



**REQUEST FOR REGIONAL INDIVIDUAL  
STANDING OFFERS  
DEPARTMENT OF FISHERIES AND OCEANS  
SPACE PLANNING/INTERIOR DESIGN AND MOVE  
COORDINATION SERVICES  
PACIFIC REGION**



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments, Personnel Identification Form and Statement of Work template.

### **1.2 Summary**

- 1.2.1 Fisheries and Oceans Canada's Pacific Region requires the services of one Interior Designer and one Move Coordinator to assist with the provision of space planning, interior design and move coordination services on an "as and when required" basis. It is estimated that a maximum of approximately 2000 hours of service for space planning and design and approx. 100 hours for move coordination may be required during the initial two year standing offer period with up to three (3) Offerors providing the required services.

The proposed period of the Standing Offers is for an initial period of two (2) years from the date of award plus two one (1) option periods. These SOs will be used by DFO offices throughout British Columbia and Whitehorse.

- 1.2.2 "The requirement is subject to the provisions of the Canadian Free Trade agreement (CFTA)."



- 1.2.3 The Request for Standing Offers (RFSO) is to establish Regional Individual Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users in British Columbia and Whitehorse.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwpsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwpsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.5 INTERPRETATION

In the Request for Standing Offer "RFSO",

1.5.1 "Canada", "Crown", "Her Majesty", "the Government" or "Fisheries and Oceans Canada" or "DFO" means Her Majesty the Queen in right of Canada, as represented by the Minister of Fisheries and Oceans;

1.5.2 "Call-up", "Contract" means an order issued by an Identified User duly authorized to issue a call-up against a particular standing offer. Issuance of a call-up to the Offeror constitutes acceptance of its offer and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Offeror for the goods, services or both described in the Call-up;

1.5.3 "Identified User" means a person or entity identified in the Standing Offer and authorized by the Standing Offer Authority to make call-ups against the Standing Offer;

1.5.4 "Standing Offer" means the written offer from the Offeror, the clauses and conditions set out in full text or incorporated by reference from these general conditions, annexes and any other document specified or referred to as forming part of the Standing Offer;

1.5.5 "Offeror", "Contractor" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;

1.5.6 "Minister" means the Minister of Fisheries and Oceans or anyone authorized to act on his/her behalf;

1.5.7 "Proposal" means an offer, submitted in response to a request from a Contracting Authority, that constitutes a solution to the problem, requirement or objective in the request;

1.5.8. "Bidder" means a person or entity submitting a Proposal in response to this RFSO;

1.5.9 "Work" means the whole of the activities, services, materials, equipment, software, matters and things required to be done, delivered



## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Offers**

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

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

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

By providing this information, Offerors agree that the successful Offeror'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**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror 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.

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

**All enquiries and other communications with government officials throughout the solicitation period are to be directed ONLY to the Contracting Authority.** Noncompliance with this condition during the proposal solicitation period may (for that reason alone) result in disqualification of a Proposal.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.





## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Bid – one (1) electronic copy

Section II: Financial Bid - one (1) electronic copy

Section III: Certifications - one (1) electronic copy

Bidders are requested to send their proposals in soft copy to the e-mail address identified on page one of this solicitation.

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 or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing date and time indicated in the RFP.

DFO will not be responsible for any failure or delays attributable to the transmission or receipt of the email tender. For all submissions received by the tender closing date and time, DFO will send an email confirming receipt of the tender to the bidder.

#### **The subject line of the e-mails must provide the following information:**

1. Solicitation Number FP802-180028; and
2. Project Title: Interior Design and Move Coordination Services.

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

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

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Offerors must submit a proposal to provide its services for both required resources.

To be awarded a Standing Offer the Bidder must successfully qualify both resources. Failure to do so will exclude Offerors from further consideration.

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Pricing Schedule contained in Attachment 1 to Part 3.

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### **Section III: Certifications**

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



## ATTACHMENT 1 TO PART 3

### PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid. The contract period specified below must include its quoted all-inclusive **ceiling per-diem rate or hourly rates** (as specified) for each of the resource categories identified.

The rates specified below, where quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within 80 kms. of the Offeror's usual place of business;
- b. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Any inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The Bidder must complete the name of the proposed resource for each Category and the all-inclusive ceiling price and hourly rates for the initial two (2) year contract period and the two (2) one year optional periods. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.



**Section A. Per-Diem Ceiling Prices – During Regular Business Hours – Monday to Fridays 8:00am to 5:00pm**

			Initial Contract Period: Date of Award to two years thereafter			1st Optional Year			2nd Optional Year			Column D Total Cost (Column A + Column B + Column C)
Item	Category	Name of Resource	Level of Effort	All-Inclusive Per-Diem Ceiling Price	Column A Total Cost	Level of Effort	All-Inclusive Per-Diem Ceiling Price	Column B Total Cost	Level of Effort	All-Inclusive Per-Diem Ceiling Price	Column C Total Cost	
1.	Interior Designer		267 days	\$	\$	135 days	\$	\$	135 days	\$	\$	\$
2.	Move Coordinator		14 days	\$	\$	7 days	\$	\$	7 days	\$	\$	\$
										<b>TOTAL EVALUATED COST - Section A</b>		\$
										<b>Estimated GST/HST</b>		\$

\* Ceiling Rates are inclusive of overhead, profit and equipment required to perform the work.



**Section B. Hourly Rates outside of regular business hours (Monday to Friday 8:00am to 5:00pm), Weekends and Statutory Holidays**

			Initial Contract Period: Date of Award to two years thereafter			1st Optional Year			2nd Optional Year			Column D Total Cost (Column A + Column B + Column C)
Item	Category	Name of Resource	Level of Effort (hours)	All-Inclusive Hourly Rate	Column A Total Cost	Level of Effort (hours)	All-Inclusive Hourly Rate	Column B Total Cost	Level of Effort (hours)	All-Inclusive Hourly Rate	Column C Total Cost	
1.	Interior Designer		250	\$	\$	125	\$	\$	125	\$	\$	\$
2.	Move Coordinator		50	\$	\$	25	\$	\$	25	\$	\$	\$
										<b><u>TOTAL EVALUATED COST - Section B</u></b>		\$
										<b>Estimated GST/HST</b>		\$

\* Hourly Rates are inclusive of overhead, profit and equipment required to perform the work.

Section A – Evaluated Cost	Section B – Evaluated Cost	Total Evaluated Cost – Section A + Section B
\$	\$	\$



## 1.0 Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Standing Offer.
- ii. All outside of regular business hours work must be pre-authorized by the DFO Project Authority. All work performed during regular business hours will be compensated according to paragraph above.

## 2.0 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the DFO Project Authority.

All payments are subject to government audit.

Travel requirements, if any, will be identified on each individual Call-Up

## 3.0 Good and Services Tax (GST) / Harmonized Sales Tax (HST)

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown 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, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team reserves the right, but is not obligated, to perform any of the following tasks:
  - i) seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
  - ii) contact any or all references supplied by bidders to verify and validate any information submitted by them;
  - iii) request, before award of any Standing Offer, specific information with respect to bidders' legal status;
  - iv) verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
  - v) interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4

#### **4.1.2 Financial Evaluation**

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

The Offeror is required to submit firm all-inclusive ceiling prices and hourly rates that will apply for the entire period of the Standing Offer.

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO);
  - b. meet all mandatory technical evaluation criteria;



- c. obtain the required minimum of 70% of the available points for each technical criterion which are subject to point rating.
- 2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. **Up to three (3) responsive offers will be considered for issuance of a standing offer.**
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% 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 70%.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 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 three (3) responsive bids with the highest combined rating of technical merit and price may be recommended for award of a standing offer.
- 8. The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>88</b>	<b>82</b>	<b>92</b>
<b>Bid Evaluated Price</b>	<b>C\$60,000</b>	<b>C\$55,000</b>	<b>C\$50,000</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	$88 / 100 \times 70 = 61.6$	$50,000 / 60,000 \times 30 = 24.99$	86.59
<b>Bidder 2</b>	$82 / 100 \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.27$	84.67
<b>Bidder 3</b>	$92 / 100 \times 70 = 64.4$	$50,000^* / 50,000 \times 30 = 30$	94.4

\* represents the lowest evaluated price

In this example above, Bidder 3 is the Bidder that has obtained the highest combined rating of Technical Merit and Price.





## ATTACHMENT 1 TO PART 4 TECHNICAL EVALUATION

### General

a) Bidders must *provide sufficient detail to clearly demonstrate how* they meet each mandatory and point rated requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFSO, will not be considered “demonstrated” for the purpose of this evaluation.

b) This document describes the criteria and methodology which will be used to evaluate proposals. It is the responsibility of the bidder to use these criteria as a framework to clearly demonstrate to the evaluators that the company has the knowledge, experience, management and resources necessary to provide the required services.

c) Bids which meet the mandatory technical criteria will be evaluated and scored as specified in the Point Rated Criteria.

d) For all projects and work experience the Bidder should provide all relevant details such as:

- project/ work description overview;
- relevance of the project/work;
- resource role and responsibility, including tasks;
- duration in time (e.g. months; years) and dates;
- name and description of client organization; and
- contact information for Project Authority.

e) To be awarded a Standing Offer the Bidder must successfully qualify both the Interior Designer and Move Coordinator resources. Failure to do so will exclude Offerors from further consideration.

Up to three (3) Standing Offers may be awarded to provide the services described in this document.

f) Each point rated technical criterion should be addressed separately.

### **1. Mandatory Evaluation Criteria:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. The Bidder must provide the necessary documentation to support compliance with this requirement.

Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be given further consideration.



		Requirements	Met? (Yes/No)	Cross Reference to Proposal
M1		<p>The Offeror must propose an Interior Designer that has a minimum of 5 years' experience providing space planning and interior design services for clients.</p> <p>The Offeror must provide a CV for the resource being proposed. Demonstration of experience must include:</p> <ul style="list-style-type: none"> <li>a) Summary/description of the previous projects worked on;</li> <li>b) The role and responsibilities of the resource in each referenced project;</li> <li>c) The start/end dates;</li> <li>d) The name and location of the organization; and</li> <li>d) The name and contact information of a reference within the organization.</li> </ul>		
2		<p>The Offeror must propose a move coordinator that has a minimum of 5 years' experience providing move coordination services for clients.</p> <p>The Offeror must provide a CV for the resource being proposed. Demonstration of experience must include:</p> <ul style="list-style-type: none"> <li>a) Summary/description of the previous projects worked on;</li> <li>b) The role and responsibilities of the resource in each referenced project;</li> <li>c) The start/end dates;</li> <li>d) The name and location of the organization; and</li> <li>d) The name and contact information of a reference within the organization.</li> </ul>		
3		<p>The Internal Designer resource proposed by the Offeror must have a valid membership in good standing in a professional organization such as IDIBC Interior Design Institute of BC. Other acceptable organizations will be those that license and regulate their members.</p> <p>The Offeror must provide a copy of all current memberships/certifications with its technical proposal.</p>		

**2. Point Rated Evaluation Criteria:**

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

A bidder must obtain the required minimum of seventy (**70%**) percent **for each criterion** which is subject to point rating specified in the bid solicitation. Bids not meeting minimum pass mark of 70% for each criterion will be given no further consideration.

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of each proposed resource and the Offeror must be clearly identified by providing a summary/description of the previous projects worked on, the role and responsibilities of the resource(s) in each referenced project, the start/end dates, the dollar value and the name and location of the organization along with the name and contact information of a reference within the organization.



**Point Rated Technical Criteria - Scores**

No.	Description	Maximum No. of Point Available	Cross Reference to Proposal
<b>Corporate Requirements</b>			
R1	<p>The Offeror should demonstrate an understanding of the Government of Canada Fit up standards by providing an example of a completed project.</p> <p><b>Up to 40 points will be awarded for a project example which identifies the following:</b></p> <ul style="list-style-type: none"> <li>i) Use of space allocation calculator based on number of FTE's; (4 points)</li> <li>ii) Verification of project requirements; (4 points)</li> <li>iii) Project schedule; (4 points)</li> <li>iv) Risk management; (4 points)</li> <li>v) Workstation requirements; (4 points)</li> <li>vi) Support and special purpose space requirements; (4 points)</li> <li>vii) Communication/data requirements; (4 points)</li> <li>viii) Proximity/adjacencies requirements; (4 points)</li> <li>ix) Detailed functional space equation; (4 points) and</li> <li>x) Schematic design. (4 points)</li> </ul>	<b>40</b>	



<b>R2</b>	<p>The Offeror should provide the details of its intended approach to support DFO in the completion of projects including a description of the proposed methodology.</p> <p><b>20 PTS</b></p> <p>Up to 5 points awarded for each of a) to d) below for identifying and managing relevant approaches/methodologies proposed for:</p> <ul style="list-style-type: none"><li>a) Space Programming and Planning</li><li>b) Move Coordination</li><li>c) providing service outside regular business hours;</li><li>d) ensuring that work is delivered according to established timelines</li></ul> <p>Offeror are advised to describe their approach in sufficient detail for evaluators.</p>	<b>20</b>	



<p><b>R3</b></p>	<p>The Offeror should demonstrate an ability to control and manage a single complex project using time and cost plans.</p> <p><b>20 PTS</b></p> <p><b><u>Rating Scale:</u></b></p> <p><b>Excellent – 20 points:</b> Information very complete, very relevant and very clear.  <b>Very Good – 15 points:</b> Information relatively complete, relatively relevant and relatively clear.  <b>Good – 10 points:</b> Information somewhat complete, somewhat relevant and somewhat clear.  <b>Fair – 5 points:</b> Information unsatisfactory because of very little detail, not relevant, not clear.  <b>Poor – 0 points:</b> No response provided</p>	<p><b>20</b></p>	
<p><b>Resource Requirements</b></p>			
<p><b>R4</b></p>	<p>The Offeror should demonstrate that the proposed Interior Designer has experience in space planning and interior design services in excess of the 5 years' experience requirement described in M1.</p> <p>5+ years up to 6 years' experience– 4 points          6+ years' up to 7 years' experience – 7 points          7+ years' experience – 10 points</p>	<p>10 points</p>	



<b>R5</b>	The Offeror should demonstrate that the proposed Move Coordinator has experience in providing move coordination services in excess of the 5 years' experience requirement described in M2.  5+ years up to 6 years' experience – 5 points 6+ years' up to 7 years' experience – 7 points 7+ years' experience – 10 points	10 points	
<b>Total Awarded Points</b>	<b>100</b>		



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

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1      Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2    Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).



Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

#### 5.2.3.2 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:

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

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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:

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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:

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### **5.2.3.3 Personnel Identification Form**

Annex "E" must be completed for both the Offeror and all proposed personnel and returned prior to issuance of a Standing Offer.



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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.

### **6.2 Insurance Requirements**

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Standing Offer and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Standing Offer.



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

7.2.1 The following security requirements apply and form part of the Standing Offer.

- i) The supplier and its personnel who require access to **PROTECTED** information/assets must each hold and maintain a valid **RELIABILITY STATUS** issued by Canada and approved by Fisheries and Oceans Canada.
- ii) The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any **PROTECTED or CLASSIFIED** information/assets from **DFO** site(s).
- iii) Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of Fisheries and oceans Canada (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).
- iv) The Contractor/Offeror must comply with the provisions of the Security Requirements Check List attached at Annex C.

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 7.3.1 General Conditions

2005 (2017-06-18) General Conditions - Standing Offers - Goods or Services apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The following two (2) separate but complementary reporting requirements must be fulfilled for all work performed under the Standing Offer(s):

1. **For each individual Call-Up:** the SO Holder must submit status report(s) to the DFO Project Authority, at a frequency stipulated on the Call-Up document. The DFO Project Officer will be



identified for each call-up. Content of the status report will be stipulated at the time each Call Up is awarded.

- 2. **On a semi-annual basis** (from the date of Standing Offer award): the SO Holder must provide a semi-annual report to the DFO Project Authority (identified in article 7.5.2 below), on the status of the Standing Offer. As a minimum, the semi-annual report, in electronic format via Internet or Email, must include information including:
  - a. the Call-Up number;
  - b. the Standing Offer Number;
  - c. name of DFO Task Project Officer;
  - d. completed tasks and on-going tasks (Project title, number and original cost estimate), along with a brief status report reflecting the start date, expenditure to date against the Call-Up and expected completion date of each task;
  - e. the total expenditure to date against the SO Holder's Standing Offer.

A standardized report form will be provided by DFO.

The semi-annual reports data must be submitted to the DFO Project Authority no later than 30 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award to two (2) years thereafter.

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one year optional periods, under the same conditions and at the rates or prices specified in the Standing Offer Basis of Payment Annex "B".

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in each Call-Up document.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority *(to be identified at Standing Offer award)*

The Standing Offer Authority is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he/she is



responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 DFO Project Authority

The DFO Project Authority for the Standing Offer is: *(to be identified at Standing Offer 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative *(to be identified at Standing Offer award)*

### 7.6 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.

### 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: the DFO Project Authority or his/her authorized representative.

### 7.8 Call-up Procedures

#### 7.8.1 General Information

The Standing Offer Call-Up process defined herein will govern all departmental work assignments or projects.

Work assignments will be awarded on a competitive basis amongst the S.O. holders that been awarded a standing offer.

#### 7.8.2 Identification of Requirements:

a) The DFO Project Authority or his/her authorized representative will prepare a detailed Statement of Work (SOW) for all required work. A template for completion of the *Statement of Work is attached as Annex "F"*. The SOW must be sufficiently detailed to allow the SO holder to determine whether they can provide the required resources with the necessary skill set to complete the work within the prescribed time schedule.



b) The DFO Project Authority or his/her representative must identify whether there are security requirements associated with the work to be performed and ensure that proposed resource(s) meet those requirements.

### 7.8.3 Call-up Process:

a) The DFO Project Authority or his/her representative will **compete the work amongst the SO holders and a call up awarded to the SO holder offering a qualified resource(s) with the required skill sets and the lowest fixed all-inclusive per diem rate and/or hourly rates (if required during the project).**

b) The DFO Project Authority or his/her representative will send an e-mail to the identified SO holder representatives that will include a detailed completed SOW and delivery schedule for the work required. The S.O. holders must respond within two (2) business days with confirmation of their capability to perform the work within established schedules, availability and resumes of qualified resource(s) and proposed firm all-inclusive per-diem rate and/or hourly rates.

c) Failure by the SO holder to provide written notification of availability **within two (2) business days** of being contacted shall be interpreted as being unable to perform the service(s). If the SO holder response is received late it will not be considered and will be returned to the SO holder.

d) If a resource proposed by the SO holder was not previously qualified by DFO, the SO holder must provide a detailed CV addressing each of the mandatory and point-rated requirements for the required resource category. The resource must qualify according to the criteria outlined in Attachment 1 to Part 4 of the RFSO and meet any identified security requirements. The resource will be evaluated by DFO and if qualified, a Call-Up may be awarded to that SO holder. If the proposed resource is not compliant, DFO will consider the SO holder with the next lowest fixed all-inclusive per diem rate and/or hourly rates.

e) In cases where DFO requires both resource categories for a project, the per diem rates for each category of resource will be totaled and divided by the number of different rates proposed to determine an **average per diem rate**. The S.O. holder offering the lowest average per diem rate would be awarded the call-up. The same principle would apply if hourly rates were also requested i.e. the total of all unit prices would be calculated and divided by the number of resources required to identify the lowest price S.O. holder.

f) In cases where more than one SO holder offers the same fixed all-inclusive per diem rate and/or hourly rate, the SO holder whose resource or resources obtained the highest point rating will be awarded the call-up. If more than one resource is required, their awarded points will be totaled and divided by the number of resources to arrive at their average point rating.

g) Any change or amendment to an agreed upon scope of work must also be authorized by the DFO Project Authority and agreed to, in writing, by the respective supplier followed by an amendment to the original Call-Up issued by DFO.

h) DFO will notify all SO holders that provided a response of the name of the successful SO holder.

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User using the duly completed forms identified in paragraph 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services in the Standing Offer at or below the ceiling prices and in accordance with the terms and conditions specified in the Standing Offer.



2. The following form will be used:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
3. The form PWGSC-TPSGC 942 must at a minimum contain the following information:
  - S.O. holder standing offer number;
  - **statement that incorporates the terms and conditions of the Standing Offer i.e. “The terms and conditions of standing offer serial number “XXXX” apply and form part of this contract”;**
  - completed Statement Work including description and due date of deliverables;
  - Category and name(s) of resource ;
  - Level of effort expressed in number of days, fixed all-inclusive per diem rate;
  - Hours required for work outside of regular business hours, hourly rate;
  - Identification of all travel and living expense requirements and their value including taxes (if required);
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer **must not exceed \$ 50,000.00** including any amendments (Applicable Taxes and other expenses such as travel and living expenses included).

#### 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ TBD unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.**

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2017-06-18), General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010B** (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Electronic Payment Instruments;



- i) Annex E, Personnel Identification Form;
- j) Annex F, Statement of Work Template;
- l) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.13 Certifications and Additional Information

### 7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

**2010B** (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of **2010B** (2016-04-04), General Conditions will not apply to payments made by credit cards. (*if applicable*)

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

The period of the Contract is from date of Contract to two (2) years thereafter.

#### 7.3.2 Optional Standing Offer Periods

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer.





The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 7.3.3 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 7.4 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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.

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror'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**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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.

**7.5 Payment**

**7.5.1 Basis of Payment**

The Contractor will be paid for the Work specified in the authorized Call-Up, in accordance with the Basis of Payment at Annex "B" Basis of Payment.

Canada's liability to the Contractor under the Call-Up must not exceed the limitation of expenditure specified in the authorized Call-Up. Custom duties are included and Applicable Taxes are extra.



No increase in the liability of Canada or in the price of the Work specified in the authorized call-up 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 authorized, in writing, by the DFO Project Authority before their incorporation into the Work.

### 7.5.2 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions 2010B. Invoices cannot be submitted until all work identified in the invoice is completed.

Payment by Canada will be made via Direct Deposit to the Contractor's bank account provided that:

The invoice(s) is emailed to DFO Accounts Payable, at the email address indicated below:

**Email: DFO.invoicing-facturation.MPO@CANADA.CA with a copy to DFO Project Authority identified in each individual call up.**

### 7.5.3 Method of Payment

The Method of Payment will be specified in each call-up and will be either:

#### Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

**OR**

#### 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.



#### 7.5.4 T1204 – Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

#### 7.5.5 Electronic Payment of Invoices – Call-up *(if applicable)*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 7.6 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

**Travel up to 80KMs from the Contractor's usual place of business will not be reimbursed.**

All travel must have the prior authorization of the DFO Project Authority.

All payments are subject to government audit.

Requirements for the Contractor to travel will be identified in each Call-Up.

#### 7.7 Insurance - SACC Manual Clause G1005C (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### 7.8 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada.



## ANNEX "A"

### STATEMENT OF WORK

#### TITLE

Space Planning/Interior Design and/or Move Coordination Services for Fisheries and Oceans Canada's (DFO) Pacific Region.

#### 1. BACKGROUND INFORMATION

The objective of the Request for Standing Order is to obtain highly qualified professionals provide specialist consulting services on an AS AND WHEN REQUESTED BASIS for the Pacific Region.

DFO intends to award up to three (3) Standing Offers in the aggregate amount of \$500,000.00 over the initial two year period and the two (2) one year option periods covered by these Standing Offers. It is estimated that a maximum of approximately 2000 hours of service for space planning and design and approx. 100 hours for move coordination may be required during the initial two year period. The level of effort is an estimate and may vary greatly depending on the departmental workload. The majority of the requests will be for space planning and design. Move coordination services will not necessarily be required for each or any project identified by DFO.

#### 2. SCOPE OF WORK

##### 2.1 General

The services of a Contractor(s) are required to assist DFO's Pacific Region with the provision of space planning, interior design and move coordination services on an "as and when required" basis.

The Contractor must provide the following resource(s):

- a) one space planner to conduct space planning services, interior design and design drawings; and
  - b) one move coordinator to assist with all move activities
- .01 For new projects in the lower mainland and on Vancouver Island, the Contractor's resource(s) must be available within five working days of notification by the DFO Project Authority (PA) for an initial face to face briefing at the DFO offices in Vancouver and Sidney. For new projects elsewhere in the Pacific Region, the Contractor's resource(s) must be available within seven working days of notification by the DFO PA for an initial face to face briefing at the affected DFO office. The Contractor will not be reimbursed for any living or travel expenses incurred to attend these initial briefings.
  - .02 Using AutoCAD or Adobe the Contractor must prepare drawings that conform to the CADD layering standards.
  - .03 The Contractor must prepare Architectural Interior design specifications according to the standard National Master Specification format used by the federal government. [https://www.nrc-cnrc.gc.ca/eng/publications/nrc\\_pubs/nms/nms\\_index.html](https://www.nrc-cnrc.gc.ca/eng/publications/nrc_pubs/nms/nms_index.html)
  - .04 The Contractor must work cooperatively with other consultants, DFO staff and personnel from other federal government departments or agencies who might be involved in some of the projects.



- .05 The Contractor must maintain consistent and clear communication with the DFO PA or his/her representative by email, telephone and cell phone. Methods of communication in remote communities can be limited.

## 2.2 Tasks

**The following represents a non-inclusive list of possible tasks to be undertaken by the Contractor. Each call up will provide details on the actual services required.**

### Space Programming and Planning

The Contractor must:

- .01 Review Base Building and Tenant Improvement specifications as directed by the DFO PA and identify areas for change improvement. All recommended changes/improvements must be submitted to the PA for review and approval.
- .02 Provide resource(s) within five (5) business days of notification by the DFO PA to meet and inspect existing and/or new leased and Crown Owned space. The purpose of this meeting would be to become familiar with the requirements and DFO's expectations. Space utilization and economy, and cost and time management are fundamental project requirements.
- .03 Review Lease Tender Offers received by DFO. Provide advice and recommendations to the DFO PA with regard to errors, quality and suitability of space offered.
- .04 The Contractor must provide interior design services (colour boards, flooring, millwork and wall finishes; finish schedule, etc.)
- .05 Conduct a Space Programming process that will include identifying problems and needs, defining operational groups, and analysing how groups function and interrelate. Provide Bubble Diagrams showing paths of supervision, information, and work flow. Identify the right amount and type of space, equipment, and furniture needed for DFO to function efficiently.
- .06 Participate in the formation of Occupant Work Teams. A high degree of involvement and commitment on the part of the Work Teams to the principles of Space Utilization and Economy is considered essential to the successful outcome of the Programming and Planning process. Actively participate in teleconference calls and onsite meetings.
- .07 Lead Work Teams through initial process of functional requirements. This process will develop through the introduction of generic workstation "footprints" which will ultimately be modified for specific group or individual functions. Requesting required program information from program leads and staff to determine individual program needs.
- .08 Detail physical requirements and develop solutions for special space, such as reception areas; library space; training, radio monitoring, and workshop space; loading dock; mail processing; LAN/computer server rooms; stationary, file space and secure storage rooms; meeting rooms; kitchen/lunch rooms; first aid room; and shower/locker rooms. Provide a report to the DFO PA within 2 weeks outlining all physical requirements for special space for review and approval. This information must be included in the final design and space plan.
- .09 Detail physical requirements and develop solutions to support functional space: i.e. open space; enclosed space; acoustical protection; security; special HVAC; additional plumbing; and voice,



power and data outlet requirements. This information must be included in the final design and space plan.

- .10 Detail physical requirements and develop functional solutions for enhanced space: i.e. custom millwork; lockers; lock-ups; file systems; and other fittings and fixtures. To be included in the final design and space plan.
- .11 Prepare Furniture and Fittings Inventory (including damaged items) for items to be relocated, reinstalled and /or declared as surplus in new owned/lease premises.
- .12 Coordinate labelling of existing items to be relocated, reinstalled and/or declared surplus. Include this in the move plans detailing move numbering system and other requirements.
- .13 Prepare Furniture schematics and provide specifications with DFO PA approval to furniture suppliers for acquisition.
- .14 The Contractor's equipment used and files produced must be compatible with those in use at DFO such as Adobe Acrobat, Excel and MS Word.
- .15 Services and documentation must be provided in English, using the International System of Units (metric).
- .16 Prepare Class D estimates of project costs for budgeting purposes.
- .17 Prepare Colour and Material Selection Schemes and proposals for approval, and prepare final Colour and Material Specifications Board.
- .18 Review Working Drawings and Specifications prepared by the owner/Lessor to ensure compliance with design intent.
- .19 Carry out periodic inspections and provide reports to DFO PA on interior finish work to verify compliance with design intent.
- .20 Carry out Interim and Final Inspections of Interior Finishes. Provide reports and deficiency lists to the DFO PA.

#### Move Coordination

The Contractor must:

- .21 Meet with DFO staff to develop the scope of work and location of moves. Lead the Move Planning Meetings. Initial briefing will be completed onsite. Teleconference meetings are acceptable.
- .22 Determine and report requirements at both ends of the move. Coordinate post move fine-tuning and provide post move feedback.
- .23 Provide the project team with a move schedule detailing dates, times, actions to be taken, responsible party, etc. Provide supplementary instructions and details.
- .24 Provide a move coordinator to manage all move activities during time frames agreed upon.

Examples of activities include but are not limited to:



- a) manage and organize moves and schedule activities associated with the move;
- b) ensure that there is an adequate supply of moving and packaging materials and boxes for each requirement;
- c) ensure that movers have the necessary security clearances or are escorted at all times with a building;
- d) oversee installation of furniture and furnishings and disposal of packaging materials .

- .25 Provide plans for areas of move with overlays for Telephony and Data.
- .26 Work collaboratively to ensure coordination at all phases of the moves.
- .27 Determine and provide a communication plan for all the moves including security and building management.
- .28 Liaise with workstation and free standing furniture consultants. Coordinate moves for workstations that are to be disassembled and then reassembled.
- .29 Provide a listing of assets for disposal and coordinate their disposal with PA.
- .30 Identify items requiring special handling as required (explosives, safes, large furniture).
- .31 Participate in developing the scope of work for both internal and external moves, conduct bidder walk-throughs to identify work required and participate in the evaluation of bidder submissions for move contracting services provide a time schedule for each move to the DFO PA.

The Contractor's resources must be available for work during regular business hours (Monday to Friday 8:00am to 5:00pm) and also during weekday evenings, weekends and statutory holidays. All required services and the time frames for each move will be clearly identified in the call-up documents.

### **2.3 Deliverables**

All deliverables are subject to the review and approval of the DFO Project Authority.

Deliverables for Space Programming and Planning include the following:

- 1) Prepare final design and space plan using Adobe
- 2) Move Plans and phasing to be delivered in Adobe
- 3) Prepare furniture schematics and specifications using National Master Specification format and using Adobe
- 4) Prepare Colour and Material Selection Schemes and proposals using interior design specifications.
- 5) Carry out periodic inspections to verify compliance of design intent and provide report of inspection findings.
- 6) Carry out interim and final inspections and provide deficiency list.

Deliverables for Move Coordination include the following:

- 1) Determine and report on move plan for beginning and end of move
- 2) Report on post move and post move feedback from employees
- 3) Provide detailed move schedule detailing dates, times, actions taken and provide move instructions.
- 4) Provide overlays using Adobe, Excel or Word for telephony and Data.
- 5) Provide communication plan for all moves
- 6) Provide a listing of assets for disposal





Deliverables must be produced in a format mutually agreeable to the Contractor and the Project Authority in English only.

#### 2.4 Travel and living expenses

- a) All travel and living expenses incurred by Contractor or its resources for the initial briefing meetings at the beginning of each project are the responsibility of the Contractor.
- b) The Contractor will be reimbursed for all other authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- c) The Contractor will not be reimbursed for travel and living expenses if the location of the work is less than 80 kms from the Contractor's normal place of business.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

#### 2.5 Reporting Requirements

The Contractor's resource(s) must submit status reports to the Project Authority on an as required basis and the reports shall include, but not necessarily be limited to, the following information:

- a) Summary of work completed in the reporting period with an indication of its status against work plan;
- b) Summary of work planned for the next reporting period;
- c) An updated work schedule;
- d) Difficulties encountered and steps taken, or proposed, to address them; and
- e) Any outstanding issues.

#### 2.6 Language of Work

All work will be conducted in English

#### 2.7 Location of Work

Locations of work could include: Vancouver Lower Mainland, Vancouver Island, BC Interior, North Coast and Whitehorse.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

#### 2.8. DFO Obligations

The DFO PA will provide access to staff that will be available information and any required documents.

The DFO PA will provide access to DFO facilities for the purpose of performing the work described in this document.



The DFO PA will provide comments on draft reports within five (5) business days.

### **3. SUSTAINABLE DESIGN, REUSE, RECYCLING**

The reuse and recycling of design, construction, demolition and move debris in an environmentally and socially responsible manner is critical. The Contractor's resource(s) must become versed in the various methods of disposal in the project's community.

The Contractor's resource(s) must consider the influence of the scope of work and the specific procedures used on the jobsite to prevent waste. They should collaborate with subcontractors and the DFO PA to consider:

- Designing to prevent waste
- Planning for waste prevention
- Using construction methods that prevent waste
- Practicing jobsite waste prevention methods
- Purchasing to prevent waste

Successful waste management begins with a good plan that outlines procedures, expectations, results, and the communication of results of the waste diversion efforts.

The Contactor must:

- Identify materials that will be salvaged, reused, recycled, and disposed of
- Include subcontractors in the planning process
- Set expectations and goals
- Calculate potential costs and savings
- Work with local businesses in remote communities

A well-developed plan combines good communication with attention to details. Effective implementation will ensure success, maximize benefits, and provide a marketing edge. The Contractor must:

- Educate everyone about the program
- Find the space for recycling bins and containers close to point of origin
- Make the effort convenient
- Promote and educate. Treat waste management like a safety program
- Track success and share it



**ANNEX "B"**

**BASIS OF PAYMENT**

*(to be provided at Standing Offer award)*



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Gouvernement du Canada / Government of Canada

FP802-180028

Contract Number / Numéro de contrat

FP802-180028

Security Classification / Classification de sécurité

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

PAR / À / CONTRACT / INFORMATIONS / PARTIE D' / INFORMATION CONTRACTUELLE 1. Originating Government Department or Organization / Ministère de départements gouvernemental d'origine <b>Fisheries &amp; Oceans Canada</b>		2. Branch or Directorate / Division générale ou Direction <b>Real Property, Safety &amp; Security, Accommodations</b>	
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 Establish a SCA for space planning, interior design &/or move coordination services within the Pacific Region on an as and when requested basis. <input checked="" type="checkbox"/>			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. Indicate the type of access required - indiquez 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 ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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 (or its clients, representatives personnel) require access to restricted access areas? / Le fournisseur et ses employés (ou ses clients, représentants personnels) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. c) Is the commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans stockage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSM C TRES SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRES SECRET <input type="checkbox"/>		TOP SECRET / TRES SECRET <input type="checkbox"/>	
TOP SECRET (SIGNI) / TRES SECRET (SIGNI) <input type="checkbox"/>		TOP SECRET (SIGNI) / TRES SECRET (SIGNI) <input type="checkbox"/>	

FORM 130-83 (2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

FP802-180028

Contract Number / Numéro du contrat <b>FP802-180028</b>
Security Classification / Classification de sécurité

<b>PART A / Partie A (suite)</b>	
7. Will the supplier require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
8. Will the supplier require access to externally sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extérieurement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>PART B / PERSONNEL (CI) / PP (MR) / PART B / PERSONNEL (PERSONNES REQUIES)</b>	
10. a) Personnel security clearance level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - BIGHT TRÈS SECRET - BIOMT	<input type="checkbox"/> NATO CONFIDENTIAL OTAN CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX SITES	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SPECIAL DOCUMENTS DOCUMENTS SPÉCIAUX:	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> NATO SECRET OTAN SECRET	<input type="checkbox"/> DOMESTIC TOP SECRET COMSEC TRÈS SECRET
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 unclassified personnel be told key portions of the work? Du personnel sans autorisation particulière peut-il se voir confier des parties du travail? If Yes, will unclassified personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>PART C / INFORMATION / RENSEIGNEMENTS / PART C / INFORMATION / RENSEIGNEMENTS / BIENS</b>	
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'emmagasiner sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>PRODUCTION</b>	
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 seront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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 des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
11. e) Will there be an essential link between the supplier's IT systems and the government department or agency? Existe-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

TSP-007 250-163 (2/04/12)

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

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**NOTE / Remarque / PARTIE 3.0.0**  
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 office 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	Secret	Top Secret	NATO Restricted	NATO Confidential	NATO Secret	COMSEC Top Secret	Protected / Protégé			Confidential	Secret	Top Secret		
											A	B	C					
Information / Assets / Informations / Actifs	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT / Info. Support IT	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien Informatique	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERE est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by entering 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 ».

No / Non  Yes / Oui

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERE sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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

No / Non  Yes / Oui

TBS/SCT 250-102 (2504/13)

Security Classification / Classification de sécurité





FP802-180028

Contract Number / Numéro du contrat F170544122B
Security Classification / Classification de sécurité

Government of Canada / Gouvernement du Canada

PART D - AUTHORIZATION - PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Deanna Talbot	Title - Titre Accommodations Project Officer	Signature 	
Telephone no. - N° de téléphone 604-666-0338	Facsimile - Télécopieur	E-mail address - Adresse courriel Deanna.Talbot@dufo-mpo.gc.ca	Date FEB 27 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) Craig Stephen Stefan	Title - Titre Regional Security Officer & COMSEC Coordinator	Signature 	
Telephone no. - N° de téléphone (804) 775-8880	Facsimile - Télécopieur N/A	E-mail address - Adresse courriel craig.stefan@dufo-mpo.gc.ca	Date Nov 14/18
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées) LARRY HOTTE	Title - Titre PROCUREMENT + CONTRACTING CONSULTANT	Signature 	
Telephone no. - N° de téléphone 613-298-6178	Facsimile - Télécopieur	E-mail address - Adresse courriel larry.hotte@DFD-MPO.gc.ca	Date May 15/18
17. Contracting Security Authority / Approuvé compétente en matière de sécurité			
Name (print) - Nom (en lettres imprimées)	Title - Titre	Signature	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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TBS/STP 330-103 (2004/12)

Canada



## **ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)





**ANNEX "E" – PERSONNEL IDENTIFICATION FORM**  
**DEPARTMENT OF FISHERIES AND OCEANS CANADA**

**Contract / file number:** \_\_\_\_\_

**PROJECT TITLE:**

<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Fax number:</b>	
<b>PWGSC file or Certificate #:</b>	

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

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

**(For Official Use)**

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

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

- I approve
- I do not approve based on:

\_\_\_\_\_

**Contracting Security Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## ANNEX “F” – STATEMENT OF WORK **TEMPLATE**

### 1.0 Scope

#### 1.1 Title

*Identify a title by which the work will be referred. This title may link it to a larger Project or to the overall use with which the work will be put.*

#### 1.2 Introduction

*Provide a brief description of the tasks or services required. This description can often be used in the notice identifying the requirement electronically for competitive purposes.*

#### 1.3 Objectives of the Requirement

*Describe in a broad way what is to be achieved or delivered by the completion of the contract. Make sure to identify the intended use of the completed requirement.*

#### 1.4 Background, Assumptions and Specific Scope of the Requirement

*Identify the situation leading up to the requirement and identify any assumptions being made by the Crown with regard to the work. Describe the range, extent, and parameters around the work to be completed in association with the contract and those events and circumstances leading to the need for this contract.*

*This section may also include a description of the organization, end users, previous contract work and its success or failure, bibliography, references, technical experts in the field, previous contractors, etc. - anything that will assist the contractor in formulating a good bid.*

*Information should be broad with details coming in other sections of the SOW. Constraints may be identified in this section at a very high level: There may be physical, legal, budgetary, or time-based, constraints; there may be limited access to essential premises or equipment; or it may be planned to carry out the project in phases.*

### 2.0 Requirements

#### 2.1 Tasks, Activities, Deliverables and Milestones

*Through the contract, describe the tasks or activities to be performed by the Contractor. It should also include a detailed description of what is required for each of the identified deliverables. The description will need to provide sufficient information so that all parties will be able to understand what will signal completion of a phase or milestone in the work. In most situations, this Section will identify what methodology and sequence each of the deliverables will need to meet, how the deliverable will need to be delivered and what will be the relationship of one deliverable with another. This section should provide information on the language, format, version and content requirements for each task or activity and each deliverable or milestone in the work. It will also need to reference the Schedule and Estimate Level of Effort expected for completion of the work; any Specifications or Standards which will be used; and the Method and Source of Acceptance which will be applied by the Crown to the deliverables. This information may help to establish a progress payment schedule.*

#### 2.2 Specifications and Standards



*Identify the manner in which the work is to be delivered and will be measured as completed. In some cases, the information provided in the Deliverable or the Method and Source of Acceptance Sections of the SOW will be sufficient. In other cases, specific reference will need to be made to the details and qualitative and quantitative measures which will be used by the Crown to determine completion and satisfaction with the work.*

### **2.3 Method and Source of Acceptance**

*Provide a description of the performance, quality, format, and testing requirements which will be used to measure whether the work is acceptable or not.*

### **2.4 Reporting Requirements**

*Describe any performance or status reporting requirements which will be expected of the Contractor during the life of the Contract. Include both the format, frequency, number of copies and specific content requirements.*

### **2.6 Project Management Control Procedures**

*Provide details of how the Departmental Representative and Project Authority will control the work (progress meetings, demonstrations, prototypes etc.). Further detail how the payment schedule will be matched to the measurement of performance throughout the contract. Contract management and controls in the SOW should be specific to the work and tasks. The following language might be used:*

*The individual identified in the proposal as the Project Coordinator or Technical Authority shall: (and then list actions that will ensure the contract will be brought in on time, on budget and of an acceptable quality; i.e. submission of progress reports, system tests, etc.)*

## **3.0 DFO Obligations**

*Identify the access to facilities, the loan or use of Government Furnished Equipment, the access to documentation, networks, etc. which the Crown will provide to the Contractor. The following are examples of the contents that may be included under this heading:*

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.*
- access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, etc.)*
- access to a staff member who will be available to coordinate activities*
- provide comments on draft reports within five (5) working days*
- provide other assistance or support.*

## **4.0 Contractor's Obligations**

*Clarify all other obligations of the Contractor which have not already been identified.*

## **5.0 Location of Work, Work site and Delivery Point**



*Identify where the majority of the work is expected to be completed. This is important in terms of where “ownership” may occur. State whether there are any requirements to work at any specific site or whether the Contractor will need to be available for meetings. A general statement such as the following may be useful:*

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

## 6.0 Travel and Living

*You must specify if travel and living expenses will be considered. How it will be handled and which travel and living reconciliation forms will be used? **If travel and living expenses will be incurred by the contractor, a Travel Plan must be prepared and approved before any work can begin.** Who will provide advance approval of the contractor’s travel to be undertaken in association with the requirement? **Note that the current TBS Travel Directive will apply.***

## 7.0 Project Schedule

### 7.1 Expected Start and Completion Dates

*Identify the period in which the work is to be completed. More details are then provided in the section of the SOW which identifies the specific schedule which will be required for completion of the work. You must allow sufficient time in the end date or completion date for the Crown to apply the full acceptance criteria for the final deliverable.*

The services of the Contractor will be required for a period of approximately (*weeks, months or years*) commencing on or about (*day, month, year*). The expected completion date of this project is (*day, month, year*).

### 7.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

*Include a detailed time schedule for the completion of each stage or milestone or phase of the work as well as for the entire work. Often a Work Breakdown Structure will also be included in order to show the dependencies of various parts of the work. This Schedule will help to identify demands on the resources of both DFO and the Contractor.*

## 8.0 Applicable Documents and Glossary

### 8.1 Applicable Documents

*Append any relevant background documents, drawings, specifications, samples or information which will be important to demonstrate what, how and when the work will need to be completed. Cross reference the documents back to the relevant Section of the SOW in which they will apply.*