



RETURN BIDS TO:
RETOURNER LES SUBMISSION À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services

Arrangement Fax: 1-866-246-6893

Arrangement E-mail address:
soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the Request for Supply Arrangement. Arrangements submitted by email directly to the Supply Arrangement Authority or to any other email address may not be accepted.

The maximum email file size is 25 megabytes. PCA is not responsible for any transmission errors. Emails with links to arrangement documents will not be accepted.

REQUEST FOR A SUPPLY ARRANGEMENT

DEMANDE POUR UN ARRANGEMENT EN MATIÈRE D'APPROVISIONNEMENT

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Supply Arrangement on behalf of the identified users herein.

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une arrangement en matière d'approvisionnement au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires :

Issuing Office - Bureau de distribution :
Parks Canada Agency
National Contracting Services

Title - Sujet : Supply Arrangement - Incident Facilities & Catering Services in Various National Parks in Western and Northern Canada		
Solicitation No. - N° de l'invitation : 5P420-19-0427/A	Date : May 14, 2020	
Client Reference No. - N° de référence du client : n/a		
GETS Reference No. N° de référence de SEAG : PW-20-00914943		
Solicitation Closes - L'invitation prend fin : At - à : 14 :00 On - le : June 02, 2020		Time Zone - Fuseau horaire MDT
F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes demande de renseignements à : Kirsten Sage		
Telephone No. - N° de telephone : (587) 436-5795	Fax No. -N° de télécopieur : (866) 246-6893	Email Address – Courriel : Kirsten.sage@gmail.com
Destination of Goods, Services, and Construction - Destination des biens, services, et construction : See Herein		
TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE		
Vendor/ Firm Name - Nom du fournisseur/ de l'entrepreneur :		
Address - Adresse :		
Telephone No. - N° de telephone :	Fax No. - N° de télécopieur :	
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :		
Signature :	Date :	

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Supply Arrangement Authority - Responsable
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d'approvisionnement :
Kirsten Sage

Client Ref. No. - N° de réf. du client :
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IMPORTANT NOTICE TO SUPPLIERS

ARRANGEMENTS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED.

ARRANGEMENTS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.

The only acceptable email address for responses to the Request for Supply Arrangement is soumissionsouest-bidswest@canada.ca. Arrangements submitted by email directly to the Supply Arrangement Authority or to any email address other than soumissionsouest-bidswest@canada.ca may not be accepted.

The only acceptable facsimile for responses to the Request for Supply Arrangement is 1-866-246-6893.

The maximum email file size that Parks Canada is capable of receiving is 25 megabytes. The Supplier is responsible for any failure attributable to the transmission or receipt of the emailed arrangement due to file size.

Emails with links to arrangement documents will not be accepted. Documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

- 1.2.1** Parks Canada Agency (PCA) fire management program requires the provision of camp facilities on an as and when requested basis in various National Parks within British Columbia, Alberta, Saskatchewan, Manitoba, Northwest Territories and the Yukon Territory. The Contractor must provide incident facilities and/or catering services located near active wildfires to support operations which would be located at road accessible locations.
 - 1.2.2** The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
 - 1.2.3** The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in Manitoba, Saskatchewan, Alberta, British Columbia, Northwest Territories and the Yukon Territory, including areas subject to Comprehensive Land Claims Agreements (CLCAs).
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1.3 Security Requirements

There is no security requirement applicable to the Supply Arrangement.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

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PART 2 – SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2019-03-04), Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2008](#) incorporated by reference above is deleted in its entirety.

2.2 Submission of Arrangements

Arrangements must be submitted only to Parks Canada Agency Bid Receiving Unit by the date and time indicated on page 1 of the RFSA.

Arrangements submitted in-person or by courier may not be accepted.

The only acceptable facsimile for responses to the RFSA is 1-866-246-6893.

The only acceptable email address for responses to the RFSA is soumissionsouest-bidswest@canada.ca. Arrangements submitted by email directly to the Contracting Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 25 megabytes. The Supplier is responsible for any failure attributable to the transmission or receipt of the emailed Arrangement due to file size.

Emails with links to Arrangement documents will not be accepted. Arrangement documents must be sent as email attachments.

2.3 Former Public Servant – Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries – Request for Supply Arrangements

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

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

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide their Arrangements in separate attachments as follows:

Section I: Technical Bid

Section II: Certifications

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical arrangements will be evaluated against the technical evaluation criteria at **Annex E**.

4.2 Basis of Selection – Mandatory Technical Criteria

An arrangement must comply with the requirements of the Request for Supply Arrangement and meet all mandatory technical evaluation criteria to be declared responsive.

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be awarded a Supply Arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, 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 Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, suppliers must provide the information required at **Annex C** to Part 5 of the Request for Supply Arrangements before issuance of a supply arrangement.

5.2.2 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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The Supplier, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to issuance of a supply arrangement. Suppliers must provide the information requested at **Annex D** to Part 5 of the Request for Supply Arrangement.

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PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2 Security Requirements

There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

6.3.1 General Conditions

[2020](#) (2017-09-21), General Conditions – Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins at date of Supply Arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Kirsten Sage
A/Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
720, 220 4th Ave SE
Calgary, AB T2G 4X3

Telephone: (587) 436-5795
Facsimile: (866) 246-6893
E-mail address: Kirsten.sage@canada.ca

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The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

The Supplier's Representative for the Supply Arrangement is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6 Identified Users

The Identified User is: Parks Canada Agency National Contracting Services.

6.7 On-going Opportunity for Qualification

A Notice will be posted for the duration of the arrangement on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

Arrangements may be submitted at any time, however, due to the resources required to evaluate the arrangements, Canada has reserved the right to conduct the evaluation of arrangements in cycles, no less than biannually. The schedule below outlines the closing dates for each biannual evaluation.

Biannual Refresh Periods:

- April 30 at 14:00 Mountain Daylight Time (MDT)
- October 30 at 14:00 Mountain Daylight Time (MDT)

Arrangements must be submitted on or before the biannual refresh dates.

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6.8 Priority of Documents

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

- (a) the Articles of the Supply Arrangement;
- (b) the general conditions [2020](#) (2017-09-21), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Commercial General Liability Insurance; and
- (e) the Supplier's arrangement dated ***** to be inserted at issuance of a supply arrangement *****.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

6.11 Insurance – Specific Requirement

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

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

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

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B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the MC and Simple templates in PCA Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- (c) bid preparation instructions
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity – Notification**
 - **Integrity Provisions – Declaration of Convicted Offences;**
- (g) conditions of the resulting contract;
- (h) Annex B – Basis of Payment.

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6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers.

Solicitation Procedure Matrix

The length of the solicitation period, the minimum number of suppliers that must receive a bid solicitation, and the notification obligations are determined by the value of each specific requirement.

The following matrix outlines the responsibilities of the Identified User when conducting the bid solicitation process.

	Requirement Value Threshold	Solicitation Period	Minimum Number of Suppliers Solicited
Tier 1	Up to and including \$40,000	No minimum	1
Tier 2	Over \$40,001	24 hours	All Suppliers

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions [2010C](#) will apply to the resulting contract;

Note: References to the MC and Simple templates in PCA Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

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ANNEX A

STATEMENT OF WORK

The Statement of Work is provided under separate attachment (EN_19-0427A_ANNEX A – STATEMENT OF WORK.pdf), is incorporated by reference and forms part of the Supply Arrangement.

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ANNEX B

COMMERCIAL GENERAL LIABILITY INSURANCE

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

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ANNEX C to PART 5 OF THE REQUEST FOR SUPPLY ARRANGEMENTS

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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ANNEX D to PART 5 OF THE REQUEST FOR SUPPLY ARRANGEMENTS

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

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

List of Names

Name	Title

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Declaration

I, (name) _____, (position) _____, of

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

Signature

Date

Please include with your bid or offer.

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ANNEX E

TECHNICAL EVALUATION

1. Technical Submission Format

The technical submission must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the submission will be evaluated. Simply repeating the statement contained in the submission solicitation is not sufficient.

In order to facilitate the evaluation of the submission, **Canada strongly requests that suppliers address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, suppliers may refer to different sections of their submissions by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Supplier is advised to pay careful attention to the wording used throughout this Request for Supply Arrangement (RFSA). Failure to satisfy a term or condition of this RFSA may result a submission being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Supplier's technical submission. The evaluation team cannot consider information not provided directly in the technical submission (e.g. links to additional website content, references checks, etc.).

2. Mandatory Technical Criteria

Technical submissions will be evaluated against the mandatory technical criteria below.

For a submission to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Submissions declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
2.1	The Supplier must provide a floorplan of the kitchen and dining complex trailers.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.2	The Supplier must provide a floorplan of the washroom trailers.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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2.3	The Supplier must provide a floorplan of the sleeping trailers.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.4	The Supplier must provide a floorplan of the office trailers.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.5	The Supplier must provide a floorplan of the conference trailers.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.6	The Supplier must provide a floorplan of the Pilot's Ready Room trailers.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.7	The Supplier must provide a floorplan of the laundry facilities.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.8	The Supplier must have a minimum of five (5) years' experience in the catering industry.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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2.9	The Supplier must provide information on three (3) previous catering operations that have occurred within the past five (5) years.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.10	The Supplier must provide a sample menu with caloric information for a hot breakfast, bag lunch, hot lunch and supper for a five (5) day period.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.11	The Supplier must provide proof of COR or SECOR certification or provincial equivalent.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.12	The Supplier must outline their proposed approach and methodology on how the Supplier will meet the objectives and deliverables described in Annex A – Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

Submissions that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.