, the contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the contracting authority does not order that a replacement stop performing the work does not relieve the contractor from its responsibility to meet the requirements of the contract.

### **6.14 Office of the Procurement Ombudsman clause**

#### **6.14.1 Recourse for suppliers with respect to the procurement process**

- a) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.
- b) There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts.
- c) Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca) under the heading "Supplier Dispute Management Process".



#### **6.14.2 Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

#### **6.14.3 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **ANNEX A - STATEMENT OF WORK**

### **PROJECT OVERVIEW**

The CSA/DFL intends to conduct a variety of renovations, repairs, retrofits and maintenance work in the years to come. A significant portion of this work shall be undertaken pursuant to requests made as part of the operations of the CSA/DFL's various programs. Blueprints, equipment shop drawings and/or work orders shall be supplied to the contractor as and when work is required. A calendar shall be drawn up and shall be subject to approval by the contractor as concerns each work item to be performed.

The CSA/DFL is a building with a total floor space of approximately 13,000 m<sup>2</sup> spread over four levels of office area with the majority clean room laboratory space. Built in 1971, the building is home to slightly more than 100 researchers, managers and clients employed by the Canadian space program. The current scope of work involves mechanical repairs, retrofits and maintenance of existing systems, devices and equipment sets without interrupting the CSA/DFL's research, development and testing operations.

### **TYPICAL REQUESTED SERVICES**

Supply equipment, personnel protective equipment (PPE), materials, tools and labour to perform installation, repairs and/or maintenance work in accordance with blueprints, drawings, details outlines, work orders and specifications provided by the CSA/DFL.

In the absence of detailed specifications, execute work according to standard CSA/DFL quality standards and written work description provided by the CSA/DFL Project Authority

### **IMPLEMENTATION**

#### **Contractor's responsibility**

##### **Labour (the resources)**

Assign qualified personnel to provide labour, parts, materials, tools and equipment for the provision of mechanical services on an **"as and when requested"** basis at David Florida Laboratory.

##### **Equipment, tools and safety equipment**

Supply equipment and tools to complete the work as per Project Authority instructions and/or Scope of Work; these have to be up to date, in good standing and CSA approved. CSA/DFL will not provide, rent or lend any tools and equipment to complete the work or any portion of the work assigned to the contractor.

##### **Materials**

Unless otherwise specified, supply, deliver and install all materials required for project execution. All materials to be new with manufacturer's seal intact and label; all materials and equipments used shall be UL, ULC or CSA approved for designated application.

The Contractor shall be responsible for having its materials delivered to the CSA/DFL loading dock, then transporting said materials from the loading dock to the work site within 12 hours of delivery.

CSA/DFL reserves the right to supply materials and parts; Contractor shall be responsible for transporting said materials from the warehouse to the work site.

##### **Removal of debris**

Contractor shall remove from the work site at the end of each work shift or as instructed by the Project Authority all rubbish or debris generated from the work activity. Contractor will be responsible to clean the

work area and any other space that has been affected by his activity. All debris shall be disposed into appropriate areas.

### **Occupational health and safety**

Ensure that all labour assigned to projects has received occupational health and safety training required by federal and provincial laws for construction and work in industrial and commercial sites, including but not limited to fall protection, confined spaces tower climbing and lift operation certification.

The purpose of these requirements is to minimize or eliminate risk to personnel health & safety and to the environment. All Contractors and Sub-Contractors performing work at CSA/DFL facilities are expected to comply with CSA/DFL applicable health and safety guidelines applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices.

All labour shall implement Lock Out/Tag Out that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include electrical and other forms of hazardous energy as necessary. All labour must have received prior training and will be briefed on in-house Lock Out/Tag Out (LOTO) procedure by their assigned Project Authority. Procedures must be strictly followed

All LOTO activities MUST be coordinated with the CSA/DFL Project Authority.

### **Training**

Assign trained, qualified labour. Ensure that all resources assigned to projects have the training, certificates or licenses of qualification require by law prior to performing any work.

### **Permits, Licenses and Certificates**

All permits, licences and certificates of approval required for the Work to be completed under federal, provincial or municipal legislation shall be obtained by contractor prior or after project completion whatever the case might be; the contractor shall be responsible for any charges imposed by such regulation or legislation. Upon request, Project Authority might ask for a copy of such permit, licence or certificate.

### **Building Security**

All staff employed by the Contractor, regardless of hours of work, MUST sign IN and OUT and, enter the times of arrival and departure in registers or on sheets provided in a specific designated area. In the event of a dispute and the absence of other evidence, the Register will be regarded as evidence of hours of work. Failure to "sign in or out" will render the entry invalid.

Visitor badge must be prominently displayed at all times.

No audio/visual equipment or cameras are permitted in the buildings.

No cellular phones, 2-way radios are permitted in cleanroom areas.

### **Service availability**

Ensure that labour is capable and available to perform the work according to the schedule agreed upon by the Contractor and the CSA/DFL within 24 hours from receipt of request, including 24-hour emergency service with a response time not to exceed two (2) hours from when the call is placed to the arrival of a service technician.

### **Invoicing and estimates**

Begin work only after receiving a work order or instruction issued by the CSA/DFL project authority. This work order or instruction, which shall be issued only after the CSA/DFL Project Authority and the Contractor have agreed on the cost of work, confirms that the CSA/DFL has approved the order. The

Contractor must advise CSA/DFL Project Authority if the cost of the work will exceed the amount of the work order issued before continuing any work which exceeds the approved order. A revised work order will be issued confirming approval to proceed.

If such approval is not received in writing by the CSA/DFL Project Authority confirming the revised work order amount, CSA/DFL will not be responsible to pay any amount exceeding the initial cost of work.

Invoice the CSA/DFL after each work order is completed unless specified otherwise by the CSA/DFL Project Authority. All invoices must clearly indicate the work order number and be accompanied by a breakdown of work performed including hours, back-up invoices from suppliers and sub-trades showing actual amounts paid and mark ups, a Workplace Safety & Insurance Board (WSIB) certificate and statutory declaration for the second and all subsequent invoices.

The CSA/DFL project authority can request a Contractor to provide a free estimate for different work on the facility premises as repairs, new installations and retrofits. Quoted work might not necessarily be approved to proceed. If work is agreed upon, the invoice must be billed according to the above instructions with the necessary breakdown. The quote will be used as the value of the work order with the same applicable conditions stated above.

## **MECHANICAL SERVICES**

The purpose of this contract is to provide staff to perform the tasks described in these specifications for mechanical maintenance, repairs and to carry out small jobs. Every job shall be carried out subsequent to a request made on a prescribed work order form.

The bidding contractor must be capable of securing all the required services in the RFP. In the case of proprietary systems or services the bidding will be required to secure these services so as to supply the necessary parts and expertise to the client as needed.

The following is intended to demonstrate typical services and material used by the CSA/DFL, but shall not be construed as a complete list. The contractor shall provide labour, tools and equipment to perform these and other tasks.

**Insulation:** Apply, remove, and repair insulation on various equipment, pipes, ductwork, or other mechanical systems such as heat exchangers, tanks, and vessels, to help control noise and maintain temperatures. The work shall include the preparation of surfaces for insulation application by brushing or spreading on adhesives, cement, or asphalt, or by attaching metal pins to surfaces for proper adherence. Appropriate insulation type is to be based on factors such as location, surface shape, and equipment use.

**Sheet metal worker:** Assemble, install and repair sheet metal products either on site or off site.

**Ventilation ducts:** The work for removal of ventilation ducts shall include removal of the duct, elbow joints, T-reducers, etc., from the ceiling void, removal of fasteners and hangers, and fitting of ducts and hangers. These components shall either be transferred to the Agency's warehouse or re-used immediately. The work for construction shall include supply of ventilation ducts, elbow joints, T-adapters and reducers, as well as the materials, equipment, tools and labour required to install the ventilation ductwork.

**Air diffuser:** The work for removal of an air diffuser shall include removal of the diffuser. In the case of recovery of materials for future use, the diffuser shall either be transferred to the Agency's warehouse or re-used immediately. The work for installation of a diffuser shall include transfer of the diffuser from the Agency's warehouse to the installation site, installation of the diffuser, connection to the ventilation ductwork, and balancing of the diffuser according to the volumes illustrated on the engineering drawings.

**Pneumatic thermostat:** The work for removal of a pneumatic thermostat shall include removal of the unit and the feeder line, as well as blocking of the line at the location illustrated on the engineering drawings, transportation to storage or disposal. The work for installation of a pneumatic thermostat shall include



installation of the unit, connection to the pneumatic system and to the mixing unit according to the indications on the engineering drawings, and calibration of the thermostat.

**Rooftop and Air Handling Units:** Facility ventilation is provided by seven (7) AHU's and eleven (11) RTU's. of different brands (Trane, Haakon, Carrier, Canadian Blower, Penn) and different models. The work for full or partial removal of a rooftop or air handling unit shall include removal all related parts, bypass damper motors, filter, belts, bearing and burners, transportation to storage or disposal. The work for the installation of a new unit shall include delivery and transportation of the unit, installation of all required parts, verification, commissioning and link to control system software. The work for repair of units shall include all related parts, from actuator to bypass damper motor to HEPA filter, belts, bearings and burner.

**Humidifier (gas and electric):** The work for removal of a humidifier shall include removal of unit, plumbing and all related parts including transportation to storage or disposal. The work for installation of new unit shall include delivery and transportation of unit installation of all required parts, including plumbing, troubleshooting, verification, commissioning and link to control system software. The work for repair of units shall include all related parts, fill valves, igniters, electric elements, transformers, plumbing system, and troubleshooting. Typical systems include, but not limited to, Dristeem, Pure Humidifier, Vapour-Logic and Johnson Controls pad.

**Fans: CSA/DFL have 25 exhaust fans, several washroom fans and other miscellaneous fans installed thru the Facility.** The work for removal of a fan shall include all related parts, dampers, actuators, belts, electric motor and transformer, transportation to storage or disposal. The work for the installation of a fan shall include delivery, transportation and installation of all related parts, dampers, actuators, belts, electric motor and transformer. The work for repair of fan shall include all related parts, dampers, actuators, belts, electric motor and transformer.

**Compressed air:** CSA/DFL has a compressed air plant; system consists of three (3) compressors manufactured by CompAir, an air dryer and a compressed air storage tank. It provides compressed air for laboratory equipment and user terminals.

**Plumbing and drainage:** The work shall include but is not limited to investigating complex piping and plumbing problems related to process equipment and building systems, supervising, administrating, renovating, installation and removal of existing and new piping, plumbing and drainage fixtures related to testing equipment and process systems. Ensure that all related codes, by laws and standards are met without exceptions.

**Miscellaneous Mechanical Systems:** The following items are examples of miscellaneous equipments thru DFL Facility and it does not constitute a complete inventory list of mechanical devices on the premises:

- **Hot Water Tanks (Electric and Gas Fired)**
- **Split AC units**
- **Vortex Air Separators**
- **Computer Room AC Units**
- **Sump Pumps**
- **Internal combustion engines (gen set and miscellaneous motors)**

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**Hourly rate for work in regular working hours**

The hourly rate for work in regular working hours is designed to cover the costs incurred by the Contractor in executing a construction and/or maintenance project in an area where the CSA/DFL employees may be continuing their activities. This hourly rate aims to compensate for cleaning costs, security and precautions the Contractor must take to complete its assignment. This rate applies to all construction

and/or maintenance costs for projects or parts of projects executed during regular working hours Monday-Friday (from 7:30 a.m. to 4:00 p.m.).

**Hourly rate for work performed outside regular working hours**

The hourly rate for work performed outside regular working hours is designed to cover costs incurred by the Contractor when executing a construction and/or maintenance project on evenings, weekends or statutory holidays. This rate applies to all construction and/or maintenance costs, additional cleaning costs and security for projects or parts of projects executed outside regular working hours (from 4:00 p.m. to 7:30 a.m.), as well as weekends and statutory holidays.

**Hourly rate for work performed on an emergency basis**

The hourly rate for work performed on an emergency basis is designed to cover the costs incurred by the Contractor in executing emergency service. This hourly rate aims to compensate for timely response not to exceed 4 hours, labour, cleaning costs and security to complete the emergency service.

**ANNEX B – BASIS OF PAYMENT**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

The Bidder must respond to this pricing schedule by inserting in its financial bid **firm hourly rate (\$CDN)** for each period and categories of resources specified below.

<b>TABLE 1 - Hourly rate for regular staff, on-call staff and additional staff as described in Annex A</b>					
Work schedule – Monday to Friday, 7:30 a.m. to 4:00 p.m.					
	<b>Year 1</b> Contract award date to October 31 <sup>st</sup> , 2024	<b>Option Year 1</b> November 1 <sup>st</sup> , 2024 to October 31 <sup>st</sup> , 2025	<b>Option Year 2</b> November 1 <sup>st</sup> , 2025 to October 31 <sup>st</sup> , 2026	<b>Option Year 3</b> November 1 <sup>st</sup> , 2026 to October 31 <sup>st</sup> , 2027	<b>Option Year 4</b> November 1 <sup>st</sup> , 2027 to October 31 <sup>st</sup> , 2028
<b>Gas Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>HVAC Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>HVAC Apprentice</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Plumbing/Piping Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Sheet Metal/Duct Work Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Industrial General Mechanic</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Insulation Worker</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour



**TABLE 2 - Overtime – Monday to Friday, 4:00 p.m. to 7:30 a.m.**

	<b>Year 1</b> <b>Contract award date to October 31<sup>st</sup>, 2024</b>	<b>Option Year 1</b> <b>November 1<sup>st</sup>, 2024 to October 31<sup>st</sup>, 2025</b>	<b>Option Year 2</b> <b>November 1<sup>st</sup>, 2025 to October 31<sup>st</sup>, 2026</b>	<b>Option Year 3</b> <b>November 1<sup>st</sup>, 2026 to October 31<sup>st</sup>, 2027</b>	<b>Option Year 4</b> <b>November 1<sup>st</sup>, 2027 to October 31<sup>st</sup>, 2028</b>
<b>Gas Technician</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>HVAC Technician</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>HVAC Apprentice</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>Plumbing Technician</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>Sheet Metal/Duct Work Technician</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>Industrial General Mechanic</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>Insulation Worker</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour

**TABLE 3 - Overtime – Saturday, Sunday and holidays**

	<b>Year 1</b> <b>Contract award date to October 31<sup>st</sup>, 2024</b>	<b>Option Year 1</b> <b>November 1<sup>st</sup>, 2024 to October 31<sup>st</sup>, 2025</b>	<b>Option Year 2</b> <b>November 1<sup>st</sup>, 2025 to October 31<sup>st</sup>, 2026</b>	<b>Option Year 3</b> <b>November 1<sup>st</sup>, 2026 to October 31<sup>st</sup>, 2027</b>	<b>Option Year 4</b> <b>November 1<sup>st</sup>, 2027 to October 31<sup>st</sup>, 2028</b>
<b>Gas Technician</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>HVAC Technician</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour
<b>HVAC Apprentice</b>	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour	_____\$/hour





<b>Plumbing Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Sheet Metal/Duct Work Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Industrial General Mechanic</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Insulation Worker</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

<b>TABLE 4 – Minimum hours billed</b>					
	<b>Year 1</b> Contract award date to October 31 <sup>st</sup> , 2024	<b>Option Year 1</b> November 1 <sup>st</sup> , 2024 to October 31 <sup>st</sup> , 2025	<b>Option Year 2</b> November 1 <sup>st</sup> , 2025 to October 31 <sup>st</sup> , 2026	<b>Option Year 3</b> November 1 <sup>st</sup> , 2026 to October 31 <sup>st</sup> , 2027	<b>Option Year 4</b> November 1 <sup>st</sup> , 2027 to October 31 <sup>st</sup> , 2028
<b>Minimum hours billed per service call if applicable</b>	_____ hour(s)	_____ hour(s)	_____ hour(s)	_____ hour(s)	_____ hour(s)

<b>TABLE 5 - Materials, equipment and supplies</b>					
	<b>Year 1</b> Contract award date to October 31 <sup>st</sup> , 2024	<b>Option Year 1</b> November 1 <sup>st</sup> , 2024 to October 31 <sup>st</sup> , 2025	<b>Option Year 2</b> November 1 <sup>st</sup> , 2025 to October 31 <sup>st</sup> , 2026	<b>Option Year 3</b> November 1 <sup>st</sup> , 2026 to October 31 <sup>st</sup> , 2027	<b>Option Year 4</b> November 1 <sup>st</sup> , 2027 to October 31 <sup>st</sup> , 2028
<b>Percentage mark-up on material invoice backup (if applicable)</b>	_____ %	_____ %	_____ %	_____ %	_____ %

**The following estimates are for Evaluation purpose ONLY (the evaluation will included the total for the five (5) years) :**

- 200 hours per year (gas technician during regular hours of work)
- 400 hours per year (HVAC Technician during regular hours of work)
- 100 hours per year (HVAC Apprentice during regular hours of work)
- 200 hours per year (Plumbing Technician during regular hours of work)
- 70 hours per year (Sheet Metal Technician during regular hours of work)
- 100 hours per year (Industrial General Mechanic during regular hours of work)
- 50 hours per year (Insulation Worker during regular hours of work)
- 20 hours per year (gas technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 50 hours per year (HVAC Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 10 hours per year (HVAC Apprentice during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 20 hours per year (Plumbing Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 10 hours per year (Sheet Metal Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 20 hours per year (Industrial General Mechanic during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 10 hours per year (Insulation Worker during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 20 hours per year (gas technician during overtime hours of work – Saturday, Sunday and Holidays)
- 50 hours per year (HVAC Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 10 hours per year (HVAC Apprentice during overtime hours of work – Saturday, Sunday and Holidays)
- 40 hours per year (Plumbing Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 20 hours per year (gas technician during overtime hours of work – Saturday, Sunday and Holidays)
- 10 hours per year (Sheet Metal Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 10 hours per year (Industrial General Mechanic during overtime hours of work – Saturday, Sunday and Holidays)
- 10 hours per year (Insulation Worker during overtime hours of work – Saturday, Sunday and Holidays)
- 2 hours per year (gas technician during regular hours of work) X 2 service call X minimum hours billed per service call
  
- Material, equipment, and supplies: estimated 10,000.00\$ per year

**ANNEX C - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada



Contract Number / Numéro du contrat

20230127

Security Classification / Classification de sécurité

**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	CSA/DFL	
2. Branch or Directorate / Direction générale ou Direction	DFL - BUILDING OPERATIONS	
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 Provide mechanical services and materials as needed for building operations, maintenance and preventative maintenance.		
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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"/>

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**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : Reliability only for the primary technician. Additional staff will be escorted at all times.

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat 20230127
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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

(The 4<sup>th</sup> page of the SRCL will be inserted at contract award)

**ANNEX D - INTEGRITY FORM**

To be included with certifications (Section III: Certifications)

<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise / Company's address</b>	
<b>NEA de l'entreprise / Company's PBN number</b>	
<b>Numéro de l'appel d'offre / Request for proposal's number</b>	
<b>Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name</b>	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
<b>Autres Membres / Other members:</b>	
<b>Commentaires / Comments</b>	



**ANNEX E – PERFORMANCE EVALUATION REPORT**

<b>SA #:</b>		<b>Contract #:</b>	
<b>Contractor's Name:</b>		<b>Award Amt:</b>	<b>Award Date:</b>
<b>Contractor's Address:</b>		<b>Final Amt:</b>	<b>End Date:</b>
		<b>Total Spent:</b>	
		<b>TA Contract:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Work:</b>		<b>Amendment History:</b>	
<b>Client Department:</b>			
<b>Project Authority</b> Name: Telephone #: e-mail:		<b>Procurement Authority</b> Name: Telephone #: e-mail:	
<b>PWGSC Contracting Authority</b> Name: Telephone #: e-mail:			
<p><b>1. How do you rate the Contractor's overall performance?</b>  <input type="checkbox"/> below expectations      <input type="checkbox"/> as expected      <input type="checkbox"/> above expectations</p> <p><b>2. Resources</b></p> <p>a. Did the Contractor provide the resources as identified in their Proposal?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>c. Were replacement resources required?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>3. Replacement Resources</b></p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award?      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP?      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced?      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p><b>4. Was the Contract completed within the predetermined:</b></p> <p>a. Time Estimate?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Cost Estimate?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>5. Were the required Reports and Deliverables:</b></p> <p>a. In conformity with the Scope &amp; Tasks of the SOW      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Received in the specified time frame?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>6. Contract Management</b></p> <p>a. Did the Contractor deal with performance issues in a timely basis?      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment?      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request?      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request?      <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p><b>7. Remarks</b></p>			