

# REQUEST FOR PROPOSAL (RFP)

**Structured Cabling Services  
for the Canadian Space Agency (CSA).**

**Bid Submission Deadline:  
March 31, 2022 at 2:00 PM (EDT)**

**Submit Bids to:** **E-Post Connect** or by fax 819-997-9776

**Reference:** CSA File No. **9F044-21-0351-B**

*Note:* Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



**March 17, 2022**

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The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1      General Information:** provides a general description of the requirement;
- Part 2      Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3      Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;
- Part 4      Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5      Certifications and Additional Information:** includes the certifications and additional information to be provided;
- Part 6      Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract and the Security requirements associated with this requirement

### List of Annexes:

- Annex B      Basis of payment - Pricing
- Annex C      Statement of Work (SOW)
- Annex D      Security Requirements Check List (SRCL)
- Annex E      Task authorization form
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- Annex H      COVID-19 Vaccination Requirement Certification
- Annex I      E-POST Instructions

## PART 1 - GENERAL INFORMATION

### 1. Summary

The Canadian Space Agency requires a contractor specializing in the execution (parts and labor) of structured cabling services in order to obtain services as and when required. Interested contractors are requested to submit their bids in accordance with the instructions provided herein.

- **Period of the Contract**

From contract award date to March 31, 2023

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by **up to 4 optional 1 year period** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

- **Work location**

The work will be carried out at the John H. Chapman Space Center (Headquarters of the Canadian Space Agency) located at 6767, route de l'Aéroport, Saint-Hubert.

- **Official languages**

The Contractor must provide resources capable of communicating in one of the two official languages.

### 2. Reissue of Bid Solicitation

**Clause A9043T (2013-04-25)** This bid solicitation cancels and supersedes previous bid solicitation number 9F044-21-0351 dated February 8, 2022 with a closing of February 28, 2022 at 2:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

### 3. Security Requirement

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

### 4. COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

### 5. Trade Agreements

This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)

## 6. Task authorizations (TA)

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

## 7. The e-post Connect service

This bid solicitation allows bidders to use the e-post Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## 8. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$125,000.00**, including the 4 option periods and excluding applicable taxes. This disclosure **does not commit Canada to pay the maximum funding available**.

Initial contract period April 1 <sup>st</sup> , 2022 to March 31, 2023	1 <sup>st</sup> optional period April 1 <sup>st</sup> , 2023 to March 31, 2024	2 <sup>nd</sup> optional period April 1 <sup>st</sup> , 2024 to March 31, 2025	3 <sup>rd</sup> optional period April 1 <sup>st</sup> , 2025 to March 31, 2026	4 <sup>th</sup> optional period April 1 <sup>st</sup> , 2027 to March 31, 2027
25,000.00\$	25,000.00\$	25,000.00\$	25,000.00\$	25,000.00\$

## 9. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## 10. Recourse for suppliers with respect to the Procurement Process

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

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

#### 1.1. SACC Manual Clauses

**The document R2710T (2021-04-01)** - General Instructions - Construction Services - Bid Security Requirements, is incorporated by reference into and forms part of the solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2710T/23>

#### 1.2 Vaccination Requirement for Covid-19

**Clause A3080T (2021-11-29)** - This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive. For more information, see Part 5, Certifications and Additional Information.

### 2. Submission of Bids

This bid solicitation allows bidders to use the e-post Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

**Bids must be submitted ONLY TO:**

- By the e-post Connect service:  
<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/e-post-connect.page>

**E-post connect service information: Section 08 (2020-05-28)** - Transmission by e-post Connect of document 2003 (2020-05-28) – Standard Instructions - Goods or Services - Competitive Requirements

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

at the date, time and place indicated on the front page of this bid solicitation.

**DO NOT COPY THE CONTRACTING AUTHORITY**

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted **by e-mail only** to the Contracting Authority [valerie.geoffroy@asc-csa.gc.ca](mailto:valerie.geoffroy@asc-csa.gc.ca) **no later than 2 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

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

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

### 5. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

**Section I:** Technical Bid

**Section II:** Financial Bid

**Section III:** Certifications

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

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

- **Submitted by e-post Connect service:**

<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/e-post-connect.page>

3 separate documents

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for proposal

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Part 4**, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

#### **Section II: Financial Bid**

Bidders must submit the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

Bidders should review Contract Cost Principles 1031-2 - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable costs.

Bidders must submit their financial bid in accordance with the Basis of Payment, **Annex B**. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

### **Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5.

#### **1. Accessibility Standards**

In accordance with the Treasury Board Contracting Policy and the Accessible Canada Act, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- a) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- b) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

### 2. Evaluation Criteria

At bid closing time, the bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance. **(see TABLE #1)**

Any bid which fails to meet all the following mandatory requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

<b>TABLE #1 – Mandatory Technical Evaluation Criteria (MC)</b>	
<b>Number</b>	<b>Description</b>
<b>MC1</b>	The bidder must submit <b>proof of HUBBELL certification (training)</b> for the distribution and installation of all components of the end-to-end structured wiring system so that the final installation is certified, in accordance with the manufacturer’s requirements in terms of warranties and product quality.
<b>MC2</b>	The bidder must hold and submit a specialized cabling contractor licence issued by the Régie du bâtiment in <b>Category 17.2 Contractor – Intercommunications, telephone and surveillance</b> .
<b>MC3</b>	The bidder must submit the description of at least 2 projects delivered in the past 5 years in installation and diagnostics and verification of <b>Category 6A cables or similar and OM3 fibre optic cables or similar</b> , as well as <u>the name and contact information of one contact person for each of these projects</u> . the projects must have been carried out in institutional, industrial or commercial buildings.
<b>MC4</b>	The bidder must submit their certificate of <b>registration with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)</b> .
<b>MC5</b>	For each proposed resource, the bidder must submit an <b>up-to-date résumé</b> . The résumés must clearly demonstrate <b>a minimum of 5 years of experience</b> in installation and diagnostic and verification of Type 6A cabling and OM3 fiber optics or similar in institutional, industrial or commercial buildings for each of the proposed resources.
<b>MC6</b>	The bidder must have been providing specialized structured cabling services for a minimum of 10 years. The bidder must provide <b>dated proof</b> , such as a license, permit or certificate.

### **3. Financial Evaluation**

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

The tables in Appendix B will be used for evaluation purposes only.

### **4. Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

**The responsive bid with the lowest evaluated price will be recommended for award of a contract.**



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## PART 5 - CERTIFICATIONS

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

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

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

### 1. Certifications Required with the Bid

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

#### 1.1 Certification – Bid

Clause A3015T (2014-06-26) - Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

#### 1.2 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 with FPS, bidders must provide the information required below before contract award.

##### 1.2.1 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.

### 1.2.2 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 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, 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.

### 1.2.3 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.

## 1.3 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;



- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

#### 1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. **(See Annex G - Integrity Form).**
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). **(See Annex G - Integrity Form).**
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 1.5 Federal Contractors Program for Employment Equity

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca)" list at the time of contract award

#### 1.6 Price certification

The Contractor certifies that the rate quoted is not excess of the lowest rate charged anyone else, including its most favoured customer, for like quality and quantity of the services.

#### 1.7 Status and Availability of Resources

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

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



### 1.8 Education and Experience

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

### 1.9 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information:

<https://srisupplier.contractsCanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Company invoicing address : \_\_\_\_\_

Financial contact : \_\_\_\_\_

Phone number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

### 1.10 Insurance Requirements

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

### 1.11 A3081T – (2021-11-29) COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract. **(See Annex H - Certification of COVID-19 Vaccination Requirement)**

### 1.12 Certification and Information verification

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive



### 1.13 Security Requirements

Before contract award, the following conditions **MUST** be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- c) the Bidder must provide the **name and the date of birth of all individuals** who will require access to classified or protected information, assets or sensitive work sites;
- d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html)(<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.14 Certification – Contract

Clause A3015C (2014-06-26) - Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default

#### CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Certification – Bid
- 1.2. Former Public Servant
- 1.3. Ineligibility and Suspension Policy
- 1.4. Integrity Provisions – List of Names
- 1.5. Federal Contractors Program for Employment Equity - Bid Certification
- 1.6. Price certification
- 1.7. Status and Availability of Resources
- 1.8. Education and Experience
- 1.9. Procurement Business Number
- 1.10. Insurance Requirements
- 1.11. COVID-19 Vaccination Requirement Certification
- 1.12. Certification and Information verification



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**1.13.** Security Requirements

**1.14.** Certification - Contract

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Signature

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Date

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Name (print or type) of person authorized to sign on behalf of the Organization

Phone : \_\_\_\_\_

E-Mail : \_\_\_\_\_





## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Priority of Documents

The documents specified below will form part of and will be incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears shall prevail over the wording of any document which subsequently appears on the list.

- the Articles of Agreement;
- Annex A, Clauses and Conditions  
Supplementary Conditions
  - **4013 (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules**  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4013/1>
  - **4014 (2021-11-29) Suspension of the work**  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4014/1>
- Annex B, Basis of payment
- Annex C, Statement of Work;
- Annex D, Security Requirements Check List (SRCL)
- Annex E, Task Authorization
- Annex F, Performance Evaluation
- the Contractor's proposal dated \_\_\_\_\_

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex C**

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

#### 3.1 General conditions

The following are the contract documents:

- a) Contract page when signed by government of Canada;
- b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- c) Plans and Specifications;
- d) General Conditions:
  - GC1 General Provisions R2810D (2021-12-02);
  - GC2 Administration of the Contract R2820D (2016-01-28);
  - GC3 Execution and Control of the Work R2830D (2019-11-28);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC6 Delays and Changes in the Work R2865D (2019-05-30);
  - GC7 Default, Suspension or Termination of Contract R2870D (2018-06-21);
  - GC8 Dispute resolution R2880D (2019-11-28);
  - GC9 Contract Security R2890D (2018-06-21)



- GC10 Insurance R2900D (2008-05-12);
- e) Allowable Costs for Contract Changes Under GC5 R2950D (2015-02-25);
  - f) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - g) Any amendment incorporated by mutual agreement between government of Canada and the contractor before acceptance of the bid; and
  - h) Any amendment or variation of the contract documents that is made in accordance with general conditions.

#### 4. Term of Contract

From contract award date to March 31, 2023

##### 4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by **up to 4 optional 1 year periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### 5. Security Requirements

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. This contract includes access to **controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of the CSP, PWGSC
3. The contractor/offeror personnel requiring access to classified information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **secret** as required, granted or approved by the CSP, PWGSC
4. The contractor/offeror **must not** remove **any classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
6. The contractor/offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at **Annex D**
  - b) Contract Security Manual (latest edition)

#### 6. Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.



## 6.1 Task Authorization Process

1. The **technical authority** will provide the Contractor with a description of the task using the Task Authorization form specified in Annex E .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the **technical authority**, within 5 calendar days of receiving the TA (2 days if it is an emergency request), the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the **technical authority** has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

## 6.2 Task Authorization Limit

The technical authority may authorize individual task authorizations up to a limit of \$25,000.00 Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the technical authority and contracting authority before issuance.

## 6.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## 6.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 125,000.00. Customs duties are included and applicable taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the sum is inadequate for the completion of the work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



## 7. Basis of payment

### 7.1 Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and applicable taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Actual Costs

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with *Contract Cost Principles* 1031-2, as determined by a government audit, plus a profit computed in accordance with Chapter 10, Cost and Profit, of the *Supply Manual*, Public Works and Government Services Canada. The results and findings of the government's audit will be conclusive. [Section 5.C.C0205C - Basis of Payment - Actual Costs - Buyandsell.gc.ca](#)

## 8. Methods of Payment

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

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

## 9. Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of the release document and any other documents as specified in the Contract;
- b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- c) a copy of the monthly progress report, if required and if the task lasts more than 1 month.

Invoices must be distributed as follows:

- a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY  
**9F044 – FINANCIAL SERVICES**  
[facturation-invoicing@asc-csa.gc.ca](mailto:facturation-invoicing@asc-csa.gc.ca)

- b) One (1) copy must be forwarded to the Project Authority



## 10. Electronic Payment of Invoices

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

## 11. Applicable Laws

Any resulting contract 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.*)

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

## 12. Contracting Authority

The Contracting Authority for the Contract is:

Valérie Geoffroy  
**Procurement and Contract Administration**  
Canadian space Agency  
6767 route de l'Aéroport  
Saint-Hubert (Quebec) J3Y 8Y9  
Phone: (438) 364-2385  
Email: [valerie.geoffroy@asc-csa.gc.ca](mailto:valerie.geoffroy@asc-csa.gc.ca)

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

## 13. Technical Authority

*To be inserted at contract award.*

Name :  
Title :  
Phone :  
E-Mail :

The Technical Authority (TA) is the Contractor's point-of-contact for all matters concerning the technological content of the work under this Contract. The TA is responsible for recommending for approval the technical progress of the work conducted under this contract. Any proposed changes to the scope of the work or otherwise are to be discussed and agreed with the Project Authority, but any resultant changes can only be authorized by a contract amendment issued by the Contracting Authority.



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#### 14. Contractor's Representative

The Contractor's Representative for the Contract is:

Name:

Title:

Contractor:

Phone:

E-Mail:

#### 15. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See annex F.

#### 16. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### 17. 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

#### 18. Insurance Requirements - No Specific Requirement

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

#### 19. Dispute resolution

##### a) Contract Clauses - Recourse for suppliers with respect to the procurement process

- Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.
- There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts.



- Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca) under the heading "Supplier Dispute Management Process".

#### **b) Contract Clauses - Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

#### **c) Contract clause – Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



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## **ANNEX B**

### **Basis of Payment**





During the period of the contract, the contractor will be paid as specified below, for work performed in accordance with the contract.

The bidder should complete this pricing schedule and include it in its financial bid.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted **firm all inclusive hourly rate** (in CDN \$) for each of the resources categories identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid.

**For evaluation purposes only**, financial proposals will be evaluated according to the following tables:

Firm hourly rates: the contractor shall be paid firm hourly rates as follows, for work performed under the contract.			
Labour <b>during regular working hours</b> : Monday through Friday 7:30 a.m. to 4:00 p.m.			
Period	Estimated quantity for evaluation purposes	Firm hourly rate	Total
Initial period (2022-2023)	20 hours	\$	\$
Optional period #1 (2023-2024)	20 hours	\$	\$
Optional period #2 (2024-2025)	20 hours	\$	\$
Optional period #3 (2025-2026)	20 hours	\$	\$
Optional period #4 (2026-2027)	20 hours	\$	\$
<b>Total for assessment of the bid only</b>			\$

Firm hourly rates: the contractor shall be paid firm hourly rates as follows, for work performed under the contract.			
Labour <b>outside regular working hours</b> : Monday through Friday 4:00 p.m. to 7:30 a.m.			
Period	Estimated quantity for evaluation purposes	Firm hourly rate	Total
Initial period (2022-2023)	20 hours	\$	\$
Optional period #1 (2023-2024)	20 hours	\$	\$
Optional period #2 (2024-2025)	20 hours	\$	\$
Optional period #3 (2025-2026)	20 hours	\$	\$
Optional period #4 (2026-2027)	20 hours	\$	\$
<b>Total for assessment of the bid only</b>			\$



Firm hourly rates: the contractor shall be paid firm hourly rates as follows, for work performed under the contract.

**Labour during weekends and holidays.**

<b>Period</b>	<b>Estimated quantity for evaluation purposes</b>	<b>Firm hourly rate</b>	<b>Total</b>
Initial period (2022-2023)	20 hours	\$	\$
Optional period #1 (2023-2024)	20 hours	\$	\$
Optional period #2 (2024-2025)	20 hours	\$	\$
Optional period #3 (2025-2026)	20 hours	\$	\$
Optional period #4 (2026-2027)	20 hours	\$	\$
<b>Total for assessment of the bid only</b>			\$

<b>Grand total for assessment of the bid only</b>	\$
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## **ANNEX C**

# **STATEMENT OF WORK (SOW)**



As and when required, provide qualified labour and certified products to perform work on structured cabling, such as construction, repairs, circuit validation and verification, troubleshooting and maintenance of the structured cabling (including but not limited to networking and telephony).

The work can be carried out in the evening or at night as needed and the work may be completed in fragmented schedules (some of the work may be prohibited during periods of a few hours for operational safety purposes). The contractor must be able to perform all of the work listed hereafter.

## 1. TECHNICAL SPECIFICATIONS

### 1.1 General

By request, the contractor must provide the requested structured cabling work and services, which includes but is not limited to:

- Installing mechanical and electromagnetic protections such as conduits, cable trays, pull boxes, etc.
- Perforating walls and floors, and fireproofing conduits
- Installing equipment cabinets and racks
- Installing patch panels
- Installing network and telephone copper cabling
- Installing fibre optic cables
- Installing wall plates, modular furniture plates and connectors
- Identification and marking
- Repairing and maintaining cables
- Troubleshooting
- Performance testing and issuing certificates of performance
- Managing cables

The structured cable system must be a certified Hubble Premise Wiring brand end-to-end system from a single manufacturer, unless specifically requested by the CSA.

The structured cable system must be installed in accordance with ANSI/TIA-568-C standard and meet the performance requirements prescribed by the manufacturer, which must in no way be inferior to those prescribed by the standard.

The structured cable system must be installed in accordance with accepted practices and the most recent standards from the Canadian Standards Association (CSA)/CSA International and the Telecommunications Industry Association (TIA)/Electronic Industries Alliance (EIA):

1. CAN/CSA-C22.2 No. 214-02 (R2006) Communications Cables (Bi-National standard, with UL 444)
2. CSA-C22.2 No. 232, Optical Fiber Cables
3. TIA/EIA-568-2017, Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements
4. TIA/EIA-568- 2017, Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted-Pair Cabling Components
5. TIA/EIA-568-2017, Optical Fiber Cabling Components Standard (including TIA-568.3-D)
6. TIA/EIA-606 Administration Standard for Commercial Telecommunications Infrastructure
7. TIA TSB-140, Telecommunications Systems Bulletin - Additional Guidelines for Field-Testing Length, Loss and Polarity of Optical Fiber Cabling Systems
8. TIA-598, Optical Fiber Cable Color Coding
9. TIA/EIA, Generic Telecommunications Bonding and Grounding (Earthing for Customer Premises)

The contractor must provide the technical specifications for the proposed materials with the proposal for all proposed materials.



## 1.2 Conduits and cable trays

The structured cable system must be installed in such a way that ensures mechanical and electromagnetic protection. Any cables outside the safety area designated by the CSA (2B-200) must be protected by a rigid metal conduits; inside that area, the cables must at least be in a cable tray.

The structured cable system must be separated into distinct conduits and cable trays in the following cases:

- Fibre or copper cables
- Classified or unclassified

After every pull, the contractor must provide a nylon pull string in every duct.

By request, the cable conduits must be fireproofed with an FT4 silicone product.

## 1.3 Stranded copper

The contractor must:

- Provide and install the Hubbell CAT6A copper wiring, UTP, 26 AWG, solid core, 100 Ohm, 500 Mhz, FT6, CMP (Plenum), unarmored, 4 coloured pairs in accordance with TIA/EIA 568A, all wires must have both colours, external diameter 0.330. The cable sheath must be white.
- Provide and install the PTNB cable with four CMP-rated stranded pairs (FT6, Plenum), that comply with the required performances and standard ANSI/TIA-568-C.
- For copper cables that end in a distribution cabinet (rack), provide one 7-foot Cat6a copper connection cable (H) and one 10-foot Cat6a copper connection cable (H) for every cabled position installed.

## 1.4 Fibre optics

The contractor must:

- Provide and install the Hubbell Premise Wiring 12 strand fibre optic cables, OM3 50uM, Multimode, indoor tight buffer, Plenum, FT6, with minimum bandwidth of 2000 and 5000 MHz/km, with respective wavelengths of 850 and 1300 nm.
- Provide and install the terminal with LC OM3 MM HUBBELL PROCLICK connector in the patch panels and caps for protection against contaminants for all designated fibre pairs. For fibre optic cables that end in a connection panel, provide two 3-metre optical connection cables per cabinet, LC-LC OM3 for every pair of fibre cables installed.

## 1.5 Connection

As needed, the contractor must provide and install:

- Hubbell NetSelect patch panel, 48 Port Modular, Rack Mount NSPJ48.
- FSP adapter with 6 multimodal LC-Duplex OM3 connectors from Hubbell Premise Wiring in the colour indicated by the identification code provided for Hubbell-brand 2U fibre optic splicing boxes.
- RJ-45 Hubbell Premise Wiring connectors in the colour indicated by the identification code provided.
- Flexible orange FT-6 grade conduits to protect the fibre optic cables between the exit of the metal conduit and the fibre optic splicing box, in the cable trays and cabinets.
- White iStation wall outlets with 4 connectors.
- White modular insert with 4 connectors for floor boxes and wall plates.



## 1.6 Identification and marking

The contractor must provide and install a coloured ribbon on the conducts at junction points, coloured velcro on the cables and coloured CAT6A and OM3-LC-Duplex connectors according to the mission category of the cable or fibre:

- Blue: RCM Classified
- White: RCM Unclassified
- Yellow: Voice (CLAERCOM system)
- Green: Multimission
- Grey: Telephone
- Orange: Interconnection
- Black: Interconnection
- Red: DND Classified

All of the plate and panel connectors and all cables must be labelled at each end with sticky vinyl labels previously approved by the CSA and in accordance with standard BPA NO E-32 Rev1, which prescribes the following format:

### **WW-WWW.WW-XYZZZ**

- WW-WWW-WW = room where the patch panel is located
- X = cabinet letter
- Y= panel letter (this letter is omitted in some cabinets)
- ZZZ= port number in the patch panel
- Example: 2B-205.A2-DC23 indicated port 23 in panel C in cabinet D of room: 2B-205.A2.

## 1.7 Performance testing and quality control

The contractor must:

- Provide a digital copy of all the results of the verifications performed.
- Provide a 25-year certificate of guarantee for the installations.
- Perform all testing with a model FLUKE DSX-5000 testing device; an equivalent or superior model is also acceptable.
- Perform the required tests for any new installation or repair including at least the following tests for fibre optics:
  - Verify the bandwidth at the extremities (850 nm and 1300 nm) using the 10G-Base-SX protocol
  - Signal loss, limit and margin in dB
  - Verify cable length
  - Verify connectors
  - Propagation delays (ns)
  - Compliance with standards TIA-568.3 Annex C TIA-526-14-B.
- Perform the required tests for any new installation or repair including the following tests for copper cables:
  - Signal loss, limit and margin in dB
  - Verify cable length
  - Verify connectors
  - Propagation delays (ns)
  - Meets standard ANSI/TIA-568-C.2
  - Compliance with network standards: 10BASE-T, 100BASE-TX, 100BASE-T4, 1000BASE-T, 10GBASE-T, ATM-25, ATM-51, ATM-155, 100VG-AnyLan, TR-4, TR-16 active, TR-16 passive.



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## 1.8 Contractor qualification

The contractor must have a certificate issued by the manufacturer for the distribution and installation of all components of the structured cable system so that the final installation is certified in accordance with manufacturer requirements. The network system uses HUBBEL products, and therefore the contractor must be certified to distribute, install and service these products in accordance with the Hubbell Mission Critical Certification Program for product guarantee and quality.

## 2. GUARANTEE

The work performed as part of this contract must be guaranteed, including parts and labour, for a minimum of one year.

Notwithstanding the other requirements of these specifications regarding guarantee, the contractor must provide an approved "Hubbell Mission Critical" 25-year certificate of guarantee. The guarantee must take effect after the certificate is issued. The contractor must notify the CSA three (3) days prior to every visit where tests will be performed. The contractor must provide a test report that specified the results for each cable including the cable number as labeled. In case of non-compliance, the contractor must perform the corrections at their own expense or at Hubbell's expense for the entire duration of the certificate.

The telecommunications contractor, in partnership with the manufacturer, must perform repairs or replacements, with no fees for materials or labour, if any of the components break during this period.

## 3. EXECUTION OF ORDERS

- The firm must ensure that a wireman is on site as needed by the CSA to carry out the work specified above.
- All work will be subject to the *Quebec Building Act*, and the employees must have competency cards issued by the Commission de la construction du Québec.
- Following a regular service call from the CSA representative, the firm must ensure the availability of the employee (wireman) within a maximum of 5 business day / (2 business day for urgent request).
- The services are required 52 weeks per year, and employees must be available.

## 4. ADMINISTRATION AND DELIVERY

A task authorization will be issued by the CSA initiating the work. The contractor must submit an estimate with cost breakdown (time and materials) and the work schedule for approval by the CSA within a maximum of 5 business days following the order. Once approved, the CSA will issue a task authorization signed by the technical authority.

For every approved order, the contractor must produce a report specifying the hours worked and materials provided with sufficient detail for verification. After the verification is completed, the CSA authorities will provide payment for the order in question.



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## **ANNEX D**

### **Security Requirements Check List (SRCL)**





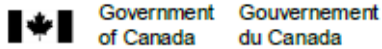
Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 20210351
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 / PARTE A – INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Canadian Space Agency (CSA)	2. Branch or Directorate / Direction générale ou Direction Space Utilization Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
NOT APPLICABLE		TBD	
4. Brief Description of Work / Brève description du travail <b>Services de câblage structuré pour le Centre de Contrôle Multi-Mission</b>			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées ?			
		<input type="checkbox"/> No Non	<input checked="" 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 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"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à:	<input type="checkbox"/>	Restricted to: Limité à:	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input checked="" 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"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
		CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
		SECRET SECRET	<input type="checkbox"/>
		TOP SECRET TRÈS SECRET	<input type="checkbox"/>
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>



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<b>PART A (Continued) / PARTE A (suite)</b>			
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 ?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
If Yes, indicate the level of sensitivity : Dans l'affirmative, indiquer le niveau de sensibilité:			
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
<b>PART B – PERSONNEL (SUPPLIER) / PARTE B – PERSONNEL (FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la Sécurité du personnel requis			
<input type="checkbox"/>	RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL
<input checked="" type="checkbox"/>	TOP SECRET – SIGNIT TRÈS SECRET - SIGNIT	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/>	SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input checked="" type="checkbox"/>	SECRET SECRET
		<input type="checkbox"/>	NATO SECRET NATO SECRET
		<input type="checkbox"/>	TOP SECRET TRÈS SECRET
		<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET
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?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			
<input type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
<b>PART C – SAFEGUARDS (SUPPLIER) / PARTE C – MESURES DE PROTECTION (FOURNISSEUR)</b>			
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
11.b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
<b>PRODUCTION</b>			
11.c) Will the production (manufacture, and/or repair and/or modification of PROTECTED and/or classified material or equipment occur at the supplier's site or premises?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
11.d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
11.e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui ministère ou de l'agence gouvernementale?			
<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes 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	NATO RESTRICTED / NATO DIFFUSION RESTREINT	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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

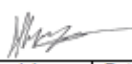
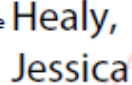
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée «Classification de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

Security Classification / Classification de sécurité UNCLASSIFIED
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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)	Title – Titre	Signature  Levesque, Jean-François 2021.09.22 13:19:42 -04'00'	
Telephone No. – N° de téléphone	Facsimile No. – N° de télécopieur N/A	E-mail address – Adresse courriel	Date
14. Organization Security Authority / Responsable de la Sécurité de l'organisme			
Name (print) – Nom (en lettres moulées) <b>ANNIE DESROCHERS</b>	Title – Titre Jessica Healy Agente principale, Services de sécurité ministérielle jessica.healy@canada.ca Tél: 450-926-4885 <b>A/ Departmental Security Officer (CSA)</b>	Signature  Healy, Jessica Digitally signed by Healy, Jessica Date: 2021.09.23 10:06:19 -04'00'	Date
Telephone No. – N° de téléphone 450-926-6448	Facsimile No. – N° de télécopieur 450-926-4885	E-mail address – Adresse courriel annie.desrochers@canada.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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées)	Title – Titre	Signature	
Telephone No. – N° de téléphone	Facsimile No. – N° de télécopieur N/A	E-mail address – Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) – Nom (en lettres moulées)	Title – Titre	Signature	
Telephone No. – N° de téléphone	Facsimile No. – N° de télécopieur	E-mail address – Adresse courriel	Date



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## **ANNEX E**

### **Task authorization form**



TASK AUTHORIZATION			
Contractor:			
Contract number:		Task number:	
TASK AUTHORIZATION REQUEST (For completion by Technical Authority)			
Description of Work to be Performed Statement of Work			
PERIOD OF SERVICES		From:	To:
Work Location			
Travel Requirements		<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:	
LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL			
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other			
TASK AUTHORIZATION FINANCIAL PROPOSAL (For completion by Contractor)			
Estimated Cost Contract (Insert additional rows as required)			
Category and name of proposed resource	Firm Rate	Estimated Level of effort	Total cost
<b>Labor estimated cost</b>		<b>Total cost</b>	
<b>Travel &amp; Living</b>		<b>Total cost</b>	
<b>Total (Labor and travel)</b>			
TASK AUTHORIZATION APPROVAL (Signing Authorities)			
Name and title of individual authorized to sign on behalf of contractor	Signature	Date	
Name of individual authorized to sign on behalf of Canadian space Agency technical authority	Signature	Date	
Name of individual authorized to sign on behalf of Canadian space Agency contracting authority (for task over the task authorization limit)	Signature	Date	
Basis of Payment & Invoicing			
For each individual Task Authorization issued under the contract that contains a maximum price, Canada will pay the contractor no more frequently than once a month in accordance with the Basis of Payment.			



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## **ANNEX F**

# **Performance Evaluation Report**



<b>Contract #:</b>		
<b>Contractor's Name:</b>	<b>Award Amt:</b>	<b>Award Date:</b>
<b>Contractor's Address:</b>	<b>Final Amt:</b>	<b>End Date:</b>
	<b>Total Spent:</b>	
	<b>TA Contract:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Description of Work:</b>	<b>Amendment History:</b>	
<b>Client Department:</b>		
<b>Project Authority</b>	<b>Procurement Authority</b>	<b>PWGSC Contracting Authority</b>
Name:	Name:	Name:
Telephone #:	Telephone #:	Telephone #:
e-mail:	e-mail:	e-mail:
<p><b>1. How do you rate the Contractor's overall performance?</b></p> <p><input type="checkbox"/> below expectations    <input type="checkbox"/> as expected    <input type="checkbox"/> above expectations</p> <p><b>2. Resources</b></p> <p>a. Did the Contractor provide the resources as identified in their Proposal?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>c. Were replacement resources required?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>3. Replacement Resources</b></p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p><b>4. Was the Contract completed within the predetermined:</b></p> <p>a. Time Estimate?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Cost Estimate?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>5. Were the required Reports and Deliverables:</b></p> <p>a. In conformity with the Scope &amp; Tasks of the SOW    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>b. Received in the specified time frame?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>6. Contract Management</b></p> <p>a. Did the Contractor deal with performance issues in a timely basis?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</p> <p><b>7. Remarks</b></p>		





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## **ANNEX G**

### **INTEGRITY FORM (Section III : Certifications)**



<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise / Company's address</b>	
<b>NEA de l'entreprise / Company's PBN number</b>	
<b>Numéro de l'appel d'offre / Request for proposal's number</b>	
<b>Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name</b>	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
<b>Autres Membres / Other members:</b>	
<b>Commentaires / Comments</b>	



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## **ANNEX H**

# **COVID-19 Vaccination Requirement Certification**



### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of \_\_\_\_\_ (*name of business*) pursuant to **9F044-21-0351-B** warrant and certify that all personnel that \_\_\_\_\_ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

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

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

#### Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



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# **ANNEX I**

## **EPOST Instructions**



Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service.

### **What is e-post Connect?**

E-post Connect is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the e-post Connect service.

**Please note** that a Canadian mailing address is required to use the e-post Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

### Benefits to businesses

Sending bid submission files via e-post Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

### **How to participate**

Please confirm your participation to PSPC's Bid Receiving Unit at:

[TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca) .

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an e-post Connect account.

**IMPORTANT:** If you decide not to participate using an e-post Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.