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Core 0B2 / Noyau 0B2  
K1A0S5  
Bid Fax: (819) 997-9776

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

La fermeture de cette ronde de qualifications est le 2021-10-31 à 14:00.

Courriel : dominik.giroux@tpsgc-pwgsc.gc.ca

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Charter and Transportation Services Division/Division de services d'affrètement et transport  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Gatineau  
Quebec  
K1A0S5

<b>Title - Sujet</b> Services SATP OCPN - services de systèmes d'aéronef télépilote (SATP)		
<b>Solicitation No. - N° de l'invitation</b> EN578-181312/C	<b>Date</b> 2021-07-31	
<b>Client Reference No. - N° de référence du client</b> 20181302	<b>Amendment No. - N° modif.</b> 007	
<b>File No. - N° de dossier</b> ls101.EN578-181312	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LS-104-78578		
<b>Date of Original Request for Standing Offer</b>		2020-03-11
<b>Date de la demande de l'offre à commandes originale</b>		
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2025-03-31</b> Heure Avancée de l'Est HAE		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Giroux, Dominik		<b>Buyer Id - Id de l'acheteur</b> ls101
<b>Telephone No. - N° de téléphone</b> (873) 355-3890 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Delivery Required - Livraison exigée</b>		
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Emplacements situés au Canada		
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

## Amendment 007

This amendment is raised to rectify the RF SO and attachments. Please discard the previous iteration, and consider the following.

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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: includes the certifications to be provided;
- Part 6 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 Requirement, the Basis of Payment, the Insurance Requirements, the Glossary, the Utilization Report template, the call-up form template, and the Security Requirements Check List.

### 1.2 Summary

The National Master Standing Offer is established for the benefit of Identified Users situated across Canada, **including** areas subject to Comprehensive Land Claims Agreements (CLCAs). Due to the ever-evolving nature of the requirement, this is becoming an ongoing process to better suit the Identified Users' needs while developing the business relationship with the industry / Offerors.

This method of supply is meant to suit the needs for Remotely Piloted Aircraft System (RPAS) services, in the performance of work including, but not limited to, geological and wildlife surveys, firefighting, surveillance, security, land and infrastructure inspection and search and rescue operations.

In this moment:

- the provision of services is subject to Transport Canada regulations, and is intended for remotely piloted aircrafts with a maximum take-off weight of at least 250g, but not more than 25kg within Line of Sight (LoS); and
- the resulting Standing Offer is valid for a period of six (6) months, commencing on its date of issuance, and will be renewed automatically unless withdrawn by the Offeror or revised in accordance with the terms and conditions of the Standing Offer;

The requirement is limited for Canadian services.

The RFSO is to establish National Master Standing Offers for the delivery of the requirement(s) detailed in the RFSO, to the Identified Users across Canada, **including** areas subject to Comprehensive Land Claims Agreements (CLCAs).

### 1.2.1 Supply Periods

Qualified offerors must then ensure that prices and rates remain firm for the duration of each Supply Period as follows:

Supply Period	
From	To
April 1 <sup>st</sup> (YYYY-04-01)	July 1 <sup>st</sup> (YYYY-07-01)
August 1 <sup>st</sup> (YYYY-08-01)	November 1 <sup>st</sup> (YYYY-11-01)
December 1 <sup>st</sup> (YYYY-12-01)	March 1 <sup>st</sup> (YYYY-03-01)

Should a qualified Offeror choose not to update its prices, rates and services by the Deadline Dates (see below), the rates provided for the previous supply period will be used.

### 1.2.2 Update of Prices, Rates and Services

Qualified offerors must update their prices, rates and services in accordance with the date schedule shown below, in order to meet the corresponding Supply period. Updates must be sent to the Standing Offer Authority.

Deadline Dates for Data Submission	Date of issuance
March 1 <sup>st</sup> (YYYY-03-01)	April 1 <sup>st</sup> (YYYY-04-01)
July 1 <sup>st</sup> (YYYY-07-01)	August 1 <sup>st</sup> (YYYY-08-01)
November 1 <sup>st</sup> (YYYY-11-01)	December 1 <sup>st</sup> (YYYY-12-01)

### 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

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security clauses, 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.

#### **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 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an [online EPS](#) for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

#### **1.6 Key Terms**

See Annex D – Glossary.

## **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* (SACC 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 (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

NOTE: subsection 5.4 of is amended as follows:

To delete: Offers will remain open for acceptance for a period of not less than 60 days from the closing date of the RFSO, unless specified otherwise in the RFSO.

To insert: Offers will remain open for acceptance for a period of not less than 90 days from the closing date of the RFSO, unless specified otherwise in the RFSO.

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2006, or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### **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 in the Attachment 3 to Part 3 – Certifications and additional information, 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.

### 2.3.1 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.

### 2.3.2 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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### 2.3.3 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.

#### **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.

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.

To ensure consistency and quality of information provided to Offerors, the Standing Offer Authority will provide any information with respect to significant enquiries received, and the replies to such enquiries, without revealing the sources of the enquiries, by means of a notice.

#### **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 Ontario.

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 the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications and additional information  
Section IV: Additional Information

Prices must appear in the financial offer only.

Canada requests that Offerors use a numbering system that corresponds to the RFSO.

#### **Section I: Technical Offer (Attachment 1 to Part 3)**

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

#### **Section II: Financial Offer (Attachment 2 to Part 3)**

Offerors must submit their financial offer in accordance with the pricing schedule detailed in Attachment 2 to Part 3.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 to identify which ones are accepted. Should this section of Attachment 2 to Part 3 not be completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications and Additional Information (Attachment 3 to Part 3)**

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

#### **Section IV: Additional Information**

##### **3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

Applicable to the considerations of Stream 5. See Attachment 3 to Part 3.

### **ATTACHMENT 1 to PART 3 – Technical Bid**

Reiterating Section I in Part 3: in their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The offer must comply with the requirements of the Request for Standing Offers (RFSO) and meet mandatory technical evaluation criteria to be declared responsive, including:

- General Mandatory Technical Requirement (GMT); and

applicable to each submitted stream:

- Multimedia Mandatory Technical Requirement (MMT)
- Agricultural Mandatory Technical Requirement (AGR-MT)
- Forestry / Fire / Wildlife Mandatory Technical Requirement (FORWL-MT)
- Infrastructure / Real Property Mandatory Technical Requirement (I/RP-MT)
- Security & Emergency Mandatory Technical Requirement (S/EMERG-MT)

See Attachment 1 to Part 3 as appended with the RFSO for guidance towards submitting your Offer.

## ATTACHMENT 2 to PART 3 – Pricing Schedule

See Attachment 2 to Part 3 as appended with the RFSO.

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

Canada requests that Bidders complete option 1 or 2 below:

1.  Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:
  - 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)
  
2.  Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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

*(SACC Manual Reference H3027T (2016-01-28))*

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### ATTACHMENT 3 TO PART 3 – CERTIFICATIONS AND ADDITIONAL INFORMATION

See attached PDF fillable Form - Section III - Certifications and Additional Information.pdf

Under **Section IV: Additional Information**

Note: this section must be submitted only if applicable to Stream 5 (see Appendix 1 to Annex A, Technical Capabilities).

#### 3.1.3 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must provide the full address(es) of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

<b>Street Number / Street Name, Unit / Suite / Apartment Number</b>	
<b>City (Province / Territory)</b>	
<b>Postal Code</b>	
<b>Country</b>	

The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## **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.

#### **4.1.1 Technical Evaluation**

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

Refer to Attachment 1 to Part 3.

##### **4.1.2 Financial Evaluation**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

### **4.2 Basis of Selection**

#### **4.2.1 Multiple Items**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an item by item basis will be recommended for issuance of a standing offer.

*(SACC Manual reference M0032T)*

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

Offerors must provide the required certifications and additional information to be issued a standing offer, by using the Attachment 3 to Part 3.

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 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.

#### **5.1.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.1.2 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's) 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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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### **5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.1.3.1 Canadian Content Certification**

##### **5.1.3.1.1 SACC Manual clauses**

A3050T (2020-07-01) Canadian Content Definition  
M3055T (2018-12-06) Canadian Content Certification

##### **5.1.3.2 Status and Availability of Resources**

*SACC Manual clause* M3020T (2016-01-28) Status of Availability of Resources - Offer



## **PART 6 – INSURANCE REQUIREMENTS**

### **6.1 Security Requirements** *(where applicable)*

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 must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### 7A. STANDING OFFER

#### 7A.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 7A.2 Security Requirements

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

##### 7A.2.1 Applicable to Streams 1 to 3 inclusive

There is no security requirement applicable to the Standing Offer.

##### 7A.2.2 Applicable to Stream 4

Considerations are comprised within Stream 5 (see below), except for all matters Document safeguarding.

##### 7A.2.3 Applicable to Stream 5

1. The offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved Document Safeguarding at the level of **protected B**, issued by the CSP of the ISS, PSPC
2. The offeror personnel requiring access to **protected** information, assets or work site(s) must each hold a valid **reliability status**, granted or approved by the CSP/ISS/PSPC
3. The Contractor **must not utilize** its Information Technology systems to electronically process, produce or store protected information until the CSP/ISS/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP/ISS/PSPC
5. The offeror must comply with the provisions of the:
  - a. Security Requirements Check List, attached at Annex G
  - b. Industrial Security Manual (Latest Edition)

##### 7A.2.3.1 Contractor's Sites or Premises Requiring Safeguarding Measures

Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date, the information related to the Offeror's and proposed individuals' sites or premises for the following addresses: *[to be inserted at Contract award]*

##### 7A.2.3.2 Document Safeguarding Capability

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

### **7A.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) (SACC Manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **7A.3.1 General Conditions**

2009 (2018-07-16) General Conditions - Standing Offers - Goods or Services - Authorized Users, apply to and form part of the Standing Offer.

#### **7A.3.2 Standing Offers Reporting**

##### **7A.3.2.1 Periodic Usage Reports – Standing Offer**

The Offeror must compile and maintain records on its provision of goods and 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 Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E"- Utilization Report. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a triennial basis to the Standing Offer Authority.

The triennial reporting periods are defined as follows:

- 1st period: April 1 to July 31;
- 2nd period: August 1 to November 30;
- 3rd period: December 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

### **7A.4 Term of Standing Offer**

#### **7A.4.1 Period of the Standing Offer**

Any resulting Standing Offer will be valid for a supply period of six (6) months, commencing on its Date of issuance, and will be renewed automatically unless withdrawn by the Offeror, or revised in accordance with the terms and conditions of the Standing Offer.

The period for making call-ups against the Standing Offer is from its Date of issuance to March 31, 2025.

#### **7A.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 six (6)-month period, under the same conditions, at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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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 15 calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

*(SACC Manual reference M9014C)*

### **7A.4.3 Price Lists**

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists catalogues as Canada may require. The Offeror must provide one (1) copy to the Standing Offer Authority at the generic e-mail address stated in the Standing Offer (see Page 1).

*(SACC Manual reference M3000C)*

### **7A.4.4 Comprehensive Land Claim Agreements** *(when applicable)*

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

## **7A.5 Authorities**

### **7A.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name:  
Title:  
Telephone:  
Fax:  
Email:

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.

### **7A.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7A.5.3 Offeror's Representative** *(to be inserted upon issuance of the Standing Offer)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## 7A.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

(SACC Manual reference [A3025C](#))

## 7A.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S., 1985, c. F-11.

## 7A.8 Call-up Procedures

### 7A.8.1 Multiple Standing Offers *(to be completed upon issuance of the Standing Offer)*

\_\_\_\_\_ Standing Offers are intended to be authorized for use.

#### 7A.8.1.1 Right of First Refusal Basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

In addition to the above, only those standing offers which are within 10 percent of the best-priced offer will be considered.

## 7A.9 Call-up Instrument

The Work will be authorized or confirmed by Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 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 included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Either of the following forms could be used (the first four (4) instances available through the [PWGSC Forms Catalogue](#) website):
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer;
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery;
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)

- PWGSC-TPSGC 945 *Commande subséquente à plusieurs offres à commandes (French-language version to PWGSC-TPSGC 944); or*
- Annex "F".

3. An equivalent form or electronic call-up document could be used, which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- details of data deliverables and shipping / contact information;
- confirmation that the funds are available under section 32 of the *Financial Administration Act*, and
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### **7A.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

#### **7A.11 Priority of Documents**

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

- a) the call up against the Standing Offer, including annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2009](#) (2018-07-16) General Conditions: Standing Offers – Goods or Services – Authorized Users;
- d) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment;
- f) Annex C, Insurance Requirements;
- g) Annex D, Glossary;
- h) Annex E, Utilization Report;
- i) Annex F, Call-Up Form Template;
- j) Annex G, Security Requirements Check List; and
- k) the Offeror's offer.

#### **7A.12 Certifications and Additional Information**

##### **7A.12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). 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. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### **7A.12.2 SACC Manual Clause**

M3060C (2008-05-12) Canadian Content Certification

#### **7A.13 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

#### **7A.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **7B. 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.

### **7B.1 Statement of Work**

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

### **7B.2 Standard Clauses and Conditions**

#### **7B.2.1 General Conditions**

[2010B](#) (2020-05-28) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Note: Section 15, Interest on Overdue Accounts, will not apply to payments made by credit cards.

### **7B.3 Term of Contract**

#### **7B.3.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ (*fill in start date of the work*) to \_\_\_\_\_ (*fill in end date of the work*).

#### **7B.3.2 Delivery Date**

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

### **7B.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

### **7B.5 Payment**

#### **7B.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations, the Contractor will be paid in accordance with the Basis of Payment as set out in Annex "B".

#### **7B.5.2 SACC Manual Clause**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department



### **7B.5.3 Travel and Living Expenses - National Joint Council Travel Directive**

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, and private vehicle allowances specified 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". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

Estimated Cost: \_\_\_\_\_ (to be determined upon any call-up).

### **7B.5.4 Electronic Payment of Invoices – Call-up**

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;
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7B.6 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7B.7 Insurance Requirements**

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

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

If requested, the Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7B.8 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

## **7B.9 Dispute Resolution**

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

## ANNEX "A" – STATEMENT OF REQUIREMENT

### PROVISION OF REMOTELY PILOTED AIRCRAFT SYSTEM SERVICES

#### 1.0 Objective

To provide Canada with services associated with the safe and effective operation of an aerial Remotely Piloted Aircraft Systems (RPAS) within Canada. The services are to be provided on an "as and when requested" basis.

#### 2.0 Background

Canada is seeking to increase its use of civilian, registered RPAS operators. It is the intent of Canada to harness commercially available drone technology currently available, while advancement in capabilities evolves quickly, in terms of technology, overall techniques, as well as procedures and/or processes that are readily available and do not have any proprietary limits.

#### 3.0 Transport Canada Pilot Certification

The Supplier must hold and maintain a valid Transport Canada issued Pilot Certificate to operate Remotely Piloted Aircraft System(s) RPAS as defined by the [Canadian Aviation Regulations \(SOR/96-433\) Subpart 1 – 901.01 Small Remotely Piloted Aircraft of 900.01 Part IX – Remotely Piloted Aircraft Systems](#)

#### 4.0 Tasks, Activities, Deliverables

The Supplier must provide the following services:

1. to provide aerial drone services with varying performance requirements as described in specific streams to be deployable anywhere in Canada as defined in section 4.1.3.
2. to collect information using various sensors as described in specific streams, and deliver processed data to Canada as specified in each stream.
3. to provide aerial drone services in varying performance requirements located within the 5 Transport Canada designated region. Namely: Atlantic, Quebec, Ontario, Prairie-Northern and Pacific. Service providers will identify any and all region they are able to operate. Operators can offer services in any and all regions. The technology utilized for the performance of the work is designated as commercially available equipment and software that is readily available and marketed for at least 2 years. The combination of subcomponents and software applications results in a solution that is reviewed and deemed acceptable to Transport Canada. All equipment that is subject to Transport Canada regulations used for the performance of the work must be listed on the operator's Flight Operator Certificate or equivalent certificates.
4. to provide various service channels to create service requests:
  - Secure, web-based online system
  - Facsimile
  - Monitored e-mail address
  - Able to provide all publications in both official languages where applicable.

5. to deliver the prescribed data within one week of capture. Method of compression and format of data and delivery method must be mutually agreed upon by service provider and Call-up authority at time of Call-up.

## **5.0 Government Furnished Equipment**

Canada will provide specific information relating to the project, to include (but not be limiting to):

1. Location(s) of services to be rendered (may include maps, images, coordinates etc.);
2. Stream chosen to service the requirement;
3. Requested schedule/itinerary such as arrival and departure of site(s);
4. Evidence of access rights to site(s);
5. Health and safety related requirements for crew;
6. Data transfer/delivery specifications (live stream, image and video formats...);
7. Report in the client's official language of choice.

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## Appendix 1 to Annex A

### Technical Capabilities

The Offeror must demonstrate they meet and maintain the technical requirements to each applicable stream throughout the Standing Offer.

#### 1. STREAM 1

The **Media Stream** is primarily for the capture of high resolution (HD) images (still and video) that may be used for website distribution or video streaming presentations. The operator is expected to complete the task unsupervised or may be working with a larger production group. Processing and delivery of data is expected to be provided within a few days of capture.

#### 2. STREAM 2

The **Agricultural Stream** is primarily for the capture of data relating to agricultural operations and livestock surveillance. The operator is expected to travel to remote locations and have all the required equipment and training to operate in sometime austere conditions. All terrain ground transportation capabilities is required and the crew must be experienced with the operational environment (farms and commercial operations) when conducting aerial image capture. Forward Looking Infrared Radar (FLIR) technology is required to produce heat capturing images and video.

#### 3. STREAM 3

The **Forestry and Fire Fighting Stream** is primarily for monitoring vegetation, waterways, wildlife in forested areas and to assist forest fire fighting operations. The operator is expected to travel to remote locations and have all the required equipment and training to operate in sometime austere conditions including wilderness survival training. All terrain ground transportation capabilities is required. The crew must be experienced with the operational environment when conducting aerial image capture and can fully integrate into the government field units seamlessly. This stream will operate during day and night and use FLIR technology to produce heat capturing images. Technology is also required to provide quality mapping using geo-referencing equipment.

#### 4. STREAM 4

The **Infrastructure and Real Property Stream's** primary focus is producing engineering quality (certified) reports that are used as example for permit applications, volumetric calculations, maintenance planning and other purposes that require a very high level of detail and accuracy. The operator is expected to be experienced in operating in sometimes dangerous construction environment and is able to integrate seamlessly in the field/construction site. All reports are certified by a qualified engineer.

#### 5. STREAM 5

The **Security and Emergency Response Stream** is primarily intended for aerial surveillance work that require rapid deployment and extended flight times (can be using multiple RPAS in a staggered deployment sequence). A higher level of security clearance is required due the nature of the work and the information collected and stored. Methods used to transfer information from supplier to Canada will be determined at time of call-up. Sensor suite is HD RGB camera, FLIR that can be presented in courts and certifiable as untampered. Supplier may be requested to mount additional payload provided by Canada (GFE) such as gas sensors, radio receivers/transmitters. The operator is also capable of dropping a payload to a designated location (ex: lifesaving payload). The ability to transmit live data to a government ground observer (such as a response team command center) is required. The work may be conducted in all types of airspace, built up or non-populous areas.

**ANNEX "B" - BASIS OF PAYMENT**

**A - 1. Supply period**

**1. Aerial Surveillance Services**

Applicable to the Remotely Piloted Aircraft System (RPAS), configured, equipped and crewed in accordance with the Statement of Work.

**Table 1 – Payable Rates**

Stream*	Region**	Daily rate (\$) <sup>***</sup>	All Inclusive Firm Rate (\$), per Flying Hour	All Inclusive Firm Rate per Data deliverable (\$) <sup>****</sup>
1	R01			
	R02			
	R03			
	R04			
	R05			
2	R01			
	R02			
	R03			
	R04			
	R05			
3	R01			
	R02			
	R03			
	R04			
	R05			
4	R01			
	R02			
	R03			
	R04			
	R05			
5	R01			
	R02			
	R03			
	R04			
	R05			

\* See Appendix 1 to Annex A, for proper reference to each Stream.

\*\* See Annex D, Glossary, under Regions, for actual designation.

\*\*\* Daily rate applicable only when the sum of hourly rate (per day) is less for that day.

\*\*\*\* Rate per Gigabyte charge while processing data.

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**Note:** For longer call-up orders (30 days or more) where “force majeure” does not allow the operator to deploy RPAS, the daily rate costs for that day will be used at the end of the call-up to offset high flying days.

**2. Cost Reimbursable Expenses**

**2.1 Authorized travel and living expenses for Work** (see B.5.3 of the resulting contract clauses)

All travel must have the prior authorization of the Technical Authority and in accordance with the Call-up information provided. May also be referred to as Crew Expenses.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

**3. Total Estimated Cost- Contract (Call-up) Period: \$ \_\_\_\_\_**  
(to be inserted at contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority.

## Appendix 1 to Annex B

### DEFINITION OF TERMS USED IN THE BASIS OF PAYMENT

#### 1. Base of Operations

Indicates the Base of Operations where services offered will be available for the duration of the applicable Supply Period. A Base of Operations is a physical location where RPAS and crew are available and includes a permanent staffed office with telephone number and facilities.

#### 2. Interpretation

##### 2.1 Day

Any period 24 consecutive hours.

##### 2.2 Month

Any period of 30 consecutive days.

##### 2.3 Flight

Movement of an aircraft from the point of take-off to the first point of landing.

##### 2.3.1 Duration of Flight

In determining the duration of a flight:

- each fraction of an hour must be stated as a decimal, established on the basis of a six-minute period,
- each period of less than three minutes must be rounded to zero, and
- each period of between three and six minutes must be rounded to six minutes, except that no flight must be considered to have a duration of less than 0.1 hour.

#### 3. Firm Rate per Hour

Except as provided in subsection 2.3.1, the hours and minutes for which a charge is made must be computed from the time the aircraft leaves the surface of the earth and terminating when the aircraft touches the surface of the earth at the next point of landing.

When operations involve a continuous succession of flights, each of less than ten (10) minutes duration, and the propulsion system is not shut down between such flights, air time must be computed from the time the aircraft leaves the surface of the earth for the first flight and ceases when the aircraft touches the surface of the earth at the final point of landing.

In determining the duration of a flight, please refer back to 2.3.1.

#### 4. Rate per day

This rate shall be applied in accordance with subsection 2.1 above.



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## 5. Discounts

If applicable, a volume discount on the hourly rate based on pre-established minimums within a determined period can be offered.

## 6. Cancellation Conditions

Indicates a firm percentage.

Note: Without restricting any other term and condition, any call-up may be terminated in whole or in part by Canada giving written notice at least forty-eight (48) hours prior to the requested Remotely Piloted Aircraft System (RPAS) services start time. There shall be no charge to Canada for such termination. If the cancellation is made within less than forty-eight (48) hours prior to the requested Charter start time, the cancellation charge will apply and be calculated as follows: percentage indicated multiplied by the total estimated Charter cost, **excluding** Fuel, Crew Expenses and Miscellaneous Charges.

## 7. Equipment and Services

Indicates the equipment and services **included** in the prices and rates offered pursuant to the list provided in the Call-up form.

## 8. Other Available Equipment and Services

Indicates other available equipment and se

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## ANNEX "C" – INSURANCE REQUIREMENTS

### COMMERCIAL GENERAL LIABILITY INSURANCE – G2001C

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 \$2,000,000.00 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

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For other provinces and territories, send to:

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

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

## ANNEX "D" – GLOSSARY

### 1.0 Acronyms

ACRONYM	FULL DESCRIPTION
BVLOS	Beyond Visual Line of Sight
VLOS	Visual Line of Sight
DSM	Digital Surface Model
DTM	Digital Terrain Model
LiDAR	Light Detection and Ranging
NDVI	Normalized Difference Vegetation Index
RPAS	Remotely-Piloted Aircraft System ( <i>Transport Canada definition</i> )
RTK	Real Time Kinematic
SAR	Synthetic Aperture RADAR (Radio Detection and Ranging)
SFOC	Special Flight Operation Certificate ( <i>Transport Canada</i> )
AGL	Above Ground Level
CAR	Canadian Aviation Regulations
GCP	Ground Control Pilot
OHS	Occupational Health and Safety
PIPEDA	Personal Information Protection Electronic Documents Act
OEM	Original Equipment Manufacturer
ANC	Air Risk Class
OSO	Operational Safety Objective
GRC	Ground Risk Class
JARUS	Joint Authorities for Rulemaking of Unmanned System
ANSP	Air Navigation Service Provider
PPE	Personal Protective Equipment

## 2.0 Key Terms

Term	Definition
Standing Offer (SO)	An SO is not a contract. An SO is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. It is not a contract until the government issues a "call-up" against the standing offer. The government is under no actual obligation to purchase until that time.
Supplier	The term "Supplier", as it appears herein, has the same meaning as "Offeror" or "Contractor"
Client	The term "Client", as it appears herein, has the same meaning as "Identified User".
Drone	The term "Drone" has the same meaning as "Remotely Piloted Aircraft System".
Pilot	The term "Pilot" is the person who is holding the pilot certification for the RPAS issued under Transport Canada Canada Gazette, Part II, Volume 153, Number 1, subsection 901.55 or 901.64 (as amended)
Sensor Operator	The term "Sensor Operator" is the individual responsible for operating the RPAS Sensor Suite and managing the resulting information produced. <i>(if required)</i>
Crew Member	The term 'Crew Member' means a person who is assigned a responsibility related to the operation of an RPAS (before, during and after flight time)
Owner	The term 'Owner' means the person who has legal custody and control of the aircraft or system; Is the name of the entity as expressed on the registration documents issued by Transport Canada
Remotely Piloted Aircraft System (RPAS)	The term 'Remotely Piloted Aircraft System (RPAS)' means a set of configure elements consisting of a remotely piloted aircraft, its control station, the command and control links and any other system elements required during flight operation.
"Small Remotely Piloted Aircraft"	The term 'Small Remotely Piloted Aircraft' means a remotely piloted aircraft that has a maximum take-off weight of at least 250g (0.55lbs) but not more than 25kg (55lbs).
Visual Line-of-Sight (VLOS)	The term 'Visual Line-of-Sight' (VLOS) means unaided visual contact at all times with a remotely piloted aircraft that is sufficient to be able to maintain control of the aircraft, know its location, and be able to scan the airspace in which it is operating in order to perform the detect and avoid functions in respect of other aircraft or objects.
Visual Observer	The term(s) 'Visual Observer' means a trained crew member who assists the pilot in ensuring the safe conduct of a flight under visual line-of-sight (VLOS).

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### **3.0 Regions**

To standardize the approach and location, regions are likened to the Regional service centres ([https://tc.canada.ca/en/aviation/civil-aviation-contacts-offices#headquarters\\_and\\_regional](https://tc.canada.ca/en/aviation/civil-aviation-contacts-offices#headquarters_and_regional)) at Transport Canada.

Therefore:

R01: Atlantic  
R02: Ontario  
R03: Pacific  
R04: Prairie and Northern  
R05: Quebec

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**ANNEX "E" – UTILIZATION REPORT TEMPLATE**

*(for illustration only – will be provided upon issuance of the Standing Offer)*

**ANNEX "E" - UTILIZATION REPORT**

**NATIONAL MASTER STANDING OFFER FOR UNMANNED AERIAL SURVEILLANCE AND INSPECTION SERVICES**

**Return to:**  
 LS Division (Transportation Management Directorate)  
 Department of Public Works and Government Services Canada  
 Partee Hall, 11 Laurier Street, Gatineau, Quebec K1A 0S5  
**Telephone: 613-952-7106**  
**Email: contactSAA.ACScontact@tpsgc-pwgsc.gc.ca**

**Name of Carrier:** Insert legal name and include "doing business as" name, if applicable

**Standing Offer Number:** XXXXXX / XXX/XX (Insert your Standing Offer Number)

**Period:** [April 1, 20xx to July 31, 20xx] OR [August 1, 20xx to November 30, 20xx] OR [December 1, 20xx to March 31, 20xx] Select one period only and add the year(s).

**Total of all invoices for the Period:** \$ -

CUSTOMER DEPARTMENT (Please include customer department name)	CUSTOMER CONTACT NAME	TELEPHONE NUMBER	PURPOSE OF THE FLIGHT	OPERATION LOCATION	PROVINCE/ TERRITORY	RPAS TYPE (Rotary-Wing or Fixed-Wing)	TOTAL INVOICE VALUE (including taxes)

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### ANNEX "F" – CALL-UP FORM TEMPLATE

Call-Up Request Form (for Government use) to be attached to PWGSC 9200 form	
1 – Stream Requested (1-5)	
2 – Region of Work (1-5) Please provide address of services	
3 – Period Requested (Start to Finish)	
4 – Forecast daily flight hours	
Additional technical details for data deliverables:	
Please send the complete form to <a href="mailto:TPSGC.SCAGA.servicesSATP-sevicesRPAS.CAAMS.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.SCAGA.servicesSATP-sevicesRPAS.CAAMS.PWGSC@tpsgc-pwgsc.gc.ca</a> for processing.	

[Please send the complete form to [TPSGC.SCAGA.servicesSATP-serviceRPAS.CAAMS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.SCAGA.servicesSATP-serviceRPAS.CAAMS.PWGSC@tpsgc-pwgsc.gc.ca)]



**ANNEX "G" – SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat EN578-181312
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisition Branch
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 Small drone service across Canada. The small drone has a weight less than 25 kg within Line of Sight. SRCL is only applied for service under Stream 5 - Security & Emergency Response.		
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 / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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.)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage 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 checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
 Non  Oui

If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
 Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
 Non  Oui

If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED / NATO DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) jiang, Kevin		Title - Titre supply specialist	Signature  Digitally signed by Jiang, Kevin Date: 2020.03.10 11:02:22 -0400'
Telephone No. - N° de téléphone 819-956-3857	Facsimile No. - N° de télécopieur 819-956-7500	E-mail address - Adresse courriel kevin.jiang@pwgsc.gc.ca	Date 2020/03/10
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel		Title - Titre SO	Signature  Digitally signed by Fleury, JeanMichel Date: 2020.03.10 11:36:13 -04'00'
Telephone No. - N° de téléphone 819-639-9758	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel jean-michel.fleury@tpsgc-pwgsc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Vincent Landreville		Title - Titre Manager	Signature  Digitally signed by Landreville, Vincent Date: 2020.03.11 12:10:41 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel / vincent.landreville@tpsgc-pwgsc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) <b>C. Jason Quade Contract Security Officer Jason.Quade@pwgsc-tpsgc.gc.ca</b>		Title - Titre	Signature  Digitally signed by Quade, Clarence Date: 2020.03.11 08:32:48 -04'00'
	- N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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