$\begin{array}{l} \text{File No. - N}^{\circ} \text{ du dossier} \\ W6399\text{-}25\text{-}SL01 \end{array}$

PART	1 - GENERAL INFORMATION	2
1.1	SECURITY REQUIREMENTS	2
1.2	STATEMENT OF WORK OR REQUIREMENT	
1.5	Debriefings	2
1.9	DISCLOSURE OF GREENHOUSE GAS EMISSIONS AND SETTING OF REDUCTION TARGETS	2
PART	2 - BIDDER INSTRUCTIONS	2
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	2
2.2	SUBMISSION OF BIDS	2
2.3	FORMER PUBLIC SERVANT	2
2.4	ENQUIRIES - BID SOLICITATION	
2.5	APPLICABLE LAWS	
2.6	BID CHALLENGE AND RECOURSE MECHANISMS	
PART	3 - BID PREPARATION INSTRUCTIONS	
3.1	BID PREPARATION INSTRUCTIONS	5
PART	4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1	EVALUATION PROCEDURES	6
4.2	BASIS OF SELECTION	7
PART	5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1	CERTIFICATIONS REQUIRED WITH THE BID	8
5.2	CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART	6 - RESULTING CONTRACT CLAUSES	9
6.1	SECURITY REQUIREMENTS	9
6.2	STATEMENT OF WORK OR REQUIREMENT	
6.3	STANDARD CLAUSES AND CONDITIONS	
6.4	TERM OF CONTRACT	
6.5	AUTHORITIES	
6.6 6.7	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	
6.8	INVOICING INSTRUCTIONS	
6.9	CERTIFICATIONS AND ADDITIONAL INFORMATION	
	APPLICABLE LAWS	
	PRIORITY OF DOCUMENTS	
6.14	DISPUTE RESOLUTION	11
ANNE	X "A" STATEMENT OF WORK	12 <u>3</u>
ANNE	X "B" BASIS OF PAYMENT	<u>16</u>
ANNE	X "C" ELECRONIC PAYMENT INSTRUMENTS	<u>17</u>
ANNE	X "D" MANDATORY TECHNICAL EVALUATION CRITERIA	18
	X "E" SECURITY REQUIREMENTS CHECKLIST	
	NDIX 1 TO ANNEX A	
ADDE	NDIY 2 TO ANNEY A	24

CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. There is no security requirement applicable to the Contract.

1.2 Statement of Work

1.2.1 The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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.

1.4 Disclosure of Greenhouse Gas Emissions and Setting of Reduction Targets

1.4.1 This procurement is subject to a preference for Bidders participating in a greenhouse gas (GHG) emissions disclosure, target-setting and reduction initiative such as the Net-Zero Challenge or equivalent. For additional information refer to Part 4 Evaluation Procedures and Basis of Selection and Part 5 Certifications and Additional Information."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (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 <u>2003</u> (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

2.2.1 Bids must be submitted only to the Department of National Defence (DND) unit specified below by the date and time indicated on page 1 of the bid solicitation:

cansofcomj4contracts-contratsj4comfoscan@forces.gc.ca

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

2.3.1 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

CCC No./N° CCC - FMS No./N° VME

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

CCC No./N° CCC - FMS No./N° VME

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 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 <u>Buy and Sell</u> website, under the heading "<u>Bid Challenge and Recourse Mechanisms</u>" contains information on potential complaint bodies such as:

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 **Bid Preparation Instructions**

3.1.1 Due to the nature of the bid solicitation, bids transmitted by CPC Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid 1 (one) soft copy via email Section II: Financial Bid 1 (one) soft copy via email Section IV: Certifications 1 (one) soft copy via email Section V: Additional Information ____1 (one)___ soft copy via email

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:

- 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) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

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;

File No. - N° du dossier W6399-25-SL01

CCC No./N° CCC - FMS No./N° VME

- 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;
 - o 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.

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices - Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section IV: 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 and financial evaluation criteria; and
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

File No. - N° du dossier W6399-25-SL01

CCC No./N° CCC - FMS No./N° VME

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- The provision of ready-to-eat dispersed meals and catering services to DND for up to 130 personnel, in accordance with the details herein described;
- Compliant with all relevant federal, provincial, and municipal laws, regulations, training, and licensing, required for the provision of catering services and food handling;
- To provide a detailed menu plan for each meal on or before 31 May 2024;
- Provide and serve each meal "on site" at Huyck's Bay Christian Camp from 16-28 June 2024. This must include the option for individual serving containers should a member wish to take a meal-to-go:
- Provide a BBQ lunch at CFB Trenton (grills to be provided by DND) on the 28 June 2024 at CFB Trenton. Exact location and meal type will be coordinated with the winning Contractor;
- Each meal must conform to the standards described in Appendix 1 and Appendix 2 to
 this Annex A. Meals that are not compliant with the specifications detailed herein will be
 returned to the Contractor and DND will not be charged for them. The Contracting
 Authority may withdraw the services of the Contractor in the event the desired quality of
 meals is not met:
- "Mealtimes:

Breakfast: 0630-0830 hrs Lunch: 1130-1330 hrs Supper: 1630-1830 hrs"

- The main meals must be hot meals, as described in Appendix 1;
- Each main meal must include between 1200-1500kcal, 50-60 grams of protein, and 115-150 grams of carbohydrate;
- Meals must alternate between different protein options, not repeating the same protein food items in back-to-back meals (beef, chicken, pork, fish, and plant-based protein option for those with dietary restrictions);
- There must be a variety of carbohydrate rich food items, not repeating the same carbohydrate food item in back-to-back meals (rice/wild rice, pasta, breads, grains, etc.);
- Meals must include a minimum of two (2) different colour vegetables to provide a variety of nutrients;
- Meals must use healthier cooking methods, baking, roasting, grilling, and steaming, rather than higher at cooking methods; and
- Ability to serve Kosher, Halal, and Vegetarian options as required.

4.1.3 Financial Evaluation

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

4.2 Basis of Selection

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

CCC No./N° CCC - FMS No./N° VME

certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the <u>Forms for the Integrity Regime</u> 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 <u>Ineligibility and Suspension Policy</u> (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.

5.2.2 Security Requirements – Required Documentation

In accordance with the <u>requirements of the Contract Security Program</u> of Public Works and Government Services Canada (http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

CCC No./N° CCC - FMS No./N° VME

File No. - N° du dossier W6399-25-SL01

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

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (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) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 16 - 28 June 2024 inclusive.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sabrina Lafleur Title: Contracting Officer

Department of National Defence

Address: 101 Colonel By Drive, Ottawa, Ontario

Telephone: 613-998-4819

E-mail address: Sabrina.Lafleur@forces.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.

Amd. No. - N° de la modif.

File No. - N° du dossier W6399-25-SL01

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: To Be Determined (TBD)

Title: TBD

Organization: Department of National Defence Address: 101 Colonel By Drive, Ottawa, Ontario

Telephone: TBD E-mail address: TBD

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

Name: To Be Determined (TBD)

Title: TBD

Organization: TBD Address: TBD Telephone: TBD E-mail address: TBD

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: 2019-01 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

For the Work described in section 4 of the Statement of Work in Annex 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 included 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 Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.7.5 Electronic Payment of Invoices – Contract

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

CCC No./N° CCC - FMS No./N° VME

a. Direct Deposit (Domestic and International);

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.
- 2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2022-12-01), General Conditions Services (Medium Complexity) apply to and form part of the Contract.
- (c) Annex A, Statement of Work
- the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on _____" or ", as amended on _____" and insert date(s) of clarification(s) or amendment(s))

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

Solicitation No. - N° de l'invitation W6399-25-SL01 Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier W6399-25-SL01

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

CCC No./N° CCC - FMS No./N° VME

ANNEX "A" STATEMENT OF WORK

1.0 SCOPE

The Department of National Defense (DND) has a requirement for catering services at Huyck's Bay Christian Camp located at 858 Bakker Rd, Wellington, Ontario K0K 2J0, during the dates of 16-28 June 2024. The lunch that will be served on the 28 June 2024 will be served in a different location, CFB Trenton.

The Contractor will have access to the full kitchen on site and will be required to serve the meals on site except for the lunch on 28 June 2024, which will be a BBQ style meal served at CFB Trenton. Meals will be required to have an individual take-away option, in addition to seated dining for all the meals served.

1.1 DEFINITIONS

- 1.1.1 Kosher Meals: Kosher is a Hebrew word meaning "fit". The Torah lays down guidelines for what is "fit" kosher, for a Jewish person to eat and what is not. Kosher is divided into three categories: meat, dairy, and pareve. More information can be found at the following link: http://mk.ca/kosher-guide/kosher-101-2/
- 1.1.2 <u>Halal Meals:</u> Halal is an Arabic word meaning lawful or permitted. The opposite of halal is haram, which means unlawful or prohibited. Halal and haram are universal terms that apply to all facets of life, but this SOW will be limited to food products, meat products, cosmetics, personal care products, pharmaceuticals, food ingredients, and food contact materials.

While many things are clearly halal or haram, there are some things which are not clear. Further information is needed to categorize them as halal or haram. Such items are often referred to as mashbooh, which means doubtful or questionable.

All foods are considered halal except the following sources:

- a. Swine/pork and its by-products;
- b. Animals NOT properly slaughtered according to Islamic methods or dead before slaughtering;
- c. Alcoholic drinks and intoxicants;
- d. Carnivorous animals and birds of prey;
- e. Blood and blood by-products; and
- f. Foods contaminated with any of the above categories.

Food containing ingredients such as gelatin, enzymes, emulsifiers, and flavours are questionable (mashbooh), because the origin of these ingredients or components thereof, may be haram.

Meat and poultry should be processed according to Islamic requirements. This is commonly referred to as Zabiha or Dhabiha. Zabiha refers to slaughtering of an animal or bird by a Muslim according to Islamic requirements. In the USA and Canada, Halal meat must also meet all federal and/or state meat inspection laws before it can be sold. The Islamic Food and Nutrition Council of America (IFANCA – www.ifanca.org) is the leading halal-certifying organization in the USA. Products certified by IFANCA normally display the registered Crescent-M service mark on the label.

CCC No./N° CCC - FMS No./N° VME

- 1.1.3 <u>Vegetarian Meals:</u> a person who does not eat meat: someone whose diet consists wholly of vegetables, fruits, grains, nuts, and sometimes eggs or dairy products.
- **1.1.4** Regular Meals: all regular meals shall fall in-line with the prescribed standards found in Appendix 1 and Appendix 2 of Annex A.

2.0 MANDATORY REQUIREMENTS

- 2.1 The provision of ready-to-eat dispersed meals and catering services to DND for up to 130 personnel, in accordance with the details herein described.
- 2.2 The contractor must be compliant with all relevant federal, provincial, and municipal laws, regulations, training, and licensing, required for the provision of catering services and food handling.
- 2.3 The Contractor will be required to provide a detailed menu plan for each meal on or before 31 May 2024.
- 2.4 The Contractor will be responsible to provide and serve each meal "on site" at Huyck's Bay Christian Camp from 16-28 June 2024. This must include the option for individual serving containers should a member wish to take a meal-to-go.
- 2.5 The Contractor will also be required to provide a BBQ lunch at CFB Trenton (grills to be provided by DND) on the 28 June 2024 at CFB Trenton. Exact location and meal type will be coordinated with the winning Contractor.
- 2.6 Each meal must conform to the standards described in Appendix 1 and Appendix 2 to this Annex. Meals that are not compliant with the specifications detailed herein will be returned to the Contractor and DND will not be charged for them. The Contracting Authority may withdraw the services of the Contractor in the event the desired quality of meals is not met.
- **2.7** Mealtimes must be served as follows:

Breakfast: 0630-0830 hrs Lunch: 1130-1330 hrs Supper: 1630-1830 hrs

2.8 The following table outlines the quantities of meals required on specified days, special dietary requirements will be determined and provided to the Contractor 72 hours in advance:

	16 June	17 June	18 June	19 June	20 June	21 June	22-26 June	27 June	28 June
Breakfast 0630-0830	0	50	130	130	130	130	130	130	130
Lunch 1130-1330	50	130	130	130	130	130	130	130	BBQ 130
Supper 1630-1830	50	130	130	130	130	130	130	130	0

CCC No./N° CCC - FMS No./N° VME

- 2.9 The main meals must be hot meals, as described in Appendix 1
- 2.10 Each main meal must include between 1200-1500kcal, 50-60 grams of protein, and 115-150 grams of carbohydrate.
- 2.11 Meals must alternate between different protein options, not repeating the same protein food items in back-to-back meals (beef, chicken, pork, fish, and plant-based protein option for those with dietary restrictions).
- 2.12 There must be a variety of carbohydrate rich food items, not repeating the same carbohydrate food item in back-to-back meals (rice/wild rice, pasta, breads, grains, etc.).
- 2.13 Meals must include a minimum of two (2) different colour vegetables to provide a variety of nutrients.
- 2.14 Meals must use healthier cooking methods, baking, roasting, grilling, and steaming.
- 2.15 Ability to serve Kosher, Halal, and Vegetarian options as required.

3.0 **CONTRACTOR RESPONSIBILITIES**

- 3.1.1 Contractor is responsible for providing meals as outlined in this SOW.
- 3.1.2 Contractor is responsible for providing a meal plan on or before 31 May 2024.
- 3.1.3 Contractor is responsible for providing a point of contact to DND in order to finalize numbers and dietary meals.

4.0 **DND RESPONSIBILITIES**

- 4.1.1 DND is responsible for providing a point of contact to the Contractor at contract award.
- 4.1. DND point of contract is responsible for providing meal numbers to the Contractor.

File No. - N° du dossier W6399-25-SL01

CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT	
The Contractor shall provide	

Unit cost must be in CAD excluding taxes and fees.

	16 June Numbers of meal	17 June Numbers of meal	18 - 27June Numbers of meal	28 June Numbers of meal	Price \$ CAD
Breakfast 0630-0830	0	50	1300	130	
Lunch 1130-1330	50	130	1300	BBQ 130	
Supper 1630-1830	50	130	1300	0	

Taxes:	\$
Total Cost including taxes:	\$

Amd. No. - N° de la modif.

File No. - N° du dossier W6399-25-SL01

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):	
() VISA Acquisition Card;	
() MasterCard Acquisition Card;	
() Direct Deposit (Domestic and International);	

CCC No./N° CCC - FMS No./N° VME

ANNEX "D" MANDATORY TECHNICAL EVALUATION CRITERIA

MANDATORY TECHNICAL REQUIREMENT	YES	NO
The provision of ready-to-eat dispersed meals and catering services to DND for up to 130 personnel, in accordance with the details herein described		
Compliant with all relevant federal, provincial, and municipal laws, regulations, training, and licensing, required for the provision of catering services and food handling.		
To provide a detailed menu plan for each meal on or before 31 May 2024		
Provide and serve each meal "on site" at Huyck's Bay Christian Camp from 16-28 June 2024. This must include the option for individual serving containers should a member wish to take a meal-to-go.		
Provide a BBQ lunch at CFB Trenton (grills to be provided by DND) on the 28 June 2024 at CFB Trenton. Exact location and meal type will be coordinated with the winning Contractor.		
Each meal must conform to the standards described in Appendix 1 and Appendix 2 to this Annex. Meals that are not compliant with the specifications detailed herein will be returned to the Contractor and DND will not be charged for them. The Contracting Authority may withdraw the services of the Contractor in the event the desired quality of meals is not met		
Mealtimes Breakfast: 0630-0830 hrs Lunch: 1130-1330 hrs Supper: 1630-1830 hrs		
The main meals must be hot meals, as described in Appendix 1		
Each main meal must include between 1100-1500kcal, 50-60 grams of protein, and 115-150 grams of carbohydrate.		
Meals must alternate between different protein options, not repeating the same protein food items in back-to-back meals (beef, chicken, pork, fish, and plant-based protein option for those with dietary restrictions).		
There must be a variety of carbohydrate rich food items, not repeating the same carbohydrate food item in back-to-back meals (rice/wild rice, pasta, breads, grains, etc.).		
Meals must include a minimum of two (2) different colour vegetables to provide a variety of nutrients.		
Meals must use healthier cooking methods, baking, roasting, grilling, and steaming.		
Ability to serve Kosher, Halal, and Vegetarian options as required.		

File No. - N° du dossier W6399-25-SL01

CCC No./N° CCC - FMS No./N° VME

ANNEX "E" SECURITY REQUIREMENTS CHECKLIST

								4	
	Government	Gouvernement				Contra	ict Number / Numéro du contra	at .	
Ŧ	of Canada	du Canada					W6399-25-SL01		
						Security Cla	ssification / Classification de s Unclass	écurité	
		SE	CURITY REQUI	REMENTS	CHECK L	IST (SRCL	-)		
	ı	LISTE DE VÉRIFICA	ATION DES EXI	GENCES	RELATIVE	S À LA SÉ	CURITÉ (LVERS)		
PART A - CO	NTRACT INFORM	IATION / PARTIE A -	INFORMATION CO	ONTRACT	JELLE				
 Originating 	Government Depa	ırtment or Organizatior	n /			2. Branch o	r Directorate / Direction généra	ale ou Direction	
Ministère o	u organisme gouv	ernemental d'origine	DND			CANSOR	FCOM		
a) Subcontr	ract Number / Num	néro du contrat de sous	s-traitance	 b) Name 	and Addres	s of Subcon	tractor / Nom et adresse du so	us-traitant	
4. Brief Descr	iption of Work / Br	ève description du trav	/ail						
acite	wing for	CTV.							
Can	oring for	C1 ~.							
5. a) Will the	supplier require ac	cess to Controlled God	ods?					No Yes	
Le fourn	isseur aura-t-il acc	ès à des marchandise	es contrôlées?					Non L Oui	
		cess to unclassified m	ilitary technical dat	a subject to	the provision	ons of the Te	chnical Data Control	No Yes	
Regulati								Non L Oui	
			hniques militaires r	on classifié	es qui sont :	assujetties a	ux dispositions du Règlement		
	entrôle des donnée	equired / Indiquer le ty	na d'accès raquis						
	**								
		nployees require acces						No Yes	
		s employes auront-iis a s using the chart in Qu		gnements o	ou a des bier	ns PROTEG	ÉS et/ou CLASSIFIÉS?	Non Oui	
		s en utilisant le tableau		question 7	c)				
						to restricted	access areas? No access to	No Yes	
		SSIFIED information o						Non Oui	
						des zones	d'accès restreintes? L'accès		
		à des biens PROTÉGÉ er or delivery requireme						No Yes	
		essagerie ou de livrais				2		No Yes Non Qui	
7. a) Indicate	the type of inform	ation that the supplier	will be required to	access / Inc	liquer le type	d'informatio	on auquel le fournisseur devra		
	Canada	V	NATO	O / OTAN			Foreign / Étranger		
7. b) Release	restrictions / Rest	trictions relatives à la d	diffusion						
No release			All NATO countri				No release restrictions		
	triction relative		Tous les pays de	I'OTAN			Aucune restriction relative		
à la diffusio	n	_					à la diffusion		
Not releasa	hle						l		
À ne pas di							1		
Restricted t	o: / Limité à :		Restricted to: / Li	mité à :	\square		Restricted to: / Limité à :		
Specify country(ies): / Préciser le(s) pays : Specify country(ies): / Préciser le(s) pays : Specify country(ies): / Préciser le(s) pays :							Specify country(ies): / Précis	er le(s) pays :	
7. c) Level of	f information / Nive	au d'information	•						
PROTECTE		TO AND LEE AS	NATO UNCLASS	SIFIED		£BSwath X	PROTECTED A	34.04	
PROTÉGÉ	a l		NATO NON CLA	SSIFIÉ	L		PROTÉGÉ A		
PROTECTE	ED B		NATO RESTRIC				PROTECTED B		
PROTÉGÉ	В		NATO DIFFUSIO	N RESTRE	EINTE L		PROTÉGÉ B		

TBS/SCT 350-103(2004/12)

TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT)

PROTECTED C

CONFIDENTIAL

CONFIDENTIEL

TOP SECRET

TRÈS SECRET

PROTÉGÉ C

SECRET

SECRET

Security Classification / Classification de sécurité Unclass

NATO CONFIDENTIAL NATO CONFIDENTIEL

COSMIC TOP SECRET

COSMIC TRÈS SECRET

NATO SECRET

NATO SECRET

Canadä

PROTÉGÉ C

SECRET

SECRET

PROTECTED C

CONFIDENTIAL

CONFIDENTIEL

TOP SECRET

TRÈS SECRET

TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT)

File No. - N° du dossier W6399-25-SL01

CCC No./N° CCC - FMS No./N° VME

of Canada

Government Gouvernement du Canada

Contract Number / Numéro du contrat	_
W6399-25-SL01	
Security Classification / Classification de sécurité Unclass	_

DART A () A									
PART A (continued) I 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 Yes Non 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 Yes Non 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									
10. a) Personner security screening lever required / Niveau de controle de la securite du personner requis									
RELIABILITY STATUS CONFIDENTIAL SECRET TOP SEC TRÊS SE	CRET								
TRÈS SECRET – SIGINT NATO CONFIDENTIEL NATO SECRET COSMIC	TOP SECRET TRÈS SECRET								
SITE ACCESS ACCES AUX EMPLACEMENTS									
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 10. b) May unscreened personnel be used for portions of the work?	fourni.								
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	Non Oui								
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	No Yes Non 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	No Yes Non Oui								
CLASSIFIÉS?									
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 Yes Non 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 foumisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	No Yes Non Oui								
INTERPRETATION TECHNICAL CONTRACTOR AND									
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	No Yes								
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?									
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 Yes Non Oui								
TBS/SCT 350-103(2004/12) Security Classification / Classification de sécurité									
Unclass	Canadä								

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

 $\begin{array}{l} \text{File No. - N}^{\circ} \text{ du dossier} \\ W6399\text{-}25\text{-}SL01 \end{array}$

CCC No./N° CCC - FMS No./N° VME

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-T-	or Cana	aca.

nt Gouvernement du Canada Contract Number / Numéro du contrat W6399-25-SL01

Security Classification / Classification de sécurité Unclass

PARTIC - (continued) I 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 Categorie	Calogory PROTECTED CLASSIFIED NATO COMSEC															
	٨	В	c	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO	COSMIC		TECT		CONFIDENTIAL	SECRET	TOP
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	Scarage	SECRET COSMIC TRÉS SECRET	^	В	С	CONFIDENTIEL	Seurce	TRES SEGRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																
											Yes Oui					
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?																
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, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).																

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclass Canadä

 $\label{eq:solicitation} Solicitation \ No. - N^{\circ} \ de \ l'invitation \\ W6399-25-SL01 \\ \ Client \ Ref. \ No. - N^{\circ} \ de \ réf. \ du \ client \\$

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

 $\begin{array}{l} \text{File No. - N}^{\circ} \text{ du dossier} \\ W6399\text{-}25\text{-}SL01 \end{array}$

CCC No./N° CCC - FMS No./N° VME

Government of Canada

Gouvernement du Canada Contract Number / Numéro du contrat W6399-25-SL01 Security Classification / Classification de sécurité Unclass

PART D - AUTHORIZATION / PARTIE D - AUTORISATION						
13. Organization Project Authority / Chargé de projet de l'org		Title - Titre		Classic		
Name (print) - Nom (en lettres moulées)		ritte - ritre		Signature	/ t.	
MASK MACISAAC		MW	0	Mah	Emaffac.	
Telephone No Nº de téléphone	Facsimile No Nº de	télécopieur	E-mail address - Adresse cour	riel	Date	
14. Organization Security Authority / F	14. Organization Security Authority / Responsable de la sécurité de l'organisme					
Name (print) - Nom (en lettres moulée	es)	Title - Titre		Signature		
Telephone No Nº de téléphone	Facsimile No Nº de	télécopieur	E-mail address - Adresse cour	riel	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? No Yes Non Oui						
16. Procurement Officer / Agent d'approvisionnement						
Name (print) - Nom (en lettres moulée	es)	Title - Titre		Signature	_	
, , , , , , , , , , , , , , , , , , , ,				01	2/1	
Salbrina Lafleur		Contro	icts Officer	25	ALL	
Telephone No Nº de téléphone	Facsimile No Nº de	télécopieur	E-mail address - Adressector		Date	
613.998.9848			Sabring. 19 Pleur @fo	CLS.GC.O.	5 February 2024	
17. Contracting Security Authority / Autorité contractante en matière de sécurité						
Name (print) - Nom (en lettres moulé	98)	Title - Titre		Signature		
			,			
Telephone No Nº de téléphone	Facsimile No Nº de	télécopieur	E-mail address - Adresse co	urriel	Date	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclass

Canadä

CCC No./N° CCC - FMS No./N° VME

Appendix 1 to Annex "A" – Standard Meal Entitlement Pattern

Dishes Required	Dietary Requirements
• 1 Soup	Broth based, made from real bones when possible
·	No cream-based soups (low fat milk okay)
	Must have modest amount of vegetables
1-2 Vegetables	Rotate vegetables to encourage variety
	1 may be in mixed dish
	At least 2 different colored vegetables
1-2 Proteins	Hormone-free, free-range, sourced locally when possible
1 may be in mixed dish	Fish: wild when possible, fatty types of fish preferred. Options include:
Include 1 meat and/or fish	 Salmon, tuna, sardines, mackerel, herring, rainbow trout, halibut
Include 1 plant-based protein	Lean meat most often. Options include:
	 Skinless, boneless chicken/turkey (breasts preferred, legs/thighs okay sometimes)
	 Lean cuts beef – preferred cuts are top sirloin, tenderloin, extra lean / lean ground beef
	Pork – preferred cuts are tenderloin or loin
	o Bison
	o Lamb
	Limit red meat on menu to no more 3 times a week (not including bison) Plant based entires include:
	 Plant-based options include: Beans (black, kidney, white), chickpeas, lentils, edamame beans, tofu, soy-based meat
	alternatives
1 Starch/grains	Majority whole grain
1 may be in mixed dish	Examples include: quinoa, long grain white/brown/wild rice, whole grain pasta, barley, sweet
Include at least 1 gluten-free	potatoes/yams with skin, nugget potatoes, whole grain tortilla wraps / bread (2-3g fibre/slice)
option	Gluten-free (GF) options include:
	 Quinoa, rice, GF pasta, potatoes, sweet potatoes, yams, corn tortillas, quinoa,
	buckwheat, rice
1 Mixed dish	Options include pasta, stir-fry, tacos
	Must include protein, healthy starch, and vegetables
	 Sauces: no cream sauces (unless low-fat milk used, minimal cheese), tomato-based or olive-oil based are good
Fruit	Whole fruit: bananas, apples + whatever is in season
	At least 2 different colored fruits
	Fresh is best, frozen or canned (in water) when fresh is not feasible
Dessert	Freshly baked & from scratch when feasible
Optional	Not necessary at each meal (fruit and/or yogurt may be used as a dessert option)
1-2 Options	
Healthy fats	Preferred fats in cooking/dresses are oils:
In food preparation for all	Olive oil in dressings and low-medium temperature cooking
dishes and/or as a side	 Avocado and/or canola oil when cooking at high temperatures Butter, less often, grass-fed when feasible
	 Butter, less often, grass-fed when feasible Avoid/limit use of margarine
	Use milk or ≤ 10% cream when preparing cream sauces
	Sides: avocado, olives, nuts/seeds, chia seeds, freshly ground flax
Beverages	Assorted teas (with milk, cream, sugar/honey)
_	Hot chocolate
	NO sodas
	Water
	Sparkling water – unflavored and non-sugar flavored
	100% fruit juices
	Milk – 2% and skim, chocolate milk optional
	Vegetable (optional)
Condiments	Natural nut butters preferred
	Jam/jellies
	Condiments to match entrees: honey, maple syrup, butter/margarine, ketchup, mustard, mayo,
	hot sauce, meat sauce, guacamole

CCC No./N° CCC - FMS No./N° VME

Appendix 2 to Annex "B" – Meal Allotment and Serving Size

Meals should include the following:					
Meal	Total Energy per person per meal (kcal per person per meal)	Total grams(g) of Protein per person per meal	Total grams (g) Carbohydrates per person per meal		
Breakfast	1100-1500kcal	40-55g	115-150g		
Lunch	1100-1500kcal	40-55g	115-150g		
Dinner	1100-1500kcal	40-55g	115-150g		

Carbohydrates			
What approximately 30-35g of carbohydrates looks like:			
Food	Portion		
Grains:			
- Oats, dry	1 cup (~200g)		
- Couscous, dry	50g		
- Barley, dry	48g		
- Quinoa, dry	47g		
- Farro, dry	50g		
- Millet, dry	52g		
- Amaranth, raw	50g		
- Long-grain white rice, cooked	3/4 cup (124.5g)		
- Wild rice, cooked	1 cup (173g)		
- Brown rice, cooked	³ / ₄ cup (154.5g)		
Cereal:			
- Corn Flakes	1.25 cups (36g)		
- Raisin Bran	2/3 cup (41g)		
- Cheerios, plain	1.5 cups (40g)		
- Cheerios, honey-nut	1 cup (39g)		
- Millet, puffed, dry	1 cup (42g)		
- Amaranth flakes	1.25 cups (45g)		
Pasta:	1 \ 0/		
- Pasta, spaghetti, dry	40g		
- Pasta, macaroni (elbow), dry	37g		
- Pasta, egg noodles, dry	40g		
- Pasta, penne, dry	40g		
- Prepared Lasagna, cooked	1.5 cups (385g) cooked		
Starchy Vegetables	1 \ 3/		
- White potato, cooked	129-134g		
- Sweet potato, cooked	170-175g		
- Winter Squash, all varieties, cooked	1.5 cups (325g)		
- Winter Squash, Spaghetti Squash, cooked	3 cups (492g)		
- Corn Corn on the cobb, cooked	1 cup or 1 cobb		
Large Tortilla (10")	1 each		
Bagel	½ each		
English Muffin	1 each		
Hamburger Bun	1 each		
Dinner Rolls	2 small		
Pita	1 large		
Pancakes	2 x 4" across		
Waffles	2 x 4" square		
Banana	1 each		
Other whole fruit (apples, oranges, pears, plums, peaches, nectarines, etc.)	2 pieces		
Mixed fruit, fruit salad	1-1.5 cups		
Berries	2 cups		

CCC No./N° CCC - FMS No./N° VME

Naturally flavoured regular or Greek, low-fat yogurt	1.5 cups (350g)
White, low-fat cow's milk	2 cups (500ml)
Chocolate or flavoured, low-fat cow's milk	1 cup (250ml)

What 115-150g Carbohydrates per meal per person would look like:

- 250-270g cooked potatoes + 2 dinner rolls + 1 banana.
- 513g of cooked Lasagna + 2 dinner rolls + 2 cups fruit salad.
- 120g dry spaghetti + 2 pieces of garlic bread (size of a hamburger bun).
- 250-270g roasted potatoes + 1 English muffin + 100g of naturally flavoured Greek yogurt + 1 banana.

Protein				
What approximately 40g of protein looks like:				
Food	Portion			
Chicken	6oz (180-200g) cooked			
Turkey	6oz (180-200g) cooked			
Ground Poultry	6oz (180-200g) cooked			
Beef/Bison	6oz (180-200g) cooked			
Roast Beef	6oz (180-200g) cooked			
Steak	6oz (180-200g) cooked			
Ground Lean Beef	6oz (180-200g) cooked			
Ham	6oz (180-200g) cooked			
Pork (tenderloin, pork chop)	6oz (180-200g) cooked			
Back Bacon	6oz (180-200g cooked			
Fish (white, salmon, canned)	6oz (180-200g) cooked			
Prepared Lasagna	1.5 cups (385g) cooked			
Eggs, whole	6 large			
Liquid whole eggs	363g			
Tofu	~425g			
Tempeh	~340g			
Beans (Baked beans, Cannellini beans, Chickpeas, Red Kidney beans,	3 cups (759g)			
Pinto beans, Navy beans, Black eye peas, Black beans)				
Lentils and split peas	2.5 cups (632.5g)			
Naturally flavoured regular or Greek, low-fat yogurt	1.5 cups (350g)			
Low-fat cottage cheese	1.5 cups (350g)			
Low-fat cow's milk	5 cups (1,250ml)			

What 40-55g Protein per meal per person would look like:

- 3 scrambled eggs + 4oz. cooked chicken thighs + 100g container of naturally flavoured Greek yogurt.
 - 4oz cooked chicken breast + 4oz cooked white fish.
 - 2x 4oz. cook beef burger patty
 - 2 cups Lasagna
 - 6oz. cooked beef kabob + 1.5 cups bean salad