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NRC.BidReceiving-
 ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

**REQUEST FOR PROPOSAL
 DEMANDE DE PROPOSITIONS**

Proposal To: National Research Council Canada

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

Proposition au : Conseil national de recherches Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes
Comments - Commentaires

Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
 National Research Council Canada
 Conseil national de recherches Canada

Title – Sujet GMP TRIPLE CLEAN FOR THE CLINICAL TRIAL MATERIAL FACILITY (CTMF) CLEANROOMS	
Solicitation No. – N° de l'invitation 23-58251	Date 27 March 2024
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le 22 April - 2024	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Cindy Romain	
Email address – l'adresse courriel : Cindy.Romain@nrc-cnrc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
National Research Council Canada Clinical Trial Material Centre (CTMF) 6100 Royalmount Ave Gate 10 Montreal, Qc H4P 2R2	

Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, 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;

(d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;

(e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, please contact NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca

1.2 Statement of Work

To provide GMP CLEANING SUPPORT FOR THE CLINICAL TRIAL MATERIAL FACILITY (CTMF) CLEANROOMS in accordance with the detailed Statement of Work attached as **Appendix "A"**.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

You are invited to submit one electronic Technical Proposal and one electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment must be clearly marked 'Technical Proposal' and the other attachment must be marked 'Financial Proposal'. All financial information must be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. All proposals should include the front page of this RFP duly completed.

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



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.

Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

2.1.1 It is the Bidder's responsibility to:

- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

2.1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

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

2.1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

2.1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

2.1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.

2.1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

2.1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.



2.2 Late Bids

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

2.3 Submission of Bids

Technical and Financial Proposals must be **received electronically** no later than **02 :00 PM on 22 April - 2024** 14:00 EDT, to the following NRC email address:

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Proposals must not be sent directly to the Contracting Authority or the Project Authority. All submitted proposals become the property NRC.

2.4 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to



the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Contracting Authority, Procurement Services
National Research Council Canada
Cindy.Romain@nrc-crc.gc.ca (Cindy Romain – Senior Contracting Officer)
Phone: 613-299-2748

2.6 For invited RFPs

To ensure the equality of information among Bidders, responses to general enquiries will be sent simultaneously to all bidders without identifying the source. All formal questions and answers will be distributed to all competing bidders unless such publication would reveal proprietary information. The bidder who initiates the question will not be identified.

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. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer distributed to all bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.7 Applicable Laws

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

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.

2.8 Bid Challenge and Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#). Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<https://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate attachment sections (when applicable) as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Additional Information

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:



- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>), for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Bidders are encouraged to consult the following websites:

<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-qlr-eng.html>

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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Section III: Additional Information Bid

Bidders must provide all additional information requested to demonstrate that they meet the requirements of the evaluation criteria.

3.2.1 Electronic Payment of Invoices – Bid

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.



3.2.2 Exchange Rate Fluctuation

Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory and rated evaluation attached as **Appendix B Evaluation Criteria and Selection Method**. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

4.1.2 Financial Evaluation

The Contractor must complete the pricing schedule provided in accordance with **Appendix B Basis of Payment (Table 1 and Table 2- Supplemental Resources)** to include as a separate attachment in the electronic bid submission.

The cost proposal must have sufficient structure to show how the total proposed cost was calculated. It should contain the following elements:

- a) The amount and explanation for other miscellaneous expenses that could be incurred.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations

Applicable Sales Tax: The GST, PST, QST or HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of applicable sales tax shall be disclosed and shown as a separate item.



4.2 Basis of Selection

Minimum Point Rating

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 70% percent or 77 overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 110 points and price 30%.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest combined technical score (70%) and price (30%) will be recommended for award of a contract.

Optional periods of (4) four years will be included in the price calculations as well as the hourly rates for shifts Totals for Supplemental Resources.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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



5.2.1 Integrity Provisions – Required Documentation

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

In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- 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 or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

<u>SURNAME</u>	<u>GIVEN NAME(S)</u>	<u>TITLE</u>

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

The following security requirements (SRCL and related clauses) as described in **Appendix D** apply and form part of the Contract.

6.2 Statement of Work

The contractor must perform the work in accordance with the statement of work in **Appendix "A"**.

6.3 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of *(insert contract 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 (4) four additional 1 (one) 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.

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

6.4.3 Delivery Date

All the deliverables must be received on or before (insert date).

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point specified at **Appendix A** of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cindy Romain
Title: Senior Contracting Officer
National Research Council Canada
Directorate: NRC CTMF Project
Address: 6100 Royalmount Ave, Montreal, Qc, H4P 2R2

E-mail address: Cindy.Romain@nrc-cnrc.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 Technical Authority

The Technical Authority for the Contract is: [to be inserted at contract award]

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ ____ _____
E-mail address: _____

The Technical 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 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.



6.5.3 Contractor's Representative [to be inserted at contract award]

Name: _____
Title: _____
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 Payment

6.7.1 Basis of Payment

The Contractor will be paid for costs reasonably and properly incurred in the performance of the work under this Contract in accordance with the following:

For the Work described in the *Statement of Work* in Appendix A:

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

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

6.7.2 Limitation of Expenditure

Unless otherwise authorized in writing by the National Research Council of Canada (NRC), NRC's financial liability to the Contractor under this Contract shall not exceed \$_____ (*insert the sum*). Customs duties are excluded and Applicable Taxes are extra. The Contractor must not perform any work that would cause the total liability of NRC to exceed this limitation unless authorized in writing by the Contracting Authority through a contract amendment. All work shall be done to the full satisfaction of the Technical Authority named herein before any payment shall become due to the Contractor.

6.7.3 Method of Payment

Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.



6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic Only);
- b. Wire Transfer (International Only);

6.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.9 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.

Invoices **must** be sent to: nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca

PLEASE QUOTE CONTRACT NO. *[to be inserted at contract award]* ON ALL DOCUMENTATION AND INVOICES.

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.

6.11 Applicable Laws

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



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 Contract;
- (b) the general conditions - [2010C](#) 2022-12-01, General Conditions - Services (Medium Complexity);
- (c) APPENDIX X, Statement of Work;
- (d) APPENDIX X, Basis of Payment
- (e) APPENDIX X, SCRL
- (f) Contractors technical Proposal (*dated _____ enter date of bid*);

6.13 SACC Manual Clauses

[G1005C](#) (2016-01-28) Insurance – No Specific Requirements

6.14 Dispute Resolution

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

6.15 Non-Permanent Resident (Canadian Company)

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.16 Withholding of 15 percent on Service Contracts with Non-residents

Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the [Canada Revenue Agency](#) (CRA). The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

Although most tax treaties between Canada and other countries provide for some relief from Canadian tax, Canada does not normally relinquish its right to withhold tax pursuant to the provisions of section 153 of the [Income Tax Act](#) and subsection 105(1) of the [Income Tax Regulations](#). If the non-resident contractor can adequately demonstrate, based on treaty protection, that the withholding normally required is in excess of the ultimate tax liability, or that the withholding creates undue hardship to the contractor, then the CRA may issue permission to the payer authorizing a reduction of the subsection 105(1) withholdings. The procedure to apply for a reduction of withholding is detailed in



Income Tax Information Circular [IC75-6R2](#) Appendices A and B, as well as in CRA's [T4061, Non resident Tax Withholding, Remitting, and Reporting](#). Requests for a waiver or a reduction of the withholding will not be entertained unless deductions at source are remitted to CRA.

6.17 Government Smoking Policy

Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

6.18 Access to Government Facilities/Equipment

Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Technical Authority named herein. There will be however, no day-to-day supervision of the Contractor's activities, nor control of the Contractor's hours of work by the Technical Authority.

The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.

RFP 23-58251

TITLE: GMP CLEANING SUPPORT FOR THE CLINICAL TRIAL MATERIAL FACILITY

DATE: Feb 23, 2024

OBJECTIVE:

To procure qualified GMP cleaning services (the "Service") for the Clinical Trial Material Facility (CTMF) located at the 6100 Avenue Royalmount, Montréal, Québec H4P 2R2.

BACKGROUND:

The NRC is building a new permanent, GMP-compliant Clinical Trial Material Facility (CTMF) at its Royalmount Avenue site in Montréal. When complete, this facility will be used to manufacture vaccine and other biological materials for clinical trials, to support vaccine and biologics development.

The CTMF must follow Good Manufacturing Practices (GMP) and has a requirement for GMP cleaning services. This will be required for regular (daily) GMP cleaning as well as monthly/quarterly cleaning and more extensive cleaning (triple-cleaning) following planned facility preventive maintenance, shutdown periods, and in contained production rooms as part of the changeover cleaning. In addition, GMP cleaning services may also be needed in the event of unexpected facility shutdown or maintenance.

SCOPE OF WORK:

The work shall address all surface cleaning and disinfection requirements of the controlled access Manufacturing areas (contained as well as classified) of the Clinical Trial Material Facility (CTMF). This includes ceilings, walls, floors, wall accessories, furniture, pass-boxes, equipment (external surfaces) at required frequency defined in a standard operating procedure (SOP).

TASKS:

- a. Perform GMP cleaning of the Classified (C, D and Controlled non-classified) areas of CTMF, as per CTMF SOP. Specific cleaning regimen to be provided by CTMF.
- b. Record cleaning activities in CTMF documents and provide corrections if needed.
- c. Contract workers will be required to use only the approved cleaning and disinfecting agents and cleaning tools provided by CTMF. Instructions and training on the SOPs including the preparation of reagents will be provided by CTMF personnel.
- d. Cleaning material as well as instructions for preparation of reagents and setup of cleaning tools will be provided to the contract workers as per SOP.



- I. The quantity of concentrate to dilute in required quantity of water will be provided.
 - II. Instructions on setting up mopping tools and buckets will also be provided.
- e. Contract workers will be responsible for inspection of the tools and requesting replacement of damaged tools.
 - f. Cleaning requirements (hours of cleaning and number of cleaning staff) will vary over the course of the year. Typically, over the course of 52 weeks, there would be a total of 4 weeks (2 weeks in summer + 2 weeks end of December) of shutdown when no cleaning will be required. In addition, 2 triple cleanings following the shutdowns are anticipated over the course of a year.
 - Anticipated cleaning requirements:
 - 42 weeks regular cleaning (minimum 2 workers; 75 hrs per week)
 - 6 weeks triple cleaning (approximately 5 workers; 187.5 hrs per week based on 5-day week)
 - 4 weeks maintenance (0 workers - no cleaning required)
 - 52 weeks total per year
 - g. Specific work schedules will be provided a minimum of 2 weeks in advance by the CTMF management to facilitate contractor resource management.
 - h. Optional work: In the event of an emergency, it is possible that supplementary cleaning will be required at very short notice. The contractor should have sufficient human resources available to provide additional trained workers for such emergency purposes. The contractor should provide per hour costs for potential night or weekend cleaning requirements on an exceptional basis. Contractors should also include the minimum notice required to secure additional resources in an emergency.

DELIVERABLES AND TIMELINES:

The term during which the Service under this Statement of Work shall be provided is commencing on 01 May, 2024, and ending on April 30, 2025 (the "Service Term") and (4) four more optional years.

CONSTRAINTS:

- a. For good documentation practices, a minimum of two workers are required to (1) perform work (and also verify other coworker work) and (2) verify work (and also perform work) when providing services.
- b. All workers must follow and be trained on relevant CTMF HSE and Quality procedures, as well as cleaning and gowning procedures.
- c. Contracted workers must be able to read and understand documents in both English and French.
- d. Contracted workers must undergo training on CTMF SOPs and follow all work instructions.
- e. CTMF will monitor adherence to SOPs. Any worker who does not follow the required protocols (more than 3 occurrences) will need to be replaced by another worker. If the problem persists with multiple workers, this could constitute grounds for contract termination.
- f. At least one of the workers on every shift must have the enhanced security level clearance from Government of Canada.
- g. Workers must comply with the hygiene and behaviour policies of the CTMF. It is forbidden to wear make-up, perfume, hair spray, jewelry or contact lenses. In addition, workers whose presence could adversely affect the safety and quality of the product (such as a person with known infectious diseases,



serious infections or exposed skin lesions) must not be allocated to the CTMF cleaning while the risk persists.

- h. Workers planned for cleaning in the CTMF must be trained ahead of time such that there is no interruption of cleaning services (ie. New workers must be trained by the CTMF before being scheduled for cleaning activities).
- i. Turnover of workers must be minimized. If new staff needs to be allocated for cleaning, at least one of the workers on every shift must have past cleaning experience with the CTMF, this past experience must be within the past 3 months and have lasted at least a month.



APPENDIX B EVALUATION CRITERIA AND SELECTION METHOD

RFP 23-58251 GMP CLEANING SUPPORT FOR THE CLINICAL TRIAL MATERIAL FACILITY EVALUATION CRITERIA AND SELECTION METHOD

The Bidder is requested to provide a response to the Evaluation Criteria in the “Substantiation” column, or indicate where the criteria are met by entering the location (e.g., section/volume number, tab, page number, resume paragraph, etc.) in the “Substantiation” column.

1. For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
2. The Bidder is requested to utilize the unique item number and associated title/description of each evaluation criterion in their responses.
Example: MT4: Instructor X experience: Tab #3, Instructor X resume, Page 6, paragraph 4.
3. Phrases such as “within the past five (5) years” used in this solicitation mean “within the five (5) years preceding the closing date of the RFP”. In the event that the RFP closing date is changed after the initial publication of the RFP, the experience will be measured from the final closing date, unless otherwise directed in an RFP amendment.
4. Project timelines that overlap will only be counted once towards the number of months.
5. To demonstrate the experience of the Bidder or its personnel (i.e. proposed resources), the Bidder must provide the following details as to how the stated experience was obtained:
 - i. Name of the client organization(s) and contact information;
 - ii. Start and end dates (MM-YYYY);
 - iii. Nature, role, and scope of the services provided;
 - iv. A reference who can confirm the stated experience.

6. Number of Resources Evaluated:

Propose resource for each resource category. If the Bidder proposes more than one resource per resource category, only the first resource will be considered.

Regular Estimated Cleaning-Resources (42 weeks yearly)	Name of candidate	Years of Experience

APPENDIX B EVALUATION CRITERIA AND SELECTION METHOD

	Name of candidate	Years of Experience
Triple cleaning (6 weeks yearly)		
Supplemental Resources for Potential Additional Cleaning Requirements	Name of candidate	Years of Experience

Note: see **Appendix A SOW** for cleaning staff requirements

- Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms and internship where the resource was being supervised but did the work are considered work experience provided, they are related to the required services.

MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed as “NOT MET” rating.

Please provide

- Candidate(s) resumes where mandatory requirements are clearly demonstrated

	CRITERIA	SUBSTANTIATION Please Cross Reference to Specific pages in your proposal [Completed by Bidder]	ASSESSMENT MET/ NOT MET [Completed by NRC Evaluator]
M1	The vendor must provide information confirming *that they have a minimum of 2 years’ experience in cleaning in a GMP environment (Grade C and D or higher). *Demonstrated by providing examples of repeat contracts for GMP cleaning or testimonials including beginning and end dates over 2 years.		

APPENDIX B EVALUATION CRITERIA AND SELECTION METHOD

M2	<p>Workers must be able to read and understand documents in both English and French** - Contractors will demonstrate by resumes.</p> <p>** Demonstrated / included in each Contractors resume</p>		
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POINT-RATED EVALUATION CRITERIA

- Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.
- Bids which fail to obtain the required minimum number of points 77/110 points or 70 % will be declared non-responsive. Each point rated technical criterion should be addressed separately.

	POINT-RATED EVALUATION CRITERIA	Minimum (Note)	Maximum	Point Breakdown Structure	SUBSTANTIATION Please Cross Reference to Specific pages in your proposal [Completed by Bidder]	ASSESSMENT [Completed by NRC Evaluator]
P1	The vendor should provide examples of repeat contracts for GMP cleaning or testimonials (client emails would suffice) as demonstration of competency.	5	20	Each client testimonial (5 pts) or each repeat contract (5 pts) to a maximum of 20 points.		

APPENDIX B EVALUATION CRITERIA AND SELECTION METHOD

<p>P2</p>	<p>Each proposed resource should have a minimum of 6 months' experience in GMP cleaning. (verified by CV)</p>		<p align="center">20</p>	<p>Each Resource with more than 6 months of experience 1 pts each</p> <p>Each Resource which has between 6mths to 1 year of experience 2 Pts each</p> <p>Each Resource which has over 1 year of experience 4 Pts each</p> <p align="center">Maximum of 20 points.</p>		
<p>P3</p>	<p>One (of the a resources) proposed resources for each CTMF services should have a minimum of 9 months experience in GMP cleaning. (verified by CV)</p>	<p align="center">5</p>	<p align="center">20</p>	<p>5 points = 9 mths-1year</p> <p>10 points = 1-2 years</p> <p>15 points = 2-3 years</p> <p>20 points = > 3 years</p> <p align="center">Maximum of 20 points.</p>		
<p>P4</p>	<p><u>Number of resources available:</u> While the majority of the work will be done during regular business hours, occasionally, work during evenings, overnights or weekends may be needed. Please complete Table 1 below</p>		<p align="center">25</p>	<p><u>Supplemental Resources:</u> See (Table 1) below column E & F:</p> <p>+5 = At least 2 additional personnel available on regular hours (8 am – 5 pm)</p> <p>+5 = At least 2 additional personnel available on evening (3 pm to midnight)</p> <p>+5 = At least 2 additional personnel available on overnight (10 pm to 7 am)</p>		

APPENDIX B EVALUATION CRITERIA AND SELECTION METHOD

				<p>+5 = At least 2 additional personnel available during week-end (8 am – 5 pm)</p> <p>+5 = At least 2 additional personnel available during statutory holidays (8 am – 5 pm)</p> <p>Maximum 25 points.</p>		
P5	Minimum notice required: to secure additional resources in an emergency (Please complete Table 1 below		25	<p>Supplemental Resources: See (Table 1) below column C&D:</p> <p>1 = 2 weeks 2 = 1 week 5 = 48 hours</p> <p>Maximum 25 points.</p>		
TOTAL		<i>10</i>	<i>110</i>			

Note: P4 & P5 require that Table 1 in section 2. **SUPPLEMENTAL RESOURCES** be completed.

2. SUPPLEMENTAL RESOURCES

TABLE 1. Notice required to mobilize supplemental resources (required to assess P4 above) and number of supplemental contracted workers that can be mobilized (required to assess P5 above)

A	B	C	D	E	F
Item	Description	Notice required to mobilize supplemental resources (Circle one)	Points for notice required (See P5 above for scoring)	No of supplemental Contracted Workers who can be mobilized	Points for number of supplemental workers (See P4 above for scoring)
1	Supplemental * resources for potential GMP cleaning during regular business hours (Monday to Friday between 8 am – 5 pm)*	2 weeks 1 week 48 hours			
2	Supplemental resources for potential GMP cleaning during evenings (3 pm – midnight)	2 weeks 1 week 48 hours			
3	Supplemental resources for potential GMP cleaning overnight (10 pm – 7 am)	2 weeks 1 week 48 hours			

APPENDIX B EVALUATION CRITERIA AND SELECTION METHOD

4	Supplemental resources for potential GMP cleaning during weekends (between 8 am – 5 pm)	2 weeks 1 week 48 hours			
5	Supplemental resources for potential GMP cleaning during statutory holidays (between 8am – 5 pm)	2 weeks 1 week 48 hours			
		P4: Maximum of 25 points:		P5: Maximum of 25 points:	

*For Item 1, do not include the number of workers listed in Table -1 Regular Estimated Cleaning Requirements Per Year of Appendix C Basis of Payment.

Note: Supplemental Resources Items 2-5 of Table 1 describe available resources for work to be done outside of regular business hours. Therefore, if the resources included in Table 1 are available outside of regular business hours, include them in your calculations for Items 2-5.

SELECTION METHODOLOGY

The responsive bid(s) with the highest combined technical score (70%) or 77/110 points and price (30%) according to the evaluation process as described above will be recommended for award of a contract (s).

The price will be calculated using the total

Highest Responsive Combined Rating of Technical Merit and Price

- Weighting factor for the price: **30%**
- Weighting factor for the technical point-rated score (Criteria table): **70%**



APPENDIX C - BASIS OF PAYMENT

1.2 Financial Requirements

Bids must meet the mandatory financial criteria specified in the table inserted below. Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

- 1) Financial proposal must be submitted using the Pricing Tables provided below - *Table 1 – Regular Estimated Cleaning Requirements Per Year* and *Table 2 -Available Supplemental Resources and Hourly Rates for Potential Additional Cleaning Requirements*.
- 2) Bidders must submit their financial bid in Canadian \$. **The Bidder must complete this pricing schedule and include it as a separate attachment** in the electronic bid submission.
- 3) The Bidder's must meet the requirements in Appendix A SOW and provide a firm hourly rate in response to the RFP and resulting contract will apply to where the Work is to be performed in Canada as may be specified in the RFP and the resulting contract.
- 4) Optional periods of (4) four years will be included in the price calculations as well as the hourly rates for shifts Totals from Table 2 (Item 1-A, 2-A, 3-A, 4-A ,5-A).

Table 1: Regular Estimated Cleaning Requirements Per Year

Item	Description	No of Contracted Workers	Hours per week	Number of weeks	Hourly Rate	Extended Price (No. Workers X Hours per week X Weeks x Hourly Rate)
Estimated Regular Cleaning Requirements (during regular business hours, 7.5 hrs per day between 8am - 5pm Monday to Friday)						
A	Regular cleaning	2	37.5	42		
B	Triple cleaning	5	37.5	6		
(A+B) Price for year 1 (2024-2025)						
C	Regular cleaning	2	37.5	42		
D	Triple cleaning	5	37.5	6		
(C+D) Price per year OPTIONAL YEAR 2 (2025-2026)						
E	Regular cleaning	2	37.5	42		
F	Triple cleaning	5	37.5	6		
(E+F) Price per year OPTIONAL YEAR 3 (2026-2027)						
G	Regular cleaning	2	37.5	42		
H	Triple cleaning	5	37.5	6		
(G+H) Price per year OPTIONAL YEAR 4 (2027-2028)						



I	Regular cleaning	2	37.5	42	
J	Triple cleaning	5	37.5	6	
		(I+J) Price per year OPTIONAL YEAR 5 (2028-2029)			
		(A+B+C+D+E+F+G+H+I+J) Total Price for 5 Years			

Table 2: Available Supplemental Resources and Hourly Rates for Potential Additional Cleaning Requirements in Addition to Table 1 in the event of unexpected cleaning needs.

A	B	C	D	E	F
Item	Description	No of supplemental Contracted Workers who can typically be mobilized as per notice	Hours per shift	Hourly Rate	Total Cost per shift (column C x D x E)
1	Supplemental * resources for potential GMP cleaning during regular business hours (Monday to Friday between 8 am – 5 pm)*		7.5		
2	Supplemental resources for potential GMP cleaning during evenings (3 pm – midnight)		7.5		
3	Supplemental resources for potential GMP cleaning overnight (10 pm – 7 am)		7.5		
4	Supplemental resources for potential GMP cleaning during weekends (between 8 am – 5 pm)		7.5		
5	Supplemental resources for potential GMP cleaning during statutory holidays (between 8am – 5 pm)		7.5		
		1F +2F+3F+4F+5F =		Total Cost:	

*For Item 1-A, do not include the number of workers listed in Table 1.

Note: Items 2A to 5A of Table 2 describe available resources for work to be done outside of regular business hours. Therefore, if the resources included in Table 1 are available outside of regular business hours, include them in your calculations for Items 2-5.



Contract Number / Numéro du contrat 940146
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine NRC		2. Branch or Directorate / Direction générale ou Direction HHT-CTMF - GMP Biologics	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant RFP GMP Cleaning 23- CTMF GATE 10, 6100 Royalmount, H4P 2R2	
4. Brief Description of Work / Brève description du travail GMP cleaning support FY 2023-2024. Personnel will be escorted at all times.			
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 checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		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"/>	



Contract Number / Numéro du contrat 940146
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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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	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Minh-Luan Tran		Title - Titre Facilities and Engineering Manager	Signature Tran, MinhLuan <small>Digitally signed by Tran, MinhLuan DN: cn=Tran, MinhLuan, c=CA, o=GC, ou=NRC-CNRC, email=minhluan.tran@nrc-cnrc.gc.ca Reason: I agree to the specified portions of this document Date: 2024.03.04 14:28:40 -05'00'</small>
Telephone No. - N° de téléphone 438-832-6464	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Minh-Luan.Tran@nrc-nrc.gc.ca	Date 2024.03.04
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Marika Rioux		Title - Titre Analyst, Security in Contracting	Signature Rioux, Marika <small>Digitally signed by Rioux, Marika DN: cn=Rioux, Marika, c=CA, o=GC, ou=NRC-CNRC, email=marika.rioux@nrc-nrc.gc.ca Date: 2024.03.04 14:37:20 -05'00'</small>
Telephone No. - N° de téléphone 343-542-6839	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel marika.rioux@nrc-cnrc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

****As per the Directive on Security Management, throughout the contract or arrangement, the project authority (signed above at section 13) must monitor the supplier, partner and departmental compliance of security requirements identified on this SRCL, and take corrective actions to address issues of non-compliance****

****Conformément à la directive sur la gestion de la sécurité, tout au long du contrat ou de l'accord, le Chargé de projet (signé ci-dessus à la section 13) doit surveiller la conformité du fournisseur, du partenaire et du ministère aux exigences de sécurité énoncées sur la présente LVERS, et prendre des mesures correctives pour régler les problèmes de non-conformité.****