



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
200 Kent Street | 200 rue Kent
Ottawa, ON, K1A 0E6

Email / Courriel : Ashley.Potter@dfo-mpo.gc.ca **AND** DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

**THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THIS REQUEST FOR
PROPOSAL**

| | | |
|--|--|---|
| Title / Titre Internal and External Messenger Services for Quebec City offices. | | Date May 5, 2023 |
| Solicitation No. / N° de l'invitation 30002849 | | |
| Client Reference No. / No. de référence du client(e) 30002849 | | |
| Solicitation Closes / L'invitation prend fin At / à : 2:00PM /14h00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) On / le : June 6, 2023 | | |
| F.O.B. / F.A.B. Destination | Taxes See herein — Voir ci-inclus | Duty / Droits See herein — Voir ci-inclus |
| Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus | | |
| Instructions See herein — Voir ci-inclus | | |
| Address Inquiries to : / Adresser toute demande de renseignements à : Ashley Potter – Contracting Officer Email / Courriel: Ashley.Potter@dfo-mpo.gc.ca AND DFOtenders-soumissionsMPO@dfo-mpo.gc.ca | | |
| Delivery Required / Livraison exigée See herein — Voir en ceci | Delivery Offered / Livraison proposée | |
| Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur | | |
| Telephone No. / No. de téléphone | Facsimile No. / No. de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie) | | |
| Signature | Date | |



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

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

1.1.2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
- (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;

1.1.3. For additional information on security requirements, Bidders should refer to 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>) website.

1.2 Statement of Work

The work to be performed is described in detail in clause 6.2 of the resulting contract.

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 or by telephone.

1.4 Trade Agreements

The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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](#) (2022-03-29) 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: 90 days

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

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

2.2.1 SACC Clause A9076T (2007-05-25) Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 14 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.4 Applicable Laws

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

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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

- Section I: Technical Bid** (one soft copy in PDF format)
Section II: Financial Bid (one soft copy in PDF format)
Section III: Certifications (one soft copy in PDF format)

Important Note:

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) 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
- 2) 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, duotangs or binders.

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 Annex B Basis of Payment.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "D"

4.1.1.2 Point Rated Technical Criteria

Refer to Annex "D"

4.1.3 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Lowest Price Per Point - A0035T (2007-05-25)

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 five (5) points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 25 points
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



PART 5 - CERTIFICATIONS

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 procurement 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.

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 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

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.4.3 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.4.4 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

5.2.4.5 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.2.4.6 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:



b) The status of the contractor (individual, unincorporated business, corporation or partnership):

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.5 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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



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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

Contract / file number: 30002849

PROJECT TITLE: Internal and External Messenger Services for Québec City offices.

| | |
|-------------------------------------|--|
| Company Name: | |
| Address: | |
| Telephone number: | |
| Fax number: | |
| PWGSC file or Certificate #: | |

Professional Services (Add second page if more space needed, please print clearly)

| Resource Person working on this project | Date of birth YYY/MM/DD | PWGSC file or certificate # | Security Level | Meet | Does not Meet | Comments |
|---|----------------------------|-----------------------------|----------------|------|---------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

| Company Clearance | Required | Security Level | Meet / Does not Meet / Comments (Official Use Only) |
|-----------------------------------|----------|----------------|---|
| Designated Organization Screening | | | |
| Facility Security Clearance | | | |
| Document Safeguarding Capability | | | |

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



ATTACHMENT 2 TO PART 5 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 with their bid or offer. The required list differs depending on the bidder 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.

List of names for [integrity verification form](#)



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 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 **PROTECTED** information, assets or sensitive site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
3. The Contractor **MUST NOT** remove any **PROTECTED** information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP, PWGSC.
5. 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).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

6.3.1.1 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2.1 Subsection 10 of 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010B 10 (2013-03-21), Invoice submission
Insert: **Invoice submission**



1. Invoices must be submitted in the Contractor's name to **DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca** with a cc to: **TBD**. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. Deduction for holdback, if applicable;
 - k. The extension of the totals, if applicable; and
 - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

SACC Clause **4013** (2022-06-20) Compliance with on-site measures, standing orders ,policies, and rules, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of contract award to March 31, 2025.

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 twelve (12) months period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ashley Potter
Contracting Officer
Fisheries and Oceans Canada
Procurement Services and Procurement Hub
Procurement Hub NCR
200 Kent Street
Ottawa, ON K1A 0E6
PH: 613-432-1855
E-mail: Ashley.potter@dfo-mpo.gc.ca

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

6.5.2 Project Authority (to be determined)

The Project Authority for the Contract is:

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

Telephone: _____
E-mail address: _____

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

6.5.3 Contractor's Representative (to be determined)

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

Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants (if required)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be



reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive hourly rate as specified in Annex B for a cost of \$ **TBD**. 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.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.7.3 Methods of Payment

6.7.3.1 Monthly Payment

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

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

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)



6.8 Invoicing Instructions

- 6.8.1** The Contractor must submit invoices in accordance with subsection 6.3.2.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.
- 6.8.2** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: **TBD** and provides the required information as stated in subsection 6.8.1 above.

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 the province of 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 supplemental general conditions SACC **4013** (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- (c) the general conditions **2010B** (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____ *insert date of bid* [*If the bid was clarified or amended, insert at the time of contract award*]: " , as clarified on _____ **or**, as amended on _____ .

6.12 Insurance – SACC Manual G2020C (2018-06-21)

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. 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.



6.13 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](#)".

6.14 Environmental Considerations

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

- a) Paper consumption:
 - Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
 - Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security requirements).
- b) Travel requirements:
 - The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
 - Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leaves that will honour the pricing for Contractors.
 - Use public transportation or another method of green transportation as much as possible.



ANNEX "A" STATEMENT OF WORK

1 – Project name

1.1 - Internal and external courier services for Fisheries and Oceans Canada, Quebec offices.

2 – Background

2.1 - The Department of Fisheries and Oceans, Quebec Region wishes to contract the courier and mail services of its regional office in Quebec City to a specialized firm.

3 – Description of the work

3.1 - Provide an internal and external courier service for Fisheries and Oceans Canada from the mailroom of the Department of Fisheries and Oceans regional office, located at 104 Dalhousie Street in Quebec City.

3.2 - The Contractor will be responsible for the following tasks:

3.2.1 - Providing an internal and external courier service on a daily basis (Monday to Friday inclusive, excluding statutory holidays) between the hours of 8:00 am and 12:00 pm and from 1:00 pm to 3:30 pm,¹ a service that includes the following duties:

3.2.1.1 – Receiving and sending of mail

- a) Receive mail and parcels from private firms and Canada Post;
- b) Process mail as directed by the organization and place in the pigeonholes;*
- c) Sort internal mail received from all areas including Quebec City base (101 Champlain) and/or 94 Dalhousie and/or 112 Dalhousie and/or 1550 D'Estimauville;
- d) Stamp all outgoing regular mail, Xpress Post, priority post, etc. to be shipped according to the standards set by Canada Post or any other firm that would be less expensive than Canada Post (for firms other than Canada Post, authorization will be needed from Fisheries and Oceans).

**Note that the number of pigeonholes may vary during the term of the contract.*

3.2.1.2 – Pickup up and delivery of mail to our internal and external customers

- a) Pick up, deliver and distribute mail and parcels daily (maximum of 35 kg per parcel – which can be transported using standard equipment such as a cart) at the stated locations and frequency (see Annex 1), including all directories, boxes, manuals, archival records, etc.;
- b) Upon returning from each round, sort and prepare picked up mail and parcels for the subsequent rounds;
- c) In the event of a company's inability to deliver a package or letter and a delivery coupon is left on site in the name of Fisheries and Oceans Canada, collect the packages and/or letters at service points identified on the delivery coupons.
- d) Maintain distribution lists, pigeonhole identification, etc. to facilitate mail distribution;
- e) On request, go to the Iron Mountain warehouses (2) located at 721 Newton Avenue, Quebec City, QC G1P 4C4 and/or 830 Godin Avenue, Quebec City, QC G1M 2X9 for box delivery and/or pickup (maximum 8 boxes per delivery/pickup).

3.2.1.3 – Providing detailed monthly and cumulative reports showing expenditures for each branch

- a) Program the stamping machine to provide reports and keep programming up to date, based on demand.

¹ See additional document *Mail Schedule 1 Employee* for more details (may be subject to change).



- b) Provide daily statistics on the number of packages and letters sent and received or any other statistical requests related to the mail service.

3.2.1.4 – Photocopiers and distribution

- a) Maintain a log for the amount of paper used by each branch.
- b) Distribute all materials addressed to all employees and/or service units using distribution lists or telephone lists.

List of all employees**: 1500*

DFO list: 210 employees*

CCG list: 375 employees*

Station list: 450 employees*, distributed among 9 stations*

Ship employees: Quebec City ships (400*) – Mont-Joli ships (65*)

**Note that the number may vary during the term of the contract.*

***Includes indeterminate, term, contract and seasonal employees during peak season.*

3.2.1.5 – Management of postage funds

- a) Complete cash transfers for postage from the Fisheries and Oceans Canada's account to the stamping machine.
- b) Provide monthly reports indicating the total amount of money used and the amount remaining in the stamping machine.
- c) Ensure that there is always enough money in the stamping machine to provide mail service.
- d) Notify the Information Manager when it is time to deposit money into the account (at least two months before the balance reaches \$0).

3.2.2 – Operations, operating equipment, etc.

3.2.2.1 - The Contractor will use the Department of Fisheries and Oceans facility located at 104 Dalhousie Street, Quebec City, QC.

3.2.2.2 - However, the Contractor shall provide all equipment necessary for operating the mailroom, except for tables, chairs and pigeonholes.

3.2.2.3 – List of equipment* to be provided by the Contractor

- a) Regular operating equipment, such as a scale, stamping machine, postage meter, automatic letter opener, time stamp, etc.
- b) Stamping labels and ink
- c) Trolleys for internal courier services
- d) The stationery required for these operations, such as pens, pencils, paper, masking tape, suitcases, etc. (excluding envelopes)
- e) Computer and printer (meeting Fisheries and Oceans Canada standards)
- f) Provide the vehicle(s) required, which are insured, safe and appropriate for courier service and transportation of a minimum of 8 standard archive boxes (indicate vehicle type, make and year on equipment list).
- g) The Contractor will be responsible for the cost of parking its vehicles, if applicable.

* The equipment must be in place and operational from the date of the contract award for the term of the contract.



3.2.2.4 – Mail processing system

3.2.2.4.1 - The Contractor must comply with the standards and requirements of Canada Post and the service provider (there are three providers in Canada: Francotyp, Quadiant and Pitney Bowes) regarding the types of stamping machines and/or postage meters and/or scales that should/can be used.

3.2.2.4.2 - For example, Canada Post only accepts digital meters that meet its requirements for remote charging, security, digital postage and product data entry that are provided by the service provider.

3.2.2.4.3 - The Contractor shall ensure that the scale provided is capable of handling not only envelopes but also packages weighing up to 35 kg.

3.2.2.5 – Postage

3.2.2.5.1 - The Department assumes the postage-related costs.

3.2.2.6 – Parking fees

3.2.2.6.1 - Given that the parking lot at the back of 104 Dalhousie Street is owned by a private firm, employees of the selected firm or the firm itself will be responsible for the monthly parking fee, which is subject to change.

4 – Level of responsibilities

4.1 - The Contractor must provide the required couriers to meet departmental requirements as well as the operational requirements of Fisheries and Oceans Canada.

4.2 - The Contractor must also ensure quality control and that there are backups for couriers during absences (illness, vacation, etc.). It must ensure at all times that the couriers are trained.

4.3 - The Contractor must provide service between 8:00 am and 12:00 pm and from 1:00 pm and 3:30 pm or until Canada Post pickups are completed.

4.4 - For the selected person(s) who will be performing the work, the Contractor must designate a Project Manager who will be responsible for providing direction and monitoring operations to avoid any employer/employee relationship between DFO and the supplier's employees at any time.

4.5 - It is imperative that the selected person(s) be able to provide service in French (speaking, writing, reading and oral comprehension).

5 - Safety

5.1 - All individuals will be required to comply with all Fisheries and Oceans Canada occupational health and safety policies and procedures.

This information will be provided at the time of the contract award.

Couriers will be required to attend a mandatory security training session, particularly the section on suspicious packages and bomb threats. Training costs will be paid by Fisheries and Oceans Canada.

6 – Other specifications

6.1 - Use of tobacco, cannabis and vaping devices: Fisheries and Oceans Canada prohibits the use of tobacco, cannabis and vaping devices in the workplace.

7 – Travel and living expenses



7.1 - The Contractor will not be reimbursed for travel and living expenses incurred in the performance of the work.



ATTACHMENT 1 – MAIL SCHEDULE FOR ONE EMPLOYEE

MAILROOM EMPLOYEE
(Employee #1)

- Opens and sorts the mail
- Is on duty in the mailroom
- Ensures that round schedules are respected
- Adjusts schedules and responds to emergencies
- Liaises with the Canada Post representative
- Provides statistical reports
- Provides efficient customer service
- Goes to Iron Mountain on request
- Distributes photocopier paper
- Distributes publications, printed materials and other materials
- Makes sure that couriers have up-to-date security training
- Responsible for rounds (101 Champlain, 94 Dalhousie, 104 Dalhousie, 112 Dalhousie and 1550 D'Estimauville)

* See Mail Schedule – 1 Employee



**ANNEX “B”
BASIS of PAYMENT**

1. General

The Bidder must complete this annex and include it in its financial bid.

The Contractor hereby certifies that the quoted prices are based on the Contractor’s most advantageous rates.

2. GST/HST

i. All prices and amounts of money in the contract exclude the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST), depending on the case, unless otherwise stated. The GST or HST, depending on the case, will be in addition to the price indicated and will be paid by Canada.

ii. The GST/HST estimate, to the extent applicable, will be incorporated into all invoices and progress claims and identified as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.

iii. The Contractor agrees to remit to the Canada Revenue Agency (CRA) any GST/HST paid or owing.

3. PRICE

a. Prices will be in effect for the duration of the contract.

b. Hourly rates must include all operating costs, labour, equipment, the vehicle and its operating costs, including parking, repairs and maintenance, supervision, equipment and other accessories, professional services, certifications, payment of all municipal/provincial/federal licensing requirements, travel/living/accommodation costs required to perform the above-mentioned service described in Annex A – Statement of Work.

TABLE A – INITIAL CONTRACT PERIOD: CONTRACT AWARD TO MARCH 31, 2025

| Description of Services | Column A All-inclusive Hourly Rates | Column B Number of People | Column C Number of hours | Column D Total Cost |
|--|---|---------------------------------|-----------------------------|--------------------------------|
| Internal and external couriers for Quebec Region | (to be completed by bidder) \$ | 1 | 3,250 | (to be completed by bidder) \$ |
| Project manager | (to be completed by bidder) \$ | 1 | 3,250 | (to be completed by bidder) \$ |
| Column A x Column B x Column C = Total evaluated cost Initial contract period | | | | (to be completed by bidder) \$ |



TABLE B – FIRST OPTIONAL CONTRACT PERIOD: APRIL 1, 2025 TO MARCH 31, 2026

| Description of Services | Column A All-inclusive Hourly Rates | Column B Number of People | Column C Number of Hours | Column D Total Cost |
|---|-------------------------------------|---------------------------|--------------------------|--------------------------------|
| Internal and external couriers for Quebec Region | (to be completed by bidder) \$ | 1 | 1,625 | (to be completed by bidder) \$ |
| Project manager | (to be completed by bidder) \$ | 1 | 1,625 | (to be completed by bidder) \$ |
| Column A x Column B x Column C = Total evaluated cost First optional contract period | | | | (to be completed by bidder) \$ |

TABLE C – SECOND OPTIONAL CONTRACT PERIOD: APRIL 1, 2026 TO MARCH 31, 2027

| Description of Services | Column A All-inclusive Hourly Rates | Column B Number of People | Column C Number of Hours | Column D Total Cost |
|--|-------------------------------------|---------------------------|--------------------------|--------------------------------|
| Internal and external couriers for Quebec Region | (to be completed by bidder) \$ | 1 | 1,625 | (to be completed by bidder) \$ |
| Project manager | (to be completed by bidder) \$ | 1 | 1,625 | (to be completed by bidder) \$ |
| Column A x Column B x Column C = Total evaluated cost Second optional contract period | | | | (to be completed by bidder) \$ |

TABLE D – THIRD OPTIONAL CONTRACT PERIOD: APRIL 1, 2027 TO MARCH 31, 2028

| Description of Services | Column A All-inclusive Hourly Rates | Column B Number of People | Column C Number of Hours | Column D Total Cost |
|--|-------------------------------------|---------------------------|--------------------------|--------------------------------|
| Internal and external couriers for Quebec Region | (to be completed by bidder) \$ | 1 | 1,625 | (to be completed by bidder) \$ |



| Description of Services | Column A All-inclusive Hourly Rates | Column B Number of People | Column C Number of Hours | Column D Total Cost |
|--|---|---------------------------------|--------------------------------|--------------------------------|
| | | | | |
| Project manager | (to be completed by bidder) \$ | 1 | 1,625 | (to be completed by bidder) \$ |
| Column A x Column B x Column C = Total evaluated cost Fourth optional contract period | | | | (to be completed by bidder) \$ |

TOTAL EVALUATED COST: TABLE A + TABLE B + TABLE C + TABLE D = (to be completed by bidder) \$



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

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| |
|---|
| Contract Number / Numéro du contrat FP804-230001 |
| Security Classification / Classification de sécurité NON CLASSIFIÉ |

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

| | |
|--|---|
| 1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine PÊCHES & OcéANS CANADA | 2. Branch or Directorate / Direction générale ou Direction GESTION DE L'INFORMATION |
|--|---|

| | |
|--|---|
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |
|--|---|

4. Brief Description of Work - Brève description du travail
 Contrat de service de messagerie interne et externe à partir de la salle du courrier du bureau régional du MPO, 104 rue Dalhousie, pour l'année 22-23.

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

6. Indicate the type of access required - Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 (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)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas?
No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes?
L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciales 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 checked="" type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
|--|--------------------------------------|---|

7. b) Release restrictions / Restrictions relatives à la diffusion

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

7. c) Level of information / Niveau d'information

| | | |
|--|---|--|
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input checked="" 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"/> |

| |
|---|
| Security Classification / Classification de sécurité NON CLASSIFIÉ |
|---|



| |
|---|
| Contract Number / Numéro du contrat FP804-230001 |
| Security Classification / Classification de sécurité NON CLASSIFIÉ |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
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 FP804-230001 |
| Security Classification / Classification de sécurité NON CLASSIFIÉ |

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 Secret | COSMIC Top Secret COSMIC Très Secret | Protected Protégé | | | Confidential Confidentiel | Secret | Top Secret Très Secret |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets Renseignements / Biens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Production | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Media Support TI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Link Lien électronique | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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



ANNEX "D" EVALUATION CRITERIA

Technical evaluation

1. Mandatory technical criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria detailed herein. The Bidder must clearly demonstrate that its proposal meets all mandatory requirements in order to be selected for further evaluation. Bids that fail to meet the mandatory criteria will be rejected.

Evaluation of bids

Bidders should note that citing experience without supporting information describing where and how that experience was acquired does not constitute a "demonstration" of the requirement being met for the purposes of the evaluation. Supporting documentation includes resumés and any other documents that demonstrate experience and knowledge. Simply repeating the requirements in the Statement of Work is not sufficient.

NOTE regarding the project schedule with respect to the date and total number of months

Bidders should note that the months of experience reported for a project where the timeline overlaps with another project included in the reference will only be counted once. For example: If the timeline for project 1 is from July 2019 to December 2019 and the timeline for project 2 is from October 2019 to January 2020, the total number of months of experience for these two projects is seven (7) months.

The bid will be evaluated only on the basis of its content and supporting documentation, unless otherwise specifically specified in this bid solicitation. Information provided or personnel proposed as options or additions to the Statement of Work will NOT be evaluated.

The Bidder must include in its proposal the following table indicating that it meets the mandatory criteria, including the number of pages or sections containing information making it possible to verify that the criteria have been met.



The Supplier must provide the following information:

Bidders **must** provide up to two (2) resources and **must** fill out the following table for **each** proposed resource.

MANDATORY CRITERIA

Resource name: _____

| No. | Mandatory criteria | Bid Page No. |
|------------|---|---------------------|
| M1 | The Bidder MUST provide resumés of the primary resource, including backup resource, who MUST possess a valid driver's license. The Bidder MUST provide copies of the valid driver's licenses and proof of insurance for the vehicle with their technical bid. | |
| M2 | <p>The primary and backup resources MUST each have a minimum of thirty-six months (3 years) of experience managing a mailroom within the last sixty months (5 years) from the bid closing date.</p> <p>a) Having served between 1,200 and 1,500 internal customers at various sites;</p> <p>b) Having performed all of the tasks below;</p> <ul style="list-style-type: none"> I. Receiving and sending of mail II. Pickup up and delivery of mail to our internal and external customers III. Providing detailed monthly and cumulative reports showing expenditures for each branch IV. Management of postage funds <p>c) Having spent \$75,000 or more on postage.</p> <p>For each proposed resource, project experience MUST be used to demonstrate compliance and must include the following information:</p> <ul style="list-style-type: none"> a) The client organization; b) Start date (month and year), end date (month and year) and duration of the project; c) A description of the activities performed by the proposed resources; and d) The name and email address of the client's project authority. | |



2. Point-rated criteria

Bids meeting all the mandatory technical criteria will be evaluated and rated as specified in the tables below.

Bidders **must** provide up to two (2) resources and **must** fill out the following table for **each** proposed resource.

Resource name: _____

| No. | Point-Rated Criterion | Breakdown of Points | Bid Page No. |
|--------------------|--|--|--------------|
| R1 | The primary and backup resources should have more than 36 months (3 years) experience managing a mailroom. | Over 15 years = 25 pts Between 12 and less than 15 years = 20 pts Between 9 and less than 12 years = 15 pts Between 6 and less than 9 years = 10 pts Between 3 and less than 6 years = 5 pts Maximum of 25 | |
| Total score | | | |