

ProServices—Trading Partner Agreement

Contract Title: ProServices Trading Partner Agreement for Logistics Services

Contract Number: PSA-2024-LOG-001

Date: January 1, 2024

1. Security Requirement

The Contractor must comply with all security requirements as outlined under the "**Protected B**" classification level. This includes:

- Ensuring all personnel assigned to this contract possess **Government of Canada "Reliability Status" clearance** prior to accessing project sites or handling sensitive information.
- Securing physical and electronic assets, ensuring data confidentiality and integrity at all times.
- Reporting any breaches of security or loss of sensitive information to the Departmental Security Officer (DSO) immediately.

The Contractor must provide proof of security clearance for personnel to the **Project Authority** no later than **15 days prior** to contract initiation. A security compliance audit may be conducted periodically.

2. Priority of Documents

The following documents form part of this Contract. In the event of a conflict, the order of precedence is:

1. This Contract document, including all appendices.
 2. ProServices Trading Partner Agreement.
 3. General Conditions—Professional Services Medium Complexity (2010B).
 4. Supplemental General Conditions:
 - 4004 - Maintenance and Support Services for Licensed Software.
 - 4007 - Canada to Own Intellectual Property Rights in Foreground Information.
 5. Statement of Work (Appendix A).
 6. The Supplier's dated proposal, **dated December 20, 2023**.
 7. Treasury Board Travel Directive (where applicable).
 8. Government of Canada Standard Acquisition Clauses and Conditions.
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3. Requirement/Statement of Work

The Contractor, **LogistiX Solutions Inc.**, shall provide comprehensive **logistics services** to the Government of Canada, in accordance with the **Statement of Work** (Appendix A). The Contractor's responsibilities include, but are not limited to:

3.1 Transportation Services

- Manage and oversee the transportation of government assets across designated locations within Canada.
- Provide **timely pickup and delivery** services based on agreed schedules.
- Ensure the use of properly maintained, insured, and GPS-tracked vehicles.
- Provide contingency plans in case of vehicle failure or delays.

3.2 Warehousing Services

- Store government-owned goods in **secure, climate-controlled warehouses**.
- Implement real-time inventory tracking systems with client access.
- Perform **weekly inventory audits** and submit status reports to the Project Authority.
- Provide 24/7 security monitoring, fire safety compliance, and asset protection measures.

3.3 Inventory Management

- Conduct quarterly audits to verify stock levels, asset conditions, and discrepancies.
- Maintain detailed records of assets, including descriptions, movement logs, and storage locations.
- Provide automated reporting systems and real-time dashboards accessible via secure online portals.

3.4 Reporting

- Submit detailed **monthly status reports** outlining activities, issues, and resolutions.
- Deliver a **final comprehensive report** at the conclusion of the contract, detailing overall performance, asset usage, and recommendations for future services.

4. Period of Work and Milestones

The Contract shall commence on **January 2, 2024**, and conclude on **December 31, 2024**, with the following detailed delivery milestones:

Milestone 1: Initial Transport and Warehousing Setup

Delivery Date: January 31, 2024
Status: COMPLETED

Detailed Steps:

1. Pre-Check: Site and resource assessment (January 3–6) - COMPLETED
2. Setup Phase: Vehicle allocation, GPS configuration, and route planning (January 8–12) - COMPLETED
3. Warehouse Preparation: Storage space allocation, inventory software setup (January 15–20) - COMPLETED
4. Post-Check: Trial transportation and system test with mock runs (January 22–25) - COMPLETED
5. Report: Initial setup completion summary submitted to Project Authority (January 26) – COMPLETED

Milestone 2: First Monthly Report Submission
Delivery Date: February 5, 2024
Status: COMPLETED

Detailed Steps:

1. Data Collection: Compile logs for transportation, inventory levels, and warehouse activity (February 1–2) - COMPLETED
2. Preliminary Review: Internal audit and verification of collected data (February 3) - COMPLETED
3. Report Submission: Submit monthly report covering logistics activities, challenges, and resolutions – COMPLETED

Milestone 3: Quarterly Audit and Inventory Reconciliation
Delivery Date: April 15, 2024
Status: DELAYED

Detailed Steps:

1. Audit Prep: Notify all stakeholders; schedule audits (April 1–4) - COMPLETED
2. Inventory Audit: Physical verification of assets, stock levels, and warehouse conditions (April 5–8) - DELAYED
3. Reconciliation: Resolve discrepancies and update records in the inventory management system (April 9–11) - PENDING
4. Post-Audit Verification: Ensure compliance with asset tracking and system performance (April 12–13) - PENDING
5. Audit Report Submission: Submit detailed audit summary and findings to Project Authority – PENDING

Milestone 4: Mid-Term Performance Review and Report

Delivery Date: June 30, 2024
Status: DELAYED

Detailed Steps:

1. Pre-Review: Gather performance metrics (June 1–10) - DELAYED
2. Technical Review: Evaluate transportation efficiency, asset security, and system accuracy (June 11–15) - DELAYED
3. Feedback and Corrective Action: Identify issues and implement mid-term improvements (June 16–22) - DELAYED
4. Mid-Term Report Submission: Provide analysis on overall performance, challenges faced, and recommendations – DELAYED

Milestone 5: Final Quarterly Audit
Delivery Date: October 15, 2024
Status: DELAYED

Detailed Steps:

1. Audit Preparation: Schedule and confirm audit timelines with all teams (October 1–4) - DELAYED
2. Comprehensive Inventory Audit: Final physical verification and validation of all inventory and assets (October 5–8) - DELAYED
3. Report Compilation: Summarize findings, resolve errors, and verify completeness (October 9–12) - DELAYED
4. Final Audit Submission: Detailed summary highlighting discrepancies, improvements, and compliance – DELAYED

Milestone 6: Contract Completion and Final Report Delivery
Delivery Date: December 31, 2024
Status: DELAYED

Detailed Steps:

1. Pre-Implementation Check: Review all deliverables and outstanding items (December 1–5) - DELAYED
2. Performance Analysis: Evaluate KPIs, transportation logs, and inventory outcomes (December 6–12) - DELAYED
3. Final Reconciliation: Verify warehouse close-out and transport completion (December 13–18) - DELAYED
4. Post-Check and Verification: Ensure compliance with all Statement of Work obligations (December 19–22) - DELAYED
5. Final Report Submission: Submit a comprehensive summary report covering all activities, challenges, and recommendations - DELAYED

5. Authorities

5.1 Contracting Authority

Name: Jonathan Walker
Title: Senior Contracting Officer
Address: 100 Queen Street, Ottawa, ON, K1P 1J5
Telephone Number: (613) 555-1234
Facsimile Number: (613) 555-5678
Email Address: jonathan.walker@gov.ca

The Contracting Authority is the only individual authorized to modify or amend this Contract. Any verbal or unauthorized instructions provided to the Contractor will not be binding.

5.2 Project Authority

Name: Laura Smith
Title: Logistics Project Manager
Address: 350 King Street, Ottawa, ON, K2P 2L8
Telephone Number: (613) 555-9876
Facsimile Number: (613) 555-4321
Email Address: laura.smith@gov.ca

The Project Authority shall:

- Monitor technical performance and ensure compliance with requirements.
- Approve deliverables and validate invoices for payment.
- Act as the primary liaison for operational matters.

6. Basis of Payment

The Contractor shall be paid a firm all-inclusive per diem rate of **\$850.00** for services rendered, GST/HST extra.

Service Description	Quantity	Unit Rate	Total Cost (CAD)
Transportation Services	12 months	\$850.00	\$10,200.00
Warehousing and Inventory Services	12 months	\$850.00	\$10,200.00
Reporting and Audits	12 months	\$850.00	\$10,200.00
Subtotal			\$30,600.00
GST/HST (13%)			\$3,978.00

Total Contract Value

\$34,578.00

All payments shall be subject to Government of Canada audit.

7. Travel and Living Expenses

All travel and living expenses shall:

- Be pre-approved in writing by the Project Authority.
 - Adhere to the Treasury Board Travel Directive.
 - Not exceed **\$15,000.00** over the term of the contract.
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8. Method of Payment

Payments will be made within thirty (30) days following:

- Acceptance of deliverables.
- Submission of compliant invoices that include:
 - Invoice date and number.
 - Contract Number: PSA-2024-LOG-001.
 - Description of work performed.
 - Breakdown of services, expenses, and GST/HST.

Invoices shall be submitted to **laura.smith@gov.ca**.

9. Limitation of Expenditure

The total liability of Canada under this Contract shall not exceed **\$225,000.00** unless amended in writing by the Contracting Authority.

10. Inspection

The Project Authority shall inspect all services and deliverables. Non-compliant work must be corrected at the Contractor's expense within five (5) business days.

11. Deliverables

The Contractor shall provide:

1. **Monthly Reports:** Covering transportation, inventory, warehousing, and identified issues.
2. **Real-Time Dashboard:** Providing up-to-date information on asset movements and storage.
3. **Quarterly Audits:** Summarizing discrepancies, issues, and resolution actions.
4. **Final Report:** Comprehensive summary at project conclusion.

All reports shall be submitted in **PDF format** and stored securely.

12. Replacement of Personnel

The Contractor must ensure the proposed personnel:

1. Meet the required qualifications as listed in *Appendix C*.
2. Maintain valid security clearances.

Replacement personnel must be approved by the Project Authority within **5 business days** of notification.

13. Liability and Insurance

The Contractor shall maintain:

- Commercial General Liability Insurance of **\$2,000,000.00** per occurrence.
 - Workers' Compensation as per provincial laws.
 - Insurance certificates must be provided prior to contract start.
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Signed by Authorized Representatives

Contracting Authority: Jonathan Walker

Date: January 1, 2024

Contractor Authorized Representative: Michael Johnson

Company: LogistiX Solutions Inc.

Date: January 1, 2024

Witness: _____

Date: _____

Key Notes:

1. **Pre-Check Activities:** Conducted before the milestone's core activities begin to ensure readiness and feasibility.
2. **Implementation Phase:** Includes core activities as defined in the milestone description.
3. **Post-Check Verification:** A review phase conducted to confirm successful execution and compliance.
4. **Reports:** Each milestone delivers a report summarizing activities, findings, and recommendations for continuous improvement.

This expanded structure ensures clarity, accountability, and measurable progress throughout the contract period.