

## ProServices—Trading Partner Agreement

**Contract Title:** ProServices Trading Partner Agreement for Logistics Services

**Contract Number:** PSA-2024-LOG-001

**Date:** January 1, 2024

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### 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.

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### 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.

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### 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:

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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: AT RISK

**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) - PENDING
3. Feedback and Corrective Action: Identify issues and implement mid-term improvements (June 16–22) - PENDING
4. Mid-Term Report Submission: Provide analysis on overall performance, challenges faced, and recommendations – PENDING

Milestone 5: Final Quarterly Audit

Delivery Date: October 15, 2024

Status: ON TRACK

**Detailed Steps:**

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

Milestone 6: Contract Completion and Final Report Delivery

Delivery Date: December 31, 2024

Status: NOT STARTED

**Detailed Steps:**

1. Pre-Implementation Check: Review all deliverables and outstanding items (December 1–5) - NOT STARTED
2. Performance Analysis: Evaluate KPIs, transportation logs, and inventory outcomes (December 6–12) - NOT STARTED
3. Final Reconciliation: Verify warehouse close-out and transport completion (December 13–18) - NOT STARTED
4. Post-Check and Verification: Ensure compliance with all Statement of Work obligations (December 19–22) - NOT STARTED
5. Final Report Submission: Submit a comprehensive summary report covering all activities, challenges, and recommendations - NOT STARTED

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## 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.

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## 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
<b>Subtotal</b>			<b>\$30,600.00</b>
GST/HST (13%)			<b>\$3,978.00</b>

**Total Contract Value**

**\$34,578.00**

All payments shall be subject to Government of Canada audit.

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## **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](mailto:laura.smith@gov.ca)**.

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## **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.

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## **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.

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## 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.

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## 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.

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## 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:** \_\_\_\_\_

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**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.