

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Calibration Technicians	
Solicitation No. - N° de l'invitation W3474-123451/A	Date 2013-01-21
Client Reference No. - N° de référence du client W3474-123451	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-620-6054	
File No. - N° de dossier KIN-2-38264 (620)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-06	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Porter, Marta M.	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613) 547-7587 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8 WING TRENTON ATESS TRENTON Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

THIS REQUIREMENT CONTAINS A SECURITY REQUIREMENT

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Controlled Goods Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Controlled Goods Program

Solicitation No. - N° de l'invitation

W3474-123451/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38264

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

W3474-123451

List of Annexes:

Annex "A" Statement of Work
Annex "B" Basis of Payment
Annex "C" Security Requirements Check List

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven 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: includes the certifications to be provided;
- Part 6 Security: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and any other annexes.

2. Summary

(i) The Department of National Defence (DND), 8 Wing Trenton, Trenton Ontario Aerospace and Telecommunications Engineering Support Squadron (ATESS) requires one Junior Technician for the purpose of verifying and calibrating a variety of torque wrenches.

The calibration technician will be required to calibrate and repair various brands of Torque wrenches to a tolerance of + - 4% in accordance with associated Canadian Forces Technical Orders (CFTO) and /or manufacturers' Calibration Technical Order (CALTO). Details of this requirement can be found in Annex "A" Statement of Work.

(ii) The period of the resulting contract will be from: date of Contract award to December 20, 2013 inclusive, with the irrevocable option to extend the term of the contract by up to two additional one year periods under the same conditions.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Ontario.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (two (2) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

Prices must appear in the financial bid 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:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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.

Section II: Financial Bid

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

Solicitation No. - N° de l'invitation

W3474-123451/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38264

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

W3474-123451

applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

Bidders must meet all of the Mandatory Technical Criteria as specified in the below matrix. The Bidder must provide the necessary documentation, with their bid, to support compliance with each of the Mandatory Technical Criteria. Bidders must provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained.

Failure to meet any of the Mandatory Technical Criteria, as stated in the below matrix, will result in your bid being declared as non-responsive.

MT1	The proposed technician must have a minimum of a secondary school graduate diploma/certificate. As proof of compliance, at a minimum, the Bidder must provide a copy of the proposed technicians' secondary school graduate diploma/certificate.
MT2	The proposed technician must have a minimum of one (1) year of experience as a Technician. As proof of compliance, at a minimum, the Bidder must provide a copy of the proposed technicians' resume, including dates to verify required experience.
MT3	At bid closing, the Bidder must provide proof of valid personnel security screening at the SECRET level. As proof of compliance, at a minimum, the following must be provided: <ul style="list-style-type: none"> •Name of the proposed technician; •Level of valid Security Clearance obtained; •Security expiry date; and •Security Screening Certificate and Briefing Form file number.
MT4	At bid closing, the Bidder must hold a valid Facility Security Clearance (FSC) at the SECRET level, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). As proof of compliance, at a minimum, the following must be provided: <ul style="list-style-type: none"> •A copy of the clearance letter issued to the firm by PWGSC/CISD; or •providing the organization screening number as provided by PWGSC/CISD
MT5	The Bidder's firm must be registered, exempt or excluded under the PWGSC's Controlled Goods Program (CGP). As proof of compliance, the following must be provided: <ul style="list-style-type: none"> •A copy of the registration/exemption/exclusion letter issued to the Bidders firm by the Controlled Goods Directorate.

MT6	<p>The proposed technician must have a minimum of three (3) months experience in the last three (3) years calibrating and repairing SNAP ON torque wrenches.</p> <p>As proof of compliance, the Bidder must provide an accreditation certificate from Snap On tools.</p>
MT7	<p>The proposed technician must have a minimum of three (3) months experience in the last six (6) years inputting data into the TEMMIS system.</p> <p>As proof of compliance, at a minimum, the Bidder must provide a copy of the proposed technicians' resume, including dates to verify required experience.</p>

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian Customs Duties and Excise Taxes included.

(a) To be responsive the Bidder must:

- 1) Provide unit pricing for all items in the Basis of Payment, including option years, in Annex "B"; and
- 2) Not alter the format of the Basis of payment in Annex "B".

(b) The Bidder's unit pricing will be multiplied by the usage's to calculate the extended pricing. The extended pricing for all pricing periods will be added to calculate the Bidder's total evaluated price.

2. Basis of Selection

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.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

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 award of a contract. 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent

Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

() is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

2.3 Status and Availability of Resources

SACC Manual A3005T (2010-08-16) Status and Availability of Resources

2.4 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Controlled Goods Requirement

SACC Manual clause A9130T (2011-05-16) Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Department of National Defence (DND) 8 Wing Trenton, Trenton Ontario Aerospace and Telecommunications Engineering Support Squadron (ATESS) requires one Junior Technician for the purpose of verifying and calibrating a variety of torque wrenches and to calibrate torque wrench verifiers and transducers.

The calibration technician will be required to calibrate and repair various brands of Torque wrenches to a tolerance of + - 4% in accordance with associated Canadian Forces Technical Orders (CFTO) and /or manufacturers' Calibration Technical Order (CALTO). Details of this requirement can be found in Annex "A" Statement of Work.

2. 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the requisite level of RELIABILITY or SECRET, granted or approved by CISD/PWGSC.

3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:

(a) Security Requirements Check List, attached at Annex "C"

(b) Industrial Security Manual (Latest Edition)

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from Date of Contract award to December 20, 2013 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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 thirty (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. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marta Porter

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

86 Clarence Street

Kingston Ontario

Telephone: 613-547-7587

Facsimile: 613-545-8067

E-mail address: marta.porter@pwgsc.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.

5.2 Project Authority - (To be completed at time of Contract Award by PWGSC)

Solicitation No. - N° de l'invitation

W3474-123451/A

Client Ref. No. - N° de réf. du client

W3474-123451

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38264

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative - (To be completed by Bidder at time of Bid Submission)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

For the Work described in the statement of work, Annex A :

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ **(insert the amount at contract award)**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.3 Time Verification

SACC Manual Clause C0711C (2008-05-12) Time Verification

7. 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 time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment

8. Certifications

8.1 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.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract;

Solicitation No. - N° de l'invitation

W3474-123451/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin620

Client Ref. No. - N° de réf. du client

W3474-123451

File No. - N° du dossier

KIN-2-38264

CCC No./N° CCC - FMS No/ N° VME

- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Request for Supply Arrangement Number E60ZH-070002/C; and
- (g) the Contractor's bid dated _____.

14. Controlled Goods Program

SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

SACC Manual clause B4060C (2011-05-16), Controlled Goods

ANNEX A

STATEMENT OF WORK

1.0 REQUIREMENT

Aerospace and Telecommunications Engineering Support Squadron (ATESS) requires one Junior Technician for the purpose of verifying and calibrating a variety of torque wrenches and to calibrate torque wrench verifiers and transducers.

1.1 BACKGROUND

The Canadian Forces Tool Control Centre (CFTCC) is a Quality Engineering and Test Establishment (QETE) sponsored calibration centre that maintains sole authority over the calibration of torque wrenches used in support of Canadian Forces air worthiness functions under the authority of QETE.

1.2 APPLICABLE DOCUMENTS

- i. Calibration Certificates
- ii. CF 942 Conditioning Tags
- iii. CFTO C-06-020-001/AM-002
- iv. CFTO C-17-010-002/ME-001
- v. CFTO C-67-010-000/MR-001
- vi. CFTO C-67-050-000/MS-001
- vii. DND 2245 - Calibration Label
- viii. DND 2251 - Label - User Verification
- ix. DND 2310 - Label - User Verification
- x. TEMMIS Out of Tolerance reports
- xi. TEMMIS Work Orders
- xii. TETAR

1.3 DEFINITIONS

The following abbreviations and acronyms are used in this Statement of Work:

- i. ATESS - Aerospace and Telecommunications Engineering Support Squadron
- ii. CALTO - Calibration Technical Order.
- iii. CFTCC - Canadian Forces Tool Control Centre

-
- iv. CFTO - Canadian Forces Technical Orders
 - v. CF - Canadian Forces
 - vi. LCMM - Life Cycle Materiel Manager
 - vii. QETE - Quality Engineering Test Establishment
 - viii. TA – Technical Authority
 - ix. TEMMIS - Test Equipment Maintenance Management Information System
 - x. TETAR- Test Equipment Transit and Receipt

2.0 SCOPE OF WORK

2.1 GENERAL

A Calibration Technician will be required to calibrate and repair various brands of Torque wrenches to a tolerance of + - 4% IAW associated CFTOs and/or manufacturers' CALTO.

2.2 TASKS

The Calibration technician shall perform the following tasks:

- i. Calibrate and repair various torque wrenches/screwdrivers etc. to a minimum standard of + - 4 % IAW relevant CFTOs and Manufacturers' CALTOs;
- ii. Complete required technical administrative forms;

In addition to the requirements of the Monthly Reports (see the "Deliverables" section below), the Contractor personnel shall report verbally to the TA any special circumstance or events affecting the provision of the required services.

3.0 DELIVERABLES

3.1 Deliverables shall be in the form of services provided to the TA in accordance with this SOW and of the products generated thereof.

3.2 Monthly Progress Reports. The Contractor shall prepare monthly progress reports of the work performed in a format acceptable to the TA, and to be attached to each Progress Claim. As a minimum, each monthly progress report shall document the following information:

- i. All significant activities performed by the occupational category during the period covered by the Progress Claim;
- ii. Status of all action/decision items as well as a list of outstanding activities;
- iii. Detailed report listing the number of torque tools calibrated during the period, to include a minimum of 40 torque tools along with individual serial numbers and recommendations (if any);

-
- iii. A description of any problems encountered which are likely to require attention by the TA;
 - iv. Any recommendations relating to the conduct of the work;
 - v. Total number of days charged for the occupational category during the covered Period; and
 - vi. Cumulative number of days charged for the occupational category.

Monthly reports are not required for any month in which services were not provided.

3.3 Deliverables resulting from services provided. The contractor will be required to prepare and submit various deliverables resulting from services provided as listed below:

- i. Torque wrench calibration and repair; and
- ii. TEMMIS data entry and tracking;

3.4 Unless otherwise specified by the TA, one (1) hard copy and one (1) soft copy of these deliverables shall be provided to the TA. Soft copy deliverables shall be provided on Microsoft compatible Compact Discs or via electronic mail.

3.5 As a minimum Quality Assurance requirement, the Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specifications and requirements of this SOW and any tasking issued.

3.6 In addition to the requirements of the Monthly Reports, the Contractor will report verbally to the TA any special circumstance or events affecting the provision of the required services.

4.0 LIMITATIONS AND CONSTRAINTS

4.1 There will be a requirement for the Contractor to access information available exclusively at Canada's facilities located in the CFTCC library.

4.2 Any documents, processes, etc, developed and/or updated by the Contractor shall be for the review, approval and signature (where required) of the TA.

4.3 Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor services. The Contractor will provide comments and recommendations only to the TA on these issues.

4.4 The Contractor shall be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada. During the performance of the Contract, the Contractor shall not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.

4.5 At all times during the provision of the required services, the Contractor is not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded).

Proprietary information may be provided to the Contractor in the performance of the services if the "Non-Disclosure and Confidentiality Agreement" contained in the Request for Proposal is duly executed by the Contractor.

4.6 All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor in providing services under the Contract, remains the property of Canada and shall be used solely in support of this requirement. The Contractor shall be required to safeguard the preceding information and materials from unauthorized use and shall not release them to any third party, person or agency external to DND without the express written permission of the TA. Such information and material shall be returned to the TA upon completion of the services or when requested by the TA

4.7 All correspondence, either initiated by the Contractor or by any section of DND, shall be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

4.8 The Contractor shall not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive the Contractor as being an employee of Canada.

4.9 As the contracted services will be performed in a military environment, there will be a requirement to shutdown daily Squadron operations for special ceremonies, social functions, and similar functions. During this time, there may or may not be a requirement for the contracted services. The contractor shall be given at a minimum 5 days advance notice in the event that the contractor's personnel services are not required.

4.10 In the event that the contractor personnel is unable to provide the contracted services due to illness or personal matters, the work hours missed will not be charged against the contract, nor will the deliverables stated in paragraph 3.2 be scaled back to compensate for missed work.

5.0 SUPPORT

To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA:

- i. All available data and documents (such as policy documents, directives, instructions, performance data, technical documents) and other data deemed necessary by the TA for the provision of services under this SOW;
- ii. Consultation with the TA and other Crown specialists as may be arranged by the TA; and
- iii. Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA

6.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

6.1 All services shall be provided on-site at the Aerospace and Telecommunications Engineering Support Squadron (ATESS) located at CFB Trenton, Trenton, Ontario. DND will provide sufficient office space, general purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements) as required by the Contractor.

6.2 Furthermore, DND shall provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND

Solicitation No. - N° de l'invitation

W3474-123451/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38264

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

W3474-123451

computers or networks for the sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.

6.3 After Contract award, Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

6.4 A typical working day at ATESS will begin at 0700 hrs and end at 1500 hrs.

ANNEX B**BASIS OF PAYMENT****Pricing Periods:**

Year #1: Date of Contract Award to December 20, 2013

Year #2: December 19, 2013 to December 20, 2014 (Optional Year #1)

Year #3: December 19, 2014 to December 20, 2015 (Optional Year #2)

Each year consists of 230 working days.

All payments are to be prorated to cover the actual time worked, where work performed using the time-based fee method, is of a duration of less or more than one day.

Pricing Instructions:

Pricing is to be an all inclusive per diem rate per Resource Category, in Canadian Dollars, to perform the services as specified in Annex "A" attached hereto. HST is not to be included in the pricing below and will be show as a separate item on all invoices.

Resource Category	Number of Days per Year	Per Diem Rate for Year #1	Per Diem Rate for Year #2 (option yr #1)	Per Diem Rate for Year #3 (option yr #2)
Junior Technician	230			

Solicitation No. - N° de l'invitation

W3474-123451/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-2-38264

Buyer ID - Id de l'acheteur

kin620

CCC No./N° CCC - FMS No/ N° VME

W3474-123451

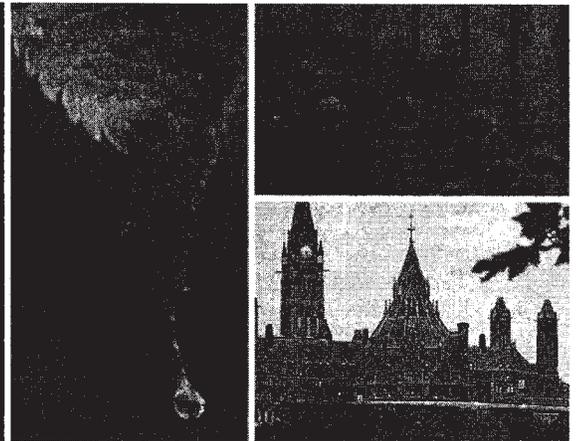
ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(attached)



LVERS n° 2 / SRCL #2



**Arrangement en matière
d'approvisionnement pour des
services techniques, d'ingénierie et
d'entretien (AA STIE)**

**Technical, Engineering and
Maintenance Services Supply
Arrangement (TEMS SA)**



Contract Number / Numéro du contrat E60ZH-070002SRCL2
Security Classification / Classification de sécurité UNCLAS

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction
---	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail Technical Engineering and Maintenance Services

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 type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
--	-----------------------------------	---

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
--	-----------------------------------	---

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
--	--	------------------------------------

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
---	--	------------------------------------

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ		PROTECTED A PROTÉGÉ A	
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION ESTREINTE		PROTECTED B PROTÉGÉ B	
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL		PROTECTED C PROTÉGÉ C	
CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/>	NATO SECRET NATO SECRET		CONFIDENTIAL CONFIDENTIEL	
SECRET SECRET	<input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET		SECRET SECRET	
TOP SECRET TRÈS SECRET	<input type="checkbox"/>			TOP SECRET TRÈS SECRET	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non 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? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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



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 RESTREINTE	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Contract Number / Numéro du contrat
E60ZH-070002SRCL2
 Security Classification / Classification de sécurité
UNCLAS

13. Organizational Project Authority / Responsable de l'opération			
Name (print) - Nom (en lettres imprimées) S.F. Lafrance		Title - Titre Director Information Management Technology Support 6	Signature
Telephone no. - N° de téléphone (613) 990-3550	Facsimile - Télécopieur (613) 990-3773	E-mail address - Adresse courriel Lafrance.SF@forces.gc.ca	Date 2007-05-07
14. Organisation Security Authority / Responsable de la sécurité de l'opération			
Name (print) - Nom (en lettres imprimées) Roger Worne		Title - Titre DDM Secur 3	Signature
Telephone no. - N° de téléphone (117) 949-1032	Facsimile - Télécopieur (613) 949-1069	E-mail address - Adresse courriel	Date MAY 14 2007
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agente d'approvisionnement			
Name (print) - Nom (en lettres imprimées) Christa Nadon		Title - Titre Supply Specialist	Signature
Telephone no. - N° de téléphone 819-956-3829	Facsimile - Télécopieur 819-956-7432	E-mail address - Adresse courriel Christa.Nadon@pwgsc.gc.ca	Date June 15, 2007
17. Contracting Security Authority / Agente contractuelle de sécurité			
Name (print) - Nom (en lettres imprimées) David Usinger		Title - Titre Contract Security Officer	Signature
Telephone no. - N° de téléphone (613) 748-1673	Facsimile - Télécopieur (613) 748-1762	E-mail address - Adresse courriel david.usinger@pwgsc.gc.ca	Date June 15, 2007

Security Classification / Classification de sécurité
UNCLAS

UNCLASSIFIED

Security Guide To E60ZH-070002SRCL2

- **CLASSIFIED/PROTECTED** information and assets exchanged or generated in connection with this procurement will be used, transmitted and safeguarded in accordance with the Government Security Policy and procedures which, for Contractor personnel working on their own sites are contained in the Industrial Security Manual. Contractor personnel working on DND sites shall abide by the National Defence Security Policy (NDSP) and the National Defence Security Instructions (NDSI) as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- There will be a requirement for Contractors to have access to **UNCLASSIFIED** Military Critical Technical Data controlled in the United States by Department of Defence (DoD) Directive 5230.25 and, in Canada, by the Technical Data Control Regulations. Contractors having access to such information must be certified under the U.S./Canada Joint Certification Program to be eligible to bid on this contract.
- Prior to allowing any access to CLASSIFIED/PROTECTED information, assets, or secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the Canadian and International Industrial Security Division (CIISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- Contractor personnel requiring access to the National Defence Wide Area Network (DWAN) must be registered and cleared to the requisite level with the Canadian International Industrial Security Directorate - Controlled Goods Program (CGP), prior to being given a network account.
- At no time will Contractor personnel be allowed to remove any **CLASSIFIED/PROTECTED** information/data and/or assets from DND premises (including such information processed on Contractor's own laptops Information Technology [IT] systems). At no time will the Contractor be allowed external IT connections to DND LAN systems.
- Prior to leaving the (DND) premises, Contractors who have used their own IT systems to process **CLASSIFIED/PROTECTED** information, shall have the system hard disk drives (HDD) sanitized by DND authorities.
- All **CLASSIFIED/PROTECTED** documents, reports, systems and/or assets developed and extensions thereto under any tasking relating to this contract shall not be reproduced or divulged/disseminated to a third party without the prior written permission of DND. Improper or unauthorized disclosure of this information may constitute an offence under the Security of Information Act.
- Subcontracts containing security requirements are prohibited without the prior written authority of the Canadian and International Industrial Security Division of the Department Public Works Government Services Canada (CIISD/PWGSC).

DND Personnel:

The DND Contract Security Officer, DPM Secur 3-4 is the contact person for information pertaining to security concerns identified in this procurement.

Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CIISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA) and shall adhere to instructions issued by their responsible NSA/DSA.

UNCLASSIFIED