



REQUEST FOR PROPOSAL (RFP)

MECHANICAL MAINTENANCE AND REPAIR SERVICES

Bid Submission Deadline:
February 5 , 2024 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. **9F030-23-0295**

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

January 18, 2024



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PART 1 - GENERAL INFORMATION

1.1 Summary

The Canadian Space Agency (the Agency) is seeking a firm specializing in mechanical building maintenance for its site at 6767 route de l'Aéroport, Longueuil, Quebec, Canada (John H. Chapman Space Centre, JHCSC).

- **Period of the Contract**

From April 1st, 2024 to March 31, 2026.

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

- **Work location**

The work will take place at the locals of Canadian Space Agency located at 6767, route de l'Aéroport à Saint-Hubert (Québec)

- **Official languages**

The contractor must be able to provide resources capable of communicating orally and in writing in French.

1.2 Security Requirements

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

- (a) 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 have 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 Statement of Work

The work to be performed is described at Annex A – Statement of Work.

1.4 Trade Agreements

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

1.5 The Federal Contractors Program (FCP) for employment equity

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



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1.6 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.

1.7 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.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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: 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

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.

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2.2.1 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



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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.

2.2.2 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 **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 **QUEBEC**.



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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.



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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:
- a. 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 3 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.
 - b. contact any or all references supplied by bidders to verify and validate any information submitted by them.

4.1.1 Technical Evaluation

4.1.1.1 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.

TABLE 1 – MANDATORY CRITERIA		Please indicate where the info can be found in the bid (page number)
MC1	The Bidder MUST be in operation for at least ten (10) years from the RFP closing date AND provide documented evidence of their status in their proposal (a certificate of incorporation, business registration or declarations).	
MC2	The Bidder MUST be registered with the Commission des normes, de l'équité et de la santé et de la sécurité au travail (CNESST) AND provide a copy of the register or a copy of the registration certificate to the CNESST.	
MC3	The Bidder MUST hold a Building Control Board (RBQ) licence with the following categories AND provide a copy of the company's RBQ licence holder register : <ul style="list-style-type: none"> • 15.2 Natural Gas Burner Systems • 15.8 Ventilation • 15.10 Refrigeration 	



<p>MC4</p>	<p>The Bidder MUST provide the experience of the proposed personnel by providing the resume and certificates of each candidate to verify each of the mandatory requirements below.</p> <p>Two (2) different resumes and batches of certificates must be submitted. If more than two resumes are submitted, only the first two will be evaluated.</p> <p>For each candidate, include the resume in the bid documents to support the following criteria:</p> <p>R1.1 Minimum of 5 years experience in industrial mechanical maintenance.</p> <p>R1.2 Hold a diploma of vocational studies (DEP) in Industrial Mechanics OR a DEP as a General Machinist.</p> <p>R1.3 Possession of a valid Class 4B Stationary Machinery Mechanic Competency Card.</p> <p>R1.4 Have recognized welding training in the different processes (SMAW, GTAW, GMAW, FCAW).</p> <p>R1.5 Have an operator competency card for articulated boom lifts with a bucket.</p> <p>R1.6 Successful completion of WHMIS 2015 training less than 3 years from date of submission.</p>	
<p>MC5</p>	<p>The Bidder MUST present three (3) similar projects or contracts completed within the last ten (10) years from the close of this RFP.</p> <p>To demonstrate this experience, the following information will be required for three (3) recent projects completed by the Bidder:</p> <ol style="list-style-type: none"> 1. Project name; 2. Client organization name and responsible person name; 3. Contact information for person responsible of client organization (name, telephone, email and website); 4. Contract start and end date;; 5. Contract amount (to demonstrate similar scope); 6. Contract description summary (maximum 150 words per project). <p>Notes:</p> <ul style="list-style-type: none"> • We will only contact references to verify information. <p>If the Bidder submits more than three references, only projects within the three (3) project limit will be evaluated. The first three (3) projects proposed in the proposal will be considered for evaluation.</p>	



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4.1.2 Financial evaluation

The bid price will be evaluated in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

4.2 Basis of Selection – Mandatory technical criteria

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



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;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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.



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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;



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- 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_equality/eq/emp/fcp/list/inelig.shtm!) 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.

5.4.1 Federal Contractors Program for Employment Equity – Certification

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

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

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).

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.



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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



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- 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 have 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.

6.2 Statement of Work

The Contractor must perform the work in accordance with the Statement of Work at Annex A and the Contractor's bid dated _____. *(to be insert at contract award)*

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/21> 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.

6.3.3 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



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not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from April 1st, 2024 to March 31, 2026.

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

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

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.



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6.5.3 Technical Authority

The Technical Authority for the Contract is:

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

Telephone: _____
 E-mail address: _____

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

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

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

Telephone: _____
 E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 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 **\$ XXXXX** *(to be inserted at contract award)*. 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.

6.7.2 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.

6.7.3 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 the release document and any other documents as specified in the Contract;
- b) a copy of the monthly progress report;
- c) a copy of time sheets to support the time claimed;

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
9F030 – FINANCIAL SERVICES
facturation-invoicing@asc-csa.gc.ca

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

6.8.1 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.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 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 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 E is used to record the performance.

6.13 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 2010B (2022-12-01) Professional Services (medium complexity)
- (d) Annex A, Statement of Work ;
- (e) Annex B, Basis of Payment ;
- (f) Annex C, Security Requirements Check List ;
- (g) the Contractor's bid dated _____ (*insert date of bid*)



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 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, or by web at 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



ANNEX A - STATEMENT OF WORK

1. General

The Canadian Space Agency (the Agency) is seeking a firm specializing in mechanical building maintenance for its site at 6767 route de l'Aéroport, Longueuil, Quebec, Canada (John H. Chapman Space Centre, JHCSC) for a contract of two (2) fixed years with five (5) option years.

The John H. Chapman Space Centre (JHCSC) is a 30,000 square metre building built in 1993. Approximately 55% of the building is occupied by office space and 35% by special purpose spaces (laboratories, control centre). The site also includes a few other small buildings under the responsibility of the Agency that are an integral part of these specifications.

2. Scope of work

This mandate consists of providing technical expertise to perform the tasks described in these specifications, in addition to the execution of various small projects at the JHCSC.

We anticipate a need equivalent to one (1) person for up to 40 hours worked per week. The amount of labour may vary during the contract. Overtime is required to meet site operational requirements, with the option to cover off-hours on standby and respond to emergency calls.

Normal working hours shall be a minimum of 7:00 a.m. to 3:30 p.m., Monday to Friday, with shifts of eight (8) hours worked.

No minimum hours worked are guaranteed in this document. The successful Contractor shall not consider the Contract to be exclusive in the performance of the tasks described in this specification. Each task will be performed from a work order request that is documented using a Centralized Maintenance Management System (CMMS).

The Contractor must ensure the presence of its personnel for the delivery of the service. The technician assigned to the Agency must always be the same person.

In the event that the quality of the work described in these specifications is not met, the Agency may request a replacement on site. A repeated replacement of the personnel assigned to the contract, for any reason, will be considered by the Agency as a major service quality risk. The quality of service is closely related to the experience developed by the technician in performing complex operations at the JHCSC site. Any replacement of personnel must be implemented within a maximum of fifteen (15) working days.

3. Vacation, illness, absences, departures and statutory holidays

The Contractor must, except as directed by the Agency and at no cost to the Agency, replace a regular technician who is absent for 14 days or more.

When a Contractor's employee is absent for less than 14 days, the Contractor is required to ensure the availability of a replacement in the event of an emergency, and their presence at the site is required within two hours of the Agency's call. The hours worked by this person will be at the same hourly rate as the assigned absent employee. The availability of this resource in this case is not billable to the Agency.

In the event that an employee of the Contractor assigned to the Agency leaves, the Contractor must provide, within a maximum of five (5) working days, a minimum of three (3) CVs of technicians who may fill the position. The Agency must meet with each candidate identified as interesting. Upon selection of the technician, the Contractor must start on-site integration very quickly (within 48 hours of selection).



4. Availability outside regular hours

Contractor personnel may be actively involved in sharing availability outside of regular hours or as required by the Agency. Standby Contractor personnel are paid to be available in the event of an emergency. Invoicing for this availability must be billed monthly apart from regular hours.

This standby availability is shared among the technical team members. Currently, the availability window starts every Monday at 3:00 p.m. and ends the following Monday at 7:00 a.m., with slight changes throughout the year to comply with everyone's holiday schedules and vacations.

An employee of the Contractor who is responsible for responding to emergency calls outside of regular hours (standby) must ensure their availability during established periods, including statutory holidays falling within their schedule.

When an alarm is set off in the Agency's management system or an emergency call is received, the Contractor's technician is required to determine to the best of their knowledge whether the problem can be resolved remotely. (via telephone, computer, mobile app) or if they need to travel on site. Contractor invoicing for remote resolutions will need to match the actual hours worked by the technician. Contractor invoicing for resolutions requiring travel to the site shall be the actual hours worked by the technician and a maximum of one (1) hour worked may be invoiced to cover the transportation and travel costs of the technician.

All alarms received during the availability periods covered by the Contractor's personnel must be documented in a logbook where the nature of the alarm, the solution applied and whether or not a move was required must be clearly identified. This book must accompany the invoice associated with the hours worked. This book is mandatory to allow the Agency to perform due diligence to approve payment of the invoice.

In the event that a situation has a major impact on the Agency's critical operations, the technician will have to apply the Agency's emergency request escalation procedure. Target situations and procedures will be communicated to the contractor after contract award.

5. Mandatory minimum personnel qualifications

The Contractor's personnel assigned to the Contract must at least:

- Have a minimum of five (5) years' experience in technical building operations AND equipment maintenance. It is important that the resume identify where the candidate gained experience.
- Hold a diploma of vocational studies (DEP) in Industrial Mechanics OR a DEP as a General Machinist.
- Have a valid Class 4B Stationary Machinery Mechanic Competency Card.
- Have recognized welding training in the different processes (SMAW, GTAW, GMAW, FCAW).
- Have an operator competency card for articulated boom lifts with a bucket.
- Have successfully completed WHMIS 2015 training less than 3 years from date of submission.
- Obtain a Secret Security Screening Certificate.

The Contractor must be able to perform, but not be limited to, the following tasks:

- Use and operation of building control and computer systems.
- Maintenance and addition to building piping systems such as:
 - Domestic water;



- Mixed and cooling water;
 - Glycol;
 - Compressed and pneumatic air;
 - Pump maintenance and repair.
-
- Service and repair of compressed air compressors including desiccant and refrigerated air dryers and all accessories:
 - Water tower maintenance and repair;
 - Hot water heating boiler maintenance and repair;
 - Installation and connection of plumbing services for laboratory equipment and installations.

 - Preventive maintenance, repairs and installation of refrigeration systems for air conditioning, heating, humidification and ventilation, for the building and laboratories such as, but not limited to, the following equipment:
 - Heat pumps;
 - Air conditioners;
 - Refrigeration units;
 - Chillers;
 - Humidifiers—hot water boilers;
 - Filter changes;
 - Fans;
 - Heat recovery units;
 - Cooling towers;
 - Compressors and air dryers;
 - Laboratory fume hoods;
 - Pneumatic, electrical and electronic controls.

6. Minimum staff training

This section describes the minimum training required for Contractor personnel. The Contractor is responsible for assigning appropriately trained personnel to work under this Contract.

All personnel must hold a valid WHMIS 2015 Training Certificate at all times, with the last successful recall up to three (3) years old. In the event that the WHMIS Standard is updated during the contract period, the Contractor must train its personnel in accordance with the requirements of the CNESST. If the CNESST does not have any requirements, the Contractor must train its personnel within 3 months of the new version of the WHMIS standard coming into effect.

Comply with all safety precautions regarding any risk of fire, accident, confidentiality, security and trespassing. Comply with safety rules recommended by national and provincial codes and prescribed by authorities having jurisdiction over equipment, methods and work habits. Submit a document demonstrating that the Contractor's employees have the training required to meet these requirements.



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The Contractor, through its delegation, processes and work methods, must ensure the health and safety of the Client's employees at all times. The Contractor must immediately communicate any identified deficiencies or concerns raised in this matter.

7. Corporate constraints

The Contractor must meet all of the following criteria:

- Ensure that employees agree to comply with the building access control program and agree that the entry/exit records be used for Agency purposes to verify hours worked.
- Only employees with an entry permit and whose names appears on the Contractor's payroll are allowed in the workplace.
- Keep keys issued by the Agency in the workplace at a location determined by security, and follow all Agency directives regarding keys. The Contractor must ensure that no key is copied or misplaced for any reason. In case of any deviation from the above, the Contractor will be responsible for the costs incurred for any corrective action that the Project Officer deems necessary to maintain building security.
- Comply with instructions provided by the Agency.
- Read, understand and respect the information contained in the documentation provided by the Agency.

The Contractor must comply with the guidelines regarding access restrictions to areas based on Agency activities (24/7 operations, experiments, events, etc.). This instruction means that some work cannot be completed as originally planned. These changes from the established schedule will not be subject to additional claims. Knowing this reality, the Contractor undertakes to provide rigorous planning to the Agency technical authority several weeks in advance.

Some rooms have a specific level of security. Locks on these rooms must be unlocked by a security guard, and work must be performed in the presence of a guard. The Agency will agree with the Contractor to consolidate this space within a specific time frame, and the Agency technical authority will make the necessary arrangements with security to limit the repetitive use of security officers and to reduce waste of time for the Contractor. The Contractor may not claim additional costs for delays caused by the application of security instructions.

8. Systems and equipment maintenance

Preventive and corrective maintenance work to be performed by Contractor personnel includes, but is not limited to, mechanical systems, ventilation and air conditioning systems, pneumatic and electronic controls, water towers, plumbing equipment. Some maintenance is performed by other subcontractors. In these situations, Contractor personnel are requested to coordinate visits and ensure quality of work.

For information purposes, these systems include, but are not limited to, the following:

- Pumps;
- Heat exchangers;
- Air exchangers;
- Air conditioning system;
- Single refrigeration units;



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- Cooling towers;
- Air compressor;
- Miscellaneous fans;
- Miscellaneous motors;
- Reservoirs;
- Pneumatic, electrical and electronic controls;
- Water and glycol systems;
- Air circuits;
- Chemical injection systems and water treatment;
- Fire pump station;
- Drainage systems;
- Plumbing fixtures.

9. Tools, PPE and uniforms

The Contractor must provide all equipment and tools necessary to perform the work. The Agency has basic tools that may be used from time to time by the Contractor, and upon approval by the Agency, for work related to the Contract. The Contractor must provide all worker personal protective equipment (PPE).

The Contractor must provide complete uniforms bearing the Contractor's logo for its personnel to work indoors and outdoors, both summer and winter. The Contractor is responsible for providing professional dress for these employees. An appropriate uniform standard that allows Agency users to properly identify Contractor personnel must be respected. The Contractor must provide work clothing in good condition to identify the service company and the name of the resource. The Bidder's uniform must be approved by the Agency authority when awarded the contract.

Each worker will be required to have a Contractor provided cellphone and laptop compatible with the emergency call management application and building automation system (BAS).

10. Obligation of result

The Contractor's obligation of result is applicable to the entire specification. The Contractor's personnel must have the abilities, skills and experience to operate the building operations and maintenance management software used by the Agency.

The Contractor's representative must meet with an Agency representative on a quarterly basis.

11. Environmental considerations

As part of Canada's policy requiring federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, contractors should:

a. Paper consumption:

- Provide and transmit invoices, correspondence, draft reports and final reports in digital format. If printed documents are required, double-sided black and white printing is the default unless otherwise specified by the business owner;



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- Ensure that printing paper contains at least 30% recycled content and/or is certified as originating from a sustainably managed forest;
- Use electronic signatures, where clients are able to accept them, to reduce paper consumption;
- Recycle unnecessary printed materials (as per security requirements).

b. Travel requirements:

- Use videoconferencing and/or teleconferencing tools whenever possible to reduce unnecessary travel;
- Use public transit or other environmentally friendly modes of transportation whenever possible.

c. Miscellaneous:

- Implement processes that minimize chemical consumption and waste.



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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 unit price, all inclusive (\$CDN)** for each items.

The prices quoted below, when submitted by the bidder, include the total estimated cost of all expenses that may be incurred for:

(a) all travel expenses that may be incurred within the National Capital Region (NCR) and the Canadian Space Agency in St-Hubert. The National Capital Region is defined in the National Capital Act, R.S. 1985, c. N-4 1985, s. 2, which can be consulted on the Department of Justice Web site at the following address: <https://laws-lois.justice.gc.ca/fra/lois/n-4/TexteCompleet.html>

(b) all travel expenses that may be incurred between the contractor's place of business and the NCR; and CSA and

(c) all travel and living expenses to relocate resources to meet the terms of any subsequent contract. These costs may not be charged directly and separately from professional fees to any resulting contract that may arise from the solicitation.

Table 1 : Hourly rate, per technician, for hours worked on the regular work schedule (7:00 a.m. to 3:30 p.m. during weekdays)							
	Initial period		Option 1	Option 2	Option 3	Option 4	Option 5
	From April 1st, 2024 to March 31, 2025	From April 1st, 2025 to March 31, 2026	From April 1st, 2026 to March 31, 2027	From April 1st, 2027 to March 31, 2028	From April 1st, 2028 to March 31, 2029	From April 1st, 2029 to March 31, 2030	From April 1st, 2030 to March 31, 2031
Hourly rate	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>

Table 2 : Hourly rate, per technician, for overtime worked on business days (3:30 p.m. to 7:00 a.m. the next day during weekdays)							
	Initial period		Option 1	Option 2	Option 3	Option 4	Option 5
	From April 1st, 2024 to March 31, 2025	From April 1st, 2025 to March 31, 2026	From April 1st, 2026 to March 31, 2027	From April 1st, 2027 to March 31, 2028	From April 1st, 2028 to March 31, 2029	From April 1st, 2029 to March 31, 2030	From April 1st, 2024 to March 31, 2025
Hourly rate	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>	<u>\$/hour</u>



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Table 3 : Hourly rate, per technician, for overtime worked on Saturdays, Sundays and statutory holidays

	Initial period		Option 1	Option 2	Option 3	Option 4	Option 5
	From April 1st, 2024 to March 31, 2025	From April 1st, 2025 to March 31, 2026	From April 1st, 2026 to March 31, 2027	From April 1st, 2027 to March 31, 2028	From April 1st, 2028 to March 31, 2029	From April 1st, 2029 to March 31, 2030	From April 1st, 2024 to March 31, 2025
Hourly rate	\$/hour	\$/hour	\$/hour	\$/hour	\$/hour	\$/hour	\$/hour

Table 4 : Minimum number of hours billed for service calls, by request from the Agency, for a technician outside of their standby period

	Initial period		Option 1	Option 2	Option 3	Option 4	Option 5
	From April 1st, 2024 to March 31, 2025	From April 1st, 2025 to March 31, 2026	From April 1st, 2026 to March 31, 2027	From April 1st, 2027 to March 31, 2028	From April 1st, 2028 to March 31, 2029	From April 1st, 2029 to March 31, 2030	From April 1st, 2024 to March 31, 2025
Minimum number of hours	Hour (s)	Hour (s)	Hour (s)	Hour (s)	Hour (s)	Hour (s)	Hour (s)

Evaluation :

For the purposes of evaluating bids received under this bid solicitation, the estimated value of each bid will be determined by summing the estimated value of each table. The estimated value of each table corresponds to the multiplication of the rates submitted in Section 2 with an estimated number of hours worked. Estimates of these hours are for evaluation purposes only and cannot be considered as a guarantee.

- Table 1: 4,160 hours per year
- Table 2: 80 hours per year
- Table 3: 80 hours per year
- Table 4: 6 service calls x minimum number of hours x hourly rate from Table 2.

***Note :**

The various hourly rates must include Contractor personnel's travel to the JHCSC, the various insurance, professional and union dues, profits, taxes and all other expenses. The rate applies only to hours worked on site, travel time will not be paid by the Agency.

Days off, vacation, absences and statutory holidays are usually considered not worked and therefore cannot be billed to the Agency. Statutory holidays on standby must be billed at the regular rate present in the price sheet.



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ANNEX C - SECURITY REQUIREMENTS CHECK LIST



COTE DE SÉCURITÉ INTERNE
INTERNAL SECURITY CLEARANCE

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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 A&C	2. Branch or Directorate / Direction générale ou Direction Biens immobiliers	
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 Achat d'un service de Main-d'oeuvre mécanique (minimum 1 personne) pour l'entretien mécanique préventif et correctif		
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 / <input type="checkbox"/> Yes Non / 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 / <input type="checkbox"/> Yes Non / 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 / <input type="checkbox"/> Yes Non / 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 / <input checked="" type="checkbox"/> Yes Non / 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 / <input type="checkbox"/> Yes Non / 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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Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input checked="" type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : <u>L'accès sans escorte au Primary Control Facility (PCF) de l'Agence spatiale canadienne est requis.</u>	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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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	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI IT Link / Lien électronique																

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



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ANNEX D - INTEGRITY FORM

Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name	
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	
Autres Membres / Other members:	
Commentaires / Comments	



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ANNEX E – PERFORMANCE EVALUATION REPORT

SA #:		Contract #:	
Contractor's Name:		Award Amt:	Award Date:
Contractor's Address:		Final Amt:	End Date:
		Total Spent:	
		TA Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work:		Amendment History:	
Client Department:			
Project Authority Name: Telephone #: e-mail:		Procurement Authority Name: Telephone #: e-mail:	
		PWGSC Contracting Authority Name: Telephone #: e-mail:	
<p>1. How do you rate the Contractor's overall performance? <input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations</p> <p>2. Resources</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>3. Replacement Resources</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>4. Was the Contract completed within the predetermined:</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>5. Were the required Reports and Deliverables:</p> <p>a. In conformity with the Scope & 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>6. Contract Management</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>7. Remarks</p>			



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ANNEX F - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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