



**RETOURNER LES SOUMISSIONS À /  
RETURN BID TO :**

Attn : Joanne Légaré  
 Courriel : [CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

**Demande de proposition à :**

**l'Agence des services frontaliers du Canada (ASFC)**

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Request for Proposal to:**

**Canada Border Services Agency (CBSA)**

We hereby offer to sell to Her 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 therefor.

**Commentaires – Comments :**

**LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ - THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

Bureau de distribution - Issuing Office

ASFC / CBSA  
 355 Ch. North River Road, 17<sup>e</sup> - 17<sup>th</sup> Floor  
 Ottawa ON K1A 0L

Sujet - Title:	
<b>Kennel Maintenance – Rigaud QC</b>	
N° de l'invitation - Solicitation No.	Date:
<b>1000457708</b>	June 26, 2024

L'invitation prend fin - Solicitation Closes	Fuseau horaire - Time Zone
À / at: 02:00 PM (heures / hours)	<input type="checkbox"/> HNE (heure normale de l'Est) / EST (Eastern Standard Time)
Le / on: July 31 <sup>st</sup> , 2024	<input checked="" type="checkbox"/> HAE (heure avancée de l'Est) / EDT (Eastern Daylight Saving Time)

F.A.B. - F.O.B.  
**Plant-Usine:**  **Destination:**  **Autre - other:**

Adresser toutes questions à / Address Enquiries to:  
**All communications related to this solicitation must be sent to / Toute les communications relatives à cette demande de proposition doivent être envoyées à :**

COURRIEL / EMAIL: [CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

Attn : joanne Légaré **Solicitation # 1000457708**  
 CC : [joanne.legare@cbsa-asfc.gc.ca](mailto:joanne.legare@cbsa-asfc.gc.ca)

Destination des biens et ou services :  
 Destination of Goods and or Services:  
 FOB

**Instructions:** Voir aux présentes - See Herein

Livraison exigée - Delivery Required	Livraison proposée - Delivery Offered
voir aux présentes - See herein	
Raison sociale et adresse du fournisseur/de l'entrepreneur: Vendor/Firm Name and Address :	
No de téléphone - Telephone No.:	Email address - Courriel:

Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) - Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT”**



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Contract Security Manual* (Latest Edition).

### **1.2 Statement of Work**

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 Trade Agreement**

The requirement is subject to the following Trade Agreements;

Canada-Chile Free Trade Agreement (CCFTA);  
Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP);  
Canada-European Union Comprehensive Economic and Trade Agreement (CETA);  
Canada-Colombia Free Trade Agreement ;  
Canada-Panama Free Trade Agreement ;  
Canada-Korea Free Trade Agreement (CCFTA) ;  
Canada-Peru Free Trade Agreement;  
Canada-Ukraine Free Trade Agreement;  
Canada-United Kingdom Trade Continuity Agreement ;  
World Trade Organization - Agreement on Government Procurement (WTO-GPA);  
Canada-Honduras Free Trade Agreement ;  
Canadian Free Trade Agreement (CFTA).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

Bids must only be submitted to [CBSA-ASFC\\_Sollicitationsdemandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Sollicitationsdemandes_de_soumissions@cbsa-asfc.gc.ca) no later than the date, time and location indicated on page 1 of the solicitation.

#### 2.2.1 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) working 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.

#### 2.2.2 Mandatory site visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **475 Chemin de la grande ligne, Rigaud, QC, J0P 1P0, on July 16, 2024**. The site visit will begin at **10H00 EDT**, at the Kennel.

Bidders must communicate with the Contracting Authority no later than **July 12, 2024** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



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### 2.3 Former Public Servant

Bidders must submit the certifications and additional information required under **Attachment 1 to part 5** (Former Public Servants certifications).

### 2.4 Applicable Laws

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

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

### 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (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.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

#### 3.1.1 Submission Format

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

Electronic copies will be accepted in one of the electronic formats

- Portable Document Format. Pdf
- Microsoft Word 91/2000 (.doc)
- Microsoft Excel (.xls)

- i. Use a numbering system that corresponds to the solicitation;
- ii. include a title page at the beginning of each volume of the submission that includes title, date, solicitation number, name and the address of the tenderer and the contact details of its representative; and
- iii. Include a table of contents.

#### Section I: Technical Bid

- a) In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.
- b) The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- c) The technical submission must justify the compliance of the bidder and its products and services with the specific requirements of **Attachment 1 to Part 4 - Mandatory Technical Criteria**, which is the format requested to provide the justification. The justification must not simply be a repetition of the requirements, but must explain and demonstrate how the bidder will meet the requirements and perform the required work. Simply stating that the tenderer or the solution or product it proposes is compliant is not sufficient. If Canada determines that the rationale is not complete, the bidder will be considered non-compliant and disqualified. The justification may refer to additional documents submitted with the submission - this information may be referenced in the "Bidder's response" column **Attachment 1 to Part 4**, where bidders are asked to indicate where in the submission the reference material can be found, including the title of





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the document and the page and paragraph numbers; where the reference is not sufficiently specific, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in **Attachment 1 of Part 3 (Pricing schedule)**. The total amount of Applicable Taxes should be shown separately.

**Section III: Certifications**

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

**Section IV: Additional Information**

In Section V of their bid, Bidders should provide:

- (a) their legal name;
- (b) their Procurement Business Number (PBN);
- (c) the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;



**ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all inclusive price (in Cdn\$) taxes excluded, FOB destination for goods, Customs duties and Excise taxes included.

**A – Period of Contract**

During the period of the contract, the Contractor will be remunerated on a monthly basis with the methodology below for services rendered in accordance with the Statement of Work.

- Dog population is counted daily at 16:00.
- Weekend dog population is calculated each Friday at 16:00.
- 0 dogs = 0 compensation

**Important note: All canines in Quarantine and Isolation must be exercised in their assigned outdoor enclosures only.**

- at least once (1) a day in the evening during the week (Monday to Friday);
- at least three (3) times a day on weekends and statutory holidays (morning, noon and evening).
- 248 Weekdays, 104 Weekend and 13 Statutory Holidays

**Services**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Initial Period - 1st year</b>  December 1 <sup>st</sup> , 2024 to March 31 <sup>st</sup> , 2025	Per diem rate  From 1 to 15 canines  Minimum of 2 resources	Per diem rate  From 16 to 30 canines  Minimum of 2 Resources	Per diem rate  From 31 to 40 canines  Minimum of 2 resources	<b>TOTAL</b> <b>(in Canadian dollars), Taxes not included</b> <b>A+B+C = D</b>
<b>Per diem rate</b>	\$	\$	\$	
<b>Initial Period – 2nd year</b>  April 1st, 2025 to March 31st, 2026	Per diem rate  From 1 to 15 canines  Minimum of 2 resources	Per diem rate  From 16 to 30 canines  Minimum of 2 Resources	Per diem rate  From 31 to 40 canines  Minimum of 2 resources	
<b>Per diem rate</b>	\$	\$	\$	
<b>*Emergency Call In</b>				\$
<b>Total Initial Period 1<sup>st</sup> + 2<sup>nd</sup></b>				\$

\* Please refer to section 10 of the Statement of Work at Annex A.



**B – Option Period**

**Option year (1)**

	A	B	C	D
<b>Option year - 1</b>  April 1 <sup>st</sup> , 2026 to March 31 <sup>st</sup> , 2027	Per diem rate  From 1 to 15 canines  Minimum of 2 resources	Per diem rate  From 16 to 30 canines  Minimum of 2 Resources	Per diem rate  From 31 to 40 canines  Minimum of 2 resources	<b>TOTAL</b> <b>(in Canadian dollars),</b> <b>Taxes not included</b> <b>A+B+C = D</b>
<b>Per diem rate</b>	\$	\$	\$	
<b>*Emergency Call In</b>				\$
<b>Total option year 1</b>				\$

\* Please refer to section 10 of the Statement of Work at Annex A.

**Option year (2)**

	A	B	C	D
<b>Option year 2</b>  April 1 <sup>st</sup> , 2027 to March 31 <sup>st</sup> , 2028	Per diem rate  From 1 to 15 canines  Minimum of 2 resources	Per diem rate  From 16 to 30 canines  Minimum of 2 Resources	Per diem rate  From 31 to 40 canines  Minimum of 2 resources	<b>TOTAL</b> <b>(in Canadian dollars),</b> <b>Taxes not included</b> <b>A+B+C = D</b>
<b>Per diem rate</b>	\$	\$	\$	
<b>*Emergency Call In</b>				\$
<b>Total option year 2</b>				\$

\* Please refer to section 10 of the Statement of Work at Annex A.



**Option year (3)**

	A	B	C	D
<b>Option year 3</b>	Per diem rate	Per diem rate	Per diem rate	<b>TOTAL (in Canadian dollars), Taxes not included A+B+C = D</b>
April 1 <sup>st</sup> , 2028 to March 31 <sup>st</sup> , 2029	From 1 to 15 canines  Minimum of 2 resources	From 16 to 30 canines  Minimum of 2 Resources	From 31 to 40 canines  Minimum of 2 resources	
<b>Per diem rate</b>	\$	\$	\$	
<b>*Emergency Call In</b>				\$
<b>Total option year 3</b>				\$

\* Please refer to section 10 of the Statement of Work at Annex A.

<b>Total Evaluated Price of Bid ((Initial 1+2) + Option year (1) (2) (3)) + Total *Emergency Call In</b>	\$
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## 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

The evaluation of the technical bid will be divided into two (2) parts. The first part consists of mandatory technical criteria, which are evaluated on a simple pass/fail basis.

The second part of the evaluation procedure consists of a point rated technical criteria.

Bidders are advised to address each requirement in sufficient depth to permit a complete analysis and assessment by the evaluation team. Failure to provide sufficient detail in any criterion could result in a proposal being considered as NON-COMPLIANT. Each mandatory criterion should be addressed separately.

##### 4.1.1.1 Mandatory Technical Criteria

- i. The Bidder must comply with and meet all technical requirements and all terms and conditions specified in this bid solicitation.
- ii. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- iii. The mandatory technical criteria are described in **Attachment 1 to Part 4, Evaluation Criteria**.
- iv. Bidders are required to complete and submit with their technical proposal **Attachment 1 to Part 4- Mandatory Technical Criteria** in order to be evaluated. The format of the table should be similar to the format shown herein.
- v. The Phased Bid Compliance Process will apply to all mandatory technical criteria listed in **Attachment 1 to Part 4- Mandatory Technical Criteria**.

##### 4.1.1.2 Point Rated Technical Criteria

- i. Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- ii. The rated requirements are described in **Attachment 2 to Part 4- Point-Rated Technical Criteria**.
- iii. Bidders are required to complete and submit with their technical proposal **Attachment 2 to Part 4- Point-Rated Technical Criteria** in order to be evaluated. The format of the table should be similar to the format shown herein.



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- iv. The aggregate points for the technical rated criteria will be rounded to two (2) decimals to calculate the minimum pass mark.
  - v. Bidders should cross reference the page/solicitation in their proposal.

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

- a. The evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in **Attachment 1 to Part 3**.
- b. The single, firm, all-inclusive per diem rate provided will be used to complete the tables in **Annex B- Basis of Payment** at contract award.
- c. The total bid price will be calculated as follows:

For each contract period (initial contract period, option period 1 and option period 2), each Firm Per Diem rate will be multiplied with the Estimated Number of Days per Year to determine a total for each contract period. The Total from all 3 tables will be aggregated to determine the Total Bid Price.

#### 4.2 Basis of Selection

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 40 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 150 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 % .
5. To establish the pricing, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40% .
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).



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

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51,11$	$89/135 \times 60 = 39,56$	$92/135 \times 60 = 40,89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32,73$	$45/50 \times 40 = 36,00$	$45/45 \times 40 = 40,00$
<b>Combined Rating</b>		83,84	75,56	80,89
<b>Overall Rating</b>		1st	3rd	2nd



**ATTACHMENT 1 TO PART 4 – BID EVALUATION CRITERIA**

**MANDATORY TECHNICAL CRITERIA**

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirement will render the Bidder's proposal **non-compliant and will not be given further consideration**. The treatment of mandatory requirement in any procurement process is absolute. Each mandatory technical criterial should be addressed separately.

The Bidder **must** demonstrate compliance with each mandatory requirement listed below using project descriptions as executed by the proposed Kennel Maintenance and Canine Care Attendant.

Item No	Mandatory Criteria	Met / Not Met
M1	<p>The Bidder must propose a minimum of two (2) resources, which must demonstrate a minimum of 3 consecutive years of experience providing care to canines, and kennel maintenance as per Annex A Statement of Work The project description must include the following:</p> <ul style="list-style-type: none"> <li>a. The name of the client organization;</li> <li>b. The name of the client, title and phone number;</li> <li>c. Description of project;</li> <li>d. List of tasks performed by the resource, and</li> <li>e. The start and end date of the work.</li> </ul> <p><i>* The Bidder must clearly identify the resources and demonstrate compliance as outlined above.</i></p>	
M2	<p>The Bidder must clearly demonstrate that they are capable of providing continuous services to meet the deliverable schedule.</p> <p><i>* The Bidder must provide a proposed schedule demonstrating how they will meet the needs outlined in the Statement of Work.</i></p>	
M3	<p>The Bidder and its resources must hold a valid driver's license for the duration of the contract.</p> <p>At a minimum, one of the two resources on site must have a valid driver's license.</p> <p><i>*The Bidder must attach to its bid a legible copy of all driver's licenses of the proposed resources.</i></p>	





**ATTACHMENT 2 TO PART 4**

**POINT-RATED EVALUATION CRITERIA**

Proposals that meet all of the mandatory qualifications will be further evaluated against the following rated requirements.

A minimum of two (2) resources must be presented  
A maximum of six (6) resources will be accepted

Point-Rated Technical Evaluation Criterion		Point Breakdown	Maximum Points Attainable
R1	<p>The proposed resource will be awarded points if they have experience beyond the minimum requirement (M1)</p> <p><i>**The proposed resources must clearly indicated in their cv the name of the establishment(s) where the experience was acquired</i></p>	<p><u>Resource</u></p> <p>3 + to 5 years = 10 points</p> <p>5 + years or more = 15 points</p>	90
R2	<p>The bidder will be awarded points if their resource holds Canine First Aid training.</p> <p><i>**The proposed resources must clearly indicated in their cv the name of the establishment(s) where the Canine First Aid course was acquired, and include a copy of their certificate.</i></p>	<p>Proof of successful completion from a qualified provider = 10 points</p>	60
<b>Maximum Point</b>			150



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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. **See Annex E.**

#### **5.2.2 Security Requirements – Required Documentation**

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), 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



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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.

### **5.2.3 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

### **5.2.4 Additional Certifications Precedent to Contract Award**

#### **5.2.4.1 Status and Availability of Resources**

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

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

#### **5.2.4.2 Education and Experience**

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



## ATTACHMENT 1 TO PART 5 – FORMER PUBLIC SERVANTS CERTIFICATIONS

### 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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Adjustment Directive



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

If so, the Bidder must provide the following information:

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

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

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Signature

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Name in printed letter

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Date



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## 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** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
  - b) *Contract Security Manual* (Latest Edition).

**6.1.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

### 6.1.3 Additional Security Requirement

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the "Policy on Government Security – Personnel Security Standard", irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resources, the Bidder should submit a complete signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (<https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp>) with their Bid. If not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority (prior to Contract Award).

Until the credit check, fingerprinting and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder and the proposed personnel is deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder personnel will not be permitted access to Protected / Classified information or assets, and will not be permitted to enter sites where such information or assets are kept.

In the event the recommended Bidder is not deemed suitable following the security screening process required by the CBSA, the said recommended Bidder's (Contractor and its personnel) bid will be deemed non-compliant



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and the next ranked Bidder will be contacted. If only one bid was obtained and the recommended Bidder does not meet the security requirement, then, the Contracting Authority will determine the next steps in order to ensure all requirements are met.

**\*Fees are applicable. Fingerprinting will be at the Bidder's cost.**

In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

## 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in **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 [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

[2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) 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 \_\_\_\_\_ (*fill in start date of the period*) to March 31<sup>st</sup> 2026 inclusive.

### 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 **three (3) additional one (1) year period(s)** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Joanne Légaré  
Title: Procurement Officer  
Canada Border Services Agency  
Acquisitions Branch  
Directorate: Procurement Division, Operations (Ops)  
Address : 355 North River, Ottawa, Ontario  
Téléphone : 343-551-8757  
Courriel : [joanne.legare@cbsa-asfc.gc.ca](mailto:joanne.legare@cbsa-asfc.gc.ca)



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

### 6.5.2 Project Authority

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

*(will be inserted at contract award)*

## 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 Statement of work at Annex A;

The Contractor will be paid for the Work performed in accordance with the Basis of Payment at Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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





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### 6.7.2 Monthly Payment

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

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

### 6.8. 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.

1. Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

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

#### **Direct Deposit:**

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.***



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## 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 Quebec.

### 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) the general conditions [2010C](#) (2022-12-01); Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, SRCL, Security Requirements Checklist;
- (f) Annex D, Insurance requirements ;
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### 6.12 Inspection and Acceptance

The project Authority is the Inspection Authority. All reports, deliverable items, documents, goods 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 requirements of the Statement of Work 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.

### 6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



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## 6.14 SACC Manual Clauses

### 6.14.1 Government Property

Government Property must be used only for the purpose of performing the Contract.

### 6.14.2 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

## 6.15 Dispute Resolution

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

## 6.16 Closure of Government Facilities

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at Rigaud sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

## 6.17 Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements



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## ANNEX "A"

### STATEMENT OF WORK

#### 1. TITLE:

Kennel Maintenance and Canine Care Attendant

#### 2. SCOPE:

Kennel Maintenance and Canine care are required outside of regular working hours at the Canada Border Services Agency (CBSA) College Main Campus, Canine Center of Expertise CCE), in Rigaud, QC.

#### 3. OBJECTIVE:

To maintain the kennel facilities and provide basic care to the canines housed on site, outside of the regular operational hours of the Detector Dog Training Program (DDTP) staff. This includes the provision of food, water, exercise and administration of medication, supplements, etc., as needed. This is necessary to ensure the canines are provided with a clean, hygienic, safe, living environment at all times, and receive basic care seven days a week.

#### 4. BACKGROUND:

The primary responsibilities of the CBSA's DDTP include:

- Research, identify, select, evaluate, acquire, and pre-train canines for development as potential detector canines.
- Ensure that canines meet health standards, receive required medical attention, and that appropriate health certificates are obtained to ensure the care and maintenance of the animals.

The DDTP provides its various services to the CBSA and other provincial, national and international agencies.

The CCE includes, a multi purpose Training Hangar, and a Kennel which can house up to 40 canines.

#### 5. TERMINOLOGY:

CBSA – Canada Border Services Agency  
DDTP – Detector Dog Training Program  
CCE – Canine Center of Expertise

#### 6. REQUIREMENTS:

The work involves duties connected with kennel maintenance, and attending to the canines primary needs, outside of CCE operating hours, which are Monday to Friday, 7 a.m. to 4:30 p.m.



The work includes, but is not limited to the following:

- a) Potential lifting of a canine and or materials sometimes in excess of 35kg;
- b) Continuous exposure to noise, canine barking, infrastructure, etc.;
- c) Manipulation of canines on leash, including, pulling, twisting, and sudden direction changes;
- d) Exposure to canine waste (feces and urine), and canine bodily secretions (vomit, blood).

**Note: Wearing of hearing protection is mandatory at all times within the kennel environment. Wearing of appropriate non-slip footwear is also mandatory, and metal spikes are not permitted within the kennel facilities.**

Resources requirements are as follows:

Number of dogs	Minimum Number of Resources
1 - 15	2
16 - 30	2
31 - 40	2

- Dog population is counted daily at 16:00.
- Weekend dog population is calculated each Friday at 16:00.
- Contractor will be made aware by email as soon as the dog population fluctuates.

Contractor and or its employee(s) must be available from Monday to Friday, 6 pm to completion of all tasks outlined in 6.1.

At a minimum, one of the two resources on site must have a valid driver's license.

On weekends and statutory holidays (12 per calendar year), the Contractor and or its employee (s) must attend three times per day, morning, noon and in the evening (see sample schedule at item 7). There is a capacity for 40 canines.

The work is to be performed primarily at the CCE Kennel Facilities, or alternate locations designated by the Project Authority or their representative, as outlined in 6.5 Emergency situations.

The CCE facilities are located at the following address:

Canada Border Services Agency College  
475 Chemin de la Grande Ligne  
Rigaud, Quebec  
J0P 1P0

**6.1 TASKS:**

The Contractor must:

1. Read Log Book provided by Project Authority upon arrival for every shift



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2. Perform an initial inspection of all enclosures and verify health and safety of all canines.

**\*Important note: All canines must be on leash when moved within all CCE environments. This includes the Kennel and Training Hangar facilities.**

3. Canines having soiled their enclosures, must be let out individually in the exercise yards in the rear of the kennel. Remove all urine and excrement then proceed with daily cleaning. Canines have access to the outside from their interior kennel.

**\* Important note: All canines in Quarantine and Isolation must be exercised in their assigned outdoor enclosures only.**

4. Daily clean and disinfect the kennel and the Indoor and Outdoor enclosures. This includes maintenance and cleaning of the floors, glass partitions, doors, grates, beds, fencing and walls, of all interior enclosures, using the cleaning product (s) specified by the Project Authority;
  - Indoor 40 enclosures (the average size of the indoor enclosures to be cleaned is 78"L x 48"W x 75"H),
  - Outdoor 32 enclosures (the average size of the outdoor enclosures to be cleaned is 75"L x 52"W x 75"H),
  - Isolation and Quarantine yards, and 2 cement yards behind K2 and K3, using the hose provided
5. Once each weekend. Clean and disinfect the 40 Indoor enclosures, 32 outdoor enclosures, and Isolation and Quarantine yards, and 2 cement yards behind K2 and K3, using the Deep Disinfection Protocol (see Appendix A) established by the DDTP.
6. Clean and store all cleaning devices (brushes, squeegees, pooper scoopers, buckets, etc.) in the assigned areas.
7. On an ongoing basis, pick up the canines excrement in the indoor and outdoor enclosures, the transport cages, the kennel and in the canines outdoor exercise areas.
8. Feed the canines, according to the Feeding Chart provided by the DDTP located in the kennel:
  - Every evening (seven days). See sample schedule at item 7;
  - Every morning on weekends and statutory holidays. See sample schedule at item 7;
  - Regularly change the water (once in the evening during the week [Monday to Friday] and three times a day on weekends and statutory holidays [morning, noon and evening]);
  - Wash the food bowls after each meal and the water dishes daily;
  - Give medication to the canines as needed, according to their individual medication sheets provided by the DDTP in the Kennel. Complete and sign medication sheets.
9. Exercise the canines individually in the assigned outdoor areas for a minimum of 15 minutes, unless authorized by the Project Authority. The 15 minutes of exercise is done within the enclosures on-site only (free run) – no playing with the canines, utilization of balls, Kong's, Frisbee, or other toys unless authorized by the Project



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Authority.

One kennel section at a time, Canines in sections K1-K2-K3 are to be exercised in the yards in the rear of the kennel.

**\* Important note: All canines in Quarantine and Isolation must be exercised in their assigned outdoor enclosures only.**

- at least once (1) a day in the evening during the week (Monday to Friday);
- at least three (3) times a day on weekends and statutory holidays (morning, noon and evening).

10. The Contractor and or its employee (s) will have to contact the Project Authority as soon as possible as follows:

- in writing: any relevant information pertaining to the canines health, equipment breakage, etc.;
- by phone: in an emergency only (e.g. sick canine, environmental or Infrastructure (heating/cooling malfunction/water leak, etc.) emergency).

11. The Contractor and or its employee(s) must ensure to complete, date and sign the Log Book on a daily basis, as well as completing the Medication Sheets and Feeding Charts. Additionally, any information, details, questions about canines, yards, material etc., that needs to be transmitted to the Project Authority and DDTP staff.

12. Before leaving the kennel premises, ensure the following:

- All canines are in their respective enclosures and are well;
- All doors, windows, and gates are closed and locked;
- Lights are dimmed or turned off in all kennel areas, as appropriate.

## **7. DELIVERABLES AND SCHEDULE:**

Statutory holidays are set by the federal government's calendar, currently:

New Year's Day;  
Good Friday;  
Easter Monday;  
Victoria Day;  
St-Jean Baptiste;  
Canada Day;  
Labour Day;  
National Day for Truth and Reconciliation;  
Thanksgiving;  
Remembrance Day;  
Christmas Day;  
Boxing Day.



As per Section 6.1 Tasks , the Contractor must complete 1 through 12, 7 days a week, a sample schedule as follows:

**SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday and Statutory Holidays
					Start time 7:00 a.m.
					Start time 1:00 p.m.
Start time 6:00 p.m.	Start time 6:00 p.m.	Start time 6:00 p.m.	Start time 6:00 p.m.	Start time 6:00 p.m.	Start time 6:00 p.m.

**8. CONSTRAINTS:**

The Contractor must at no time use the computers and other property belonging to the CBSA except the equipment provided for performing the work;

The Contractor and their employees communication with DDTP staff and course participants must remain professional, and limited to immediate health and safety concerns regarding canines or infrastructure;

The Contractor and their employees are prohibited from taking photos, videos or other types of images of the canines, the kennel or any other CBSA facilities, or personnel present, any material or Intellectual Property, unless authorized by the Project Authority;

The Contractor and their employees are not authorized to do advertising, or posting on any social media, or public platforms, related to work performed under this contract;

At minimum one of two resources on site must have a hold valid driver's license at all times, for reasons of emergency, in the event that a canine must be driven to the assigned Veterinary establishment, for the entire duration of the Contract;

The Contractor and their employees must report to the Main Campus Security Desk upon arrival. At which time it is mandatory to enter their issued ID card number into the Contractor's control log. Additionally, the wearing of the issued ID card is mandatory at all times while on the CBSA premises. Upon completion of tasks the Contractor and their employees are required to return to the Main Campus Security Desk and sign out of the Contractor's control log;

All contact established between the Contractor and their employees and the clients must be limited to professional relationships;

The Contractor and their employees, must be able to provide services in both official languages English and French at a basic level, written and oral, as identified in **Appendix B**.

**8.1. INSPECTION AND ACCEPTANCE:**

In the event of non-compliance, the Project Authority will inform the Contractor in writing. The Contractor is expected to take appropriate corrective action.





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## **9. CLIENT SUPPORT:**

The CBSA will provide all the cleaning equipment and products, the kennel equipment (leashes, collars, harnesses), food, supplements, and medication needed for the canines.

By means of a chart (table) located in the various kennel sections, the Project Authority will convey the following information for each canine:

- the amount and type of food;
- the supplements and medication to be given to each canine (when required);
- the special specifications and instructions about the well-being specific to each individual canine (see 6.1 for the checklist of tasks to performed).

Information regarding the number of canines expected to remain in the kennel for the upcoming weekend, will be communicated to the Contractor using an Information Board in the Kennel facilities.

In the event there are last minute changes or modifications, they will be communicated to the Contractor by the Project Authority by phone or e-mail.

## **10. EMERGENCY:**

The Contractor may be called in exceptional situations when the DDTP would need their services outside the agreed-upon hours. Should it be the case, the Contractor will be given 24 hours' advance notice to give them enough time to respond to such a request;

With advanced approval from the Project Authority, the Contractor and their employees must, in an emergency, be able to transport the canine(s) to and from the Veterinary establishment. Using the provided CBSA vehicle and cage, outside DDTP operating hours or when called.

The CBSA will make a kennel vehicle available to the Contractor and their employee (s) in the event of needing to transport a canine to the veterinarian in an emergency during their service hours.

### **10.1. VETERINARIAN:**

Veterinary service provider information will be provided by the Project Authority.

#### **10.1.1 EMERGENCY CIRCUMSTANCES:**

In emergency or exigent circumstances necessitating the displacement of canines to an alternate location on the same site, the Contractor or their employees must provide all above mentioned care and maintenance for canines. The Contractor will be advised by the Project Authority or their representative, as soon as possible in these events.

## **11. WORK SITE:**

Canada Border Services Agency College  
475, chemin de la Grande Ligne  
Rigaud, QC



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J0P 1P0

**12. CONTRACTOR RESPONSIBILITIES:**

Travel and delivery costs will be borne by the Contractor and they themselves will have to plan for their presence on site regardless of the weather conditions, the Contractor must provide transportation to and from the work sites for their staff.

**13. LANGUAGE OF WORK:**

The Contractor must be able to perform the entirety of tasks outlined in 6.1 orally and in writing, in both official languages (English and French) See **Appendix B**.



**ANNEX B – Basis of Payment**

To be inserted at contract award



### ANNEX C - SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat <b>PR129557</b>
Security Classification / Classification de sécurité <b>LVERS-2023-030</b>

**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 / CANADA BORDER SERVICES AGENCY Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction HUMAN RESOURCES
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail  
**KENNEL MAINTENANCE AND CANINE CARE**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  
 No / Non  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?  
 No / Non  Yes / Oui

5. Indicate the type of access required / Indiquer le type d'accès requis

5. 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.)  
 No / Non  Yes / Oui

5. 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.  
 No / Non  Yes / Oui

5. 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?  
 No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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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 <b>PR129557</b>
Security Classification / Classification de sécurité <b>LVERS-2023-030</b>

**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 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 fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat <b>PR129557</b>
Security Classification / Classification de sécurité <b>LVERS-2023-030</b>

**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	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



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## ANNEX D - INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



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- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from these of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.





**ANNEX "E"**  
**LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

**Supplier Information**

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> ( ) Corporate Entity ( ) Privately Owned Corporation ( ) Sole Proprietor ( ) Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

**List of Names**

Name	Title



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**Declaration**

I, \_\_\_\_\_, **(name)**

\_\_\_\_\_, **(position)** of

\_\_\_\_\_, **(supplier's name)** declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## APPENDIX A DEEP DISINFECTION – ONCE EACH WEEKEND (SATURDAY OR SUNDAY)

**All enclosures (indoor and outdoor), regardless of utilization will require deep disinfection, including the isolation and quarantine exercise yards.**

**Note: During winter months only (dates to be established by Project Authority):** Outdoor individual enclosures are not utilized, and will not require deep disinfection. Isolation and quarantine yards, will be utilized, but will not require deep disinfection.

### Protocol:

1. Pick up excrement or waste (vomit, grass, rocks, debris, etc.);
2. Rinse thoroughly with the provided hose to remove any presence of all excrement, dirt or waste (vomit, urine, fur etc.) from the floors, walls, glass, beds, doors, grates, frames and joints. If any of the surfaces have stains (as listed above), brush the area to remove any particles in order to have the area as clean as possible prior to conducting step 3;
3. Apply disinfection product (supplied by CBSA) on all the surfaces as listed above and leave on for a minimum of **10 minutes**;
4. Call Security at EXT: 3189 to advise them the pressure washer will be used (identify which zone) to deactivate the fire alarms. A delay may occur;
5. Rinse all enclosures thoroughly using the pressure washer. The nozzle is not to be any closer than 12 inches away from any surface to avoid damage;
6. Remove excess water from the beds, windows, walls and floors using the various squeegees provided;
7. Remove and clean all fur, waste, excrement, etc. over the drains in front of each enclosure with a broom and dust pan provided. Empty the dust pan into a larger garbage container and rinse the dust bin;
8. Ensure the enclosure is as dry as possible before returning the canine to it;
9. Call Security at EXT: 3189 to re-activate the alarm prior leaving.

## APPENDIX B – LANGUAGE PROFICIENCY GRID



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<b><u>Legend</u></b>	<b>Oral</b>	<b>Comprehension</b>	<b>Written</b>
<b>Basic</b>	A person speaking at this level can: <ul style="list-style-type: none"><li>• ask and answer simple questions;</li><li>• give simple instructions; and</li><li>• give uncomplicated directions relating to routine work situations.</li></ul>	A person reading at this level can: <ul style="list-style-type: none"><li>• fully understand very simple texts;</li><li>• grasp the main idea of texts about familiar topics; and</li><li>• read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li></ul>	A person writing at this level can: <ul style="list-style-type: none"><li>• write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li></ul>