

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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 IMIT Services Moose Jaw, SK	
Solicitation No. - N° de l'invitation W0121-12WTIS/C	Date 2012-02-29
Client Reference No. - N° de référence du client W0121-12-WTIS	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-9309	
File No. - N° de dossier EDM-1-34548 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-27	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
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: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780) 497-3593 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB MOOSE JAW 15 WING MOOSEJAW SASKATCHEWAN S6H7Z8 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 Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

TITLE: IM/IT SERVICES, 15 WING MOOSE JAW, SK

This bid solicitation cancels and supersedes previous bid solicitation number W0121-12WTIS/B dated 2012-01-24 with a closing of 2012-02-14 at 02:00 PM.

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Solicitation No. - N° de l'invitation

W0121-12WTIS/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

W0121-12-WTIS

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EDM-1-34548

CCC No./N° CCC - FMS No/ N° VME

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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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: 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 as identified in the Table of Contents.

2. Summary

- (a) Department of National Defence, 15 Wing Moose Jaw, SK, has a requirement for the provision of all IT and Audio visual functions. This includes maintaining a master data base of items tracked by location related to IM & IT, as well identification and recording of the IT configuration, routine communication with users and control and coordination of incidents, problems, and changes of Wing Telecommunications Information Systems (WTIS) Section.

The performance of work involves the assessment, planning, designing, development, installation and service support of computer networks ranging from Local Area Network (LAN, Individual networks within the Wing) to Wide Area Networks (WAN, Cumulative LANs which make up the 15 Wing WAN) requiring the services of Information Technology (IT) professionals in fields of Service/Help Desk Support Services, Audio/Visual Services, Network Administration, Computer Maintenance, Programmer/Webmaster. The Contractor is responsible for personnel administration and supervision.

- (b) It is intended this solicitation will result in the award of one (1) contract for two (2) years, plus two (2), one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. 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)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2010-10-07), 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 Saskatchewan.

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. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

6. Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property arising from the performance of the Work under the Contract will belong to Canada, on the grounds that: (6.5) where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

7. Volumetric Data

If provided, the data described in this Solicitation has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the services identified in this Solicitation will be consistent with this data. It is provided purely for information purposes.

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 (2 hard copies)
 Section II: Financial Bid (2 hard copies)
 Section III: Certifications (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) (<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 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.

1.1.A. 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.

The technical bid should include the following:

- (a) Annex D - Appendices 1 - 5: Bidders are requested to include the completed Annex D, Appendices 1 - 5 with their bids.
- (b) Security, Financial & Other Requirements: As required by Part 6 of the bid solicitation.
- (c) Résumés for Proposed Resources: the technical bid should include résumés for the resources identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:
 - (i) No more than three (3) résumé(s) may be submitted per required Category of Personnel.
 - (ii) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work. (refer to Part 5, Certifications). For educational requirements for a particular degree, designation or certificate, the Contracting Authority will only consider educational programs that were successfully completed by the resource by the time of bid closing.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
 - (iv) For work experience, the Contracting Authority will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, the Contract Authority will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date).

- (vi) For work experience to be considered by the Contracting Authority, the résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

1.1.B Section II: Financial Bid

- (a) 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 applicable.
- (b) Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (c) **SACC Manual Clauses**
C3011T (2010-01-11), Exchange Rate Fluctuation

1.1.C 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

Mandatory and point rated technical evaluation criteria are included in Annex "D".

1.2 Financial Evaluation

- (a) The financial evaluation will be conducted by calculating the Total Bid Price in accordance with the Basis of Payment, Annex "B". The Bidder must provide firm, all inclusive, per diem rates for the Categories of Personnel being proposed in accordance with the bid solicitation, which may include an initial contract period and option periods. Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

(b) Calculation of Total Bid Price:

- (i) For each Category of Personnel: each Firm Per Diem Rate [A] will be multiplied by the Number of Days [B] and the Est. Usage [C] to reach a Total [AxBxC].
- (ii) For the Contract Period and each option year: the Total of each category will be added together to obtain a Total Estimated Cost.
- (iii) The Total Estimated Cost the Contract Period and each option year will be added together to obtain the Total Bid Price.

**(c) SACC Manual Clauses
A0220T ((2007-05-25), Evaluation of Price****2. Basis of Selection - Minimum Point Rating****2.1. To be declared responsive, a bid must:**

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 70 percent of the points of the technical evaluation criteria for each of the five (5) requested categories of personnel listed herein.
 - (i) 35 points overall for the Service Desk Technician (Annex D - Appendix 1);
 - (ii) 64 points overall for the Audio Visual Technician (Annex D - Appendix 2);
 - (iii) 98 points overall for the Network Administrator(s) (Annex D - Appendix 3);
 - (iv) 50 points overall for the Computer Maintenance Technician (Annex D - Appendix 4); and,
 - (v) 29 points overall for the Programmer / Webmaster (Annex D - Appendix 5).

2.2. Bids not meeting (a) or (b) or (c) will be declared non-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 to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. 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.

1.1 Federal Contractors Program - Certification

- 1.1.1 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.

- 1.1.2 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. [<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>]

- 1.1.3 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

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44 [<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>];
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, 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;
- (d) () 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. [<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>]

1.2 Former Public Servant Certification

Contracts with 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.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

1.2.3 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.

1.2.4 Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 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.

1.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1. 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.

- 1.2. 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)" (<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. Financial Capability

SACC Manual clause A9033T (2011-05-16), Financial Capability

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Articles 13, 14, and 15.

If the information is not provided in the bid, 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.

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 Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2010-08-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract:

- (a) 4002 (2010-08-16), Software Development or Modification Services
- (b) 4003 (2008-12-12), Licensed Software, apply to and form part of the Contract
- (c) 4004 (2010-0816), Maintenance and Support Services for Licensed Software
- (d) 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information.

3. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W0121-12-WTIS

- 3.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

-
- 3.2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3.3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror 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/Offeror must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable), attached hereto;
- (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ (fill in start and end date of the work).

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 year periods under the same terms and conditions (Period 1: _____ to _____; Period 2: _____ to _____). 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 _____ 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:

Lorraine Jenkinson
 Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch, Western Region
 Telus Plaza North, 5th Floor
 10025 Jasper Avenue
 Edmonton, AB T5J 1S6

Telephone: 780-497-3593 Facsimile: 780-497-3510
 E-mail address: Lorraine.Jenkinson@pwgsc-tpsgc.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.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0121-12WTIS/C

edm607

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0121-12-WTIS

EDM-1-34548

5.2 Technical Authority *(To be provided at time of Contract award)*

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The Technical 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 Technical Authority; however, the Technical 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

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

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 Limitation of Expenditure

6.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2.2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,
whichever comes first.

6.2.3. 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.

6.3 Monthly 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.

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor

6.5 Time Verification

C0710C (2007-11-30), Time and Contract Price Verification
C0711C (2008-05-12), Time Verification

6.6 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Project Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

7. Invoicing Instructions

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

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.

7.2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

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 _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

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 supplemental general conditions:
 - (i) 4002 (2010-08-16), Software Development or Modification Services,
 - (ii) 4003 (2008-12-12), Licensed Software, apply to and form part of the Contract,
 - (iii) 4004 (2010-0816), Maintenance and Support Services for Licensed Software ,
 - (iv) 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2011-05-16), General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

11. Defence Contract

SACC Manual clause A9006C (2008-05-12), Defence Contract

12. SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

OR

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

A9062C (2007-05-25), Site Regulations

13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Articles 14 and 15. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. Commercial General Liability Insurance

- 14.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 14.2. The Commercial General Liability policy must include the following:
- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

15. Automobile Liability Insurance

- 15.1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 15.2. The policy must include the following:
- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - (e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

16. Limitation of Liability - Information Management/Information Technology

- 16.1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.
- 16.2. First Party Liability:
- (a) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (i) any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - (ii) physical injury, including death.
 - (b) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

- (c) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (d) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (a) above.
- (e) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
- (i) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (ii) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.
- In any case, the total liability of the Contractor under paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- (f) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

16.3. Third Party Claims:

- (a) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (b) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (a), with respect to special, indirect, and consequential damages of third parties covered by this section,

the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (c) The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

17. Safeguarding Electronic Media

- a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Solicitation Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

STATEMENT OF WORK..... ANNEX A**1. BACKGROUND**

15 Wing has 4 full time, DND employees to administer contracted services and military guidance and support. All other services have been performed through a contract. Contracted services provide stability and flexibility for the provision of all IT and Audio visual functions in nature. This includes maintaining a master data base of items tracked by location related to IM & IT, as well identification and recording of the IT configuration, routine communication with users and control and coordination of incidents, problems, and changes of Wing Telecommunications Information Systems (WTIS) Section at 15 Wing Moose Jaw, Saskatchewan, Canada.

The performance of work involves the assessment, planning, designing, development, installation and service support of computer networks ranging from Local Area Network (LAN, Individual networks within the Wing) to Wide Area Networks (WAN, Cumulative LANs which make up the 15 Wing WAN) requiring the services of Information Technology (IT) professionals in fields of Service/Help Desk Support Services, Audio/Visual Services, Network Administration, Computer Maintenance, Programmer/Webmaster. Contractor is responsible for personnel administration and supervision.

2. LOCATION FOR PROVISION OF REQUIRED SERVICES

Department of National Defence
15 Wing
Moose Jaw, SK

3. LANGUAGE REQUIREMENTS

English Essential

4. OVERTIME

All proposed personnel must be available to work outside normal office hours during the duration of the Contract. The Technical Authority will advise the Contractor as soon as possible of any overtime requirements. All overtime must be pre-approved by the Technical Authority.

5. EMPLOYEE/EMPLOYER RELATIONSHIP

Service contracts must not provide grounds for the establishment of an employer-employee relationship between the Contractor and Canada.

6. TECHNICAL ENVIRONMENT

The technical environment consists of, but not limited to, various models and brands of computers, laptops, monitors, printers various models of Blackberries etc. Secure IT consists of PKI devices. Peripheral equipment includes switch boxes, card readers, test equipment, cameras, uninterruptible power supplies (UPS's) and battery chargers.

Software includes, but is not limited to:

- (1) Dreamweaver
- (2) Adobe Flash
- (3) Fireworks
- (4) Microsoft Office Suite
- (5) Microsoft Access
- (6) Microsoft XP
- (7) Programming languages XML, HTML, Action Scrip
- (8) Network Hardware: Servers, Switches
- (9) Track it: IM&IT Item recording software.
- (10) Cisco LAN Management Suite

- (11) Microsoft Windows 7
- (12) MicroSoft Server 2003 and 2008
- (13) Remedy
- (14) Symantec Backup Exec
- (15) Symantec Ghost
- (16) Adobe acrobat 5
- (17) Crystal Reports

7. SCOPE OF WORK

A. Service Desk Technician - Level 1

- A1. Title:
To provide a central, on-site first point of contact for customer's IT and Telecommunication related support services.
- A2. Security Classification:
Service Providers are required to have Enhanced Reliability Clearance at contract Bid Closing.
- A3. Objective:
To provide all work involving either verbal or technological support to IT/Telecommunication operations at 15 Wing from the Service Desk
- A4. Scope of Work:
- a. Be first point of contact (POC) for clients with problems involving IT operations including, but not limited to computer, printer, peripheral, laptop etc;
 - b. Be first POC for clients with problems involving IT network operations;
 - c. Be first POC for clients with problems involving Audio Visual operations;
 - d. Be first POC for clients with problems involving cell phone, Black Berry other telecommunications operations;
 - e. Issue keys to venues (classroom, theatre, conference room etc.), and issue and control loan cards for cell phones, authorized software, laptops, distribute consumables etc;
 - f. Provide user training as required;
 - g. Ensure users complete required documentation forms (i.e. in/out clearance forms, loan cards, etc);
 - h. Advise ISSO of any viruses or breaches of security as per Government of Canada security policies;
 - i. Provide technical advice and assistance to clients;
 - j. Maintain cleanliness and organization of work areas;
 - k. Maintain cell phone records and spares;
 - l. Perform checks on DVPNI Laptops before issuing to users;
 - m. Maintain a Data Base by Creating Trouble Tickets and Service Requests to report IT and Software issues. Perform weekly historical reports;
 - n. Tag equipment serviceability;
 - o. Image Laptops; and
 - p. Support additional or unexpected operational requirements initiated by others within Military or Government through WTISO.
- A5. Reports and Deliverables:
This service is to include the completion of Work Orders and includes but not limited to weekly work order ticket summary, data entry of phone bill reports, cell phone tracking is required in the master data base to include, cell phone numbers, type of phone and contract dates.

- A6. **Government Furnished Support/Equipment/ Information:**
Access to working space, telephone, computer tools, publications and equipment required to provide Service Desk support will be provided by WTIS 15 Wing Moose Jaw.
- A7. **Special Considerations:**
Any training deemed by WTIS to be required and only available through DND shall be at DND expense in accordance with Treasury Board Directives. The Service Provider will be required to maintain continued service throughout the training period at the discretion of the WTISO. Service Providers are required to adhere to all DND, 1 Canadian Air Division and Wing Orders and Policies.
- A8. **Acceptance Criteria:**
The work will be monitored regularly for adherence to the work order procedures, and to approve any modifications that may be required.
- A9. **Level of Effort:**
One (1.0) person-years provided by a Service Desk technician. (One person-year is equivalent to 261 days.)
- B. Audio Visual Technician - Level 1**
- B1. **Title:**
To provide service in support of all Audio Visual (A/V) requirements.
- B2. **Security Classification:**
Service Providers are required to have Enhanced Reliability Clearance at contract bid closing.
- B3. **Objective:**
The objective is that all work involving the design, setup, coordination, operation, removal of, inventory control and service support of audio-visual systems. This will include but not limited to events at and sponsored by 15 Wing Moose Jaw and surrounding area as approved by 15 Wing Commander through WTIS. This includes the set up, operation and maintenance of Video Conference Systems, Public Address Systems, Classroom Audio visuals, TV's, DVD's, VCR's, Wing wide Security monitoring Cameras, Smart boards and other related equipment held or acquired during the term of the contract.
- B4. **Scope of Work:**
- a. Support of audio, visual systems at 15 Wing Moose Jaw;
 - b. Respond as detailed by trouble call work order system, performing on-site diagnostics of suspect hardware and/or software problems;
 - c. Provide technical advice and operating assistance on A/V Equipment and system setups and configurations;
 - d. Fault find equipment to the board level, unless under warranty;
 - e. Provide user training as required;
 - f. Maintain all the A/V hardware and related components to a serviceable level as well tag the condition of the equipment appropriately when out of service;
 - g. Advise WTIS on the requirements for new A/V hardware/software to optimize the use of A/V support;
 - h. Maintain cleanliness of work areas and storage rooms;
 - i. Act as Audio Visual Subject Matter Expert (SME);
 - j. Setup, remove and support Audio Visual systems such as parades (Battle of Britain, Change of Command, Remembrance day, Mess functions, etc.), training and seminar events;
 - k. Maintain database of all audio and visual equipment serviceability level;

- l. Wing wide security monitoring cameras;
 - m. Perform conversion of DND movies for users as approved by the WTISO;
 - n. Dissipate batteries of voltage for disposal;
 - o. Support hardware, operating systems and A/V application software (i.e. Video Studio 9, Power Director, Media Creator etc...)
 - p. Audio video systems in the MP interview room; and
 - q. Required to support additional or unexpected operational requirements initiated by others within Military or Cdn Government approved through the WTISO.
- B5. **Reports and Deliverables**
Report on each Audio Visual event accounting for hardware and manpower used in preparation for the Provision of Service (Pos) Report prepared by 15 Wing WCompt. The Audio Visual service is to include the completion of Work Orders and all service identified in the scope of work.
- B6. **Government Furnished Support/Equipment/ Information:**
Access to working space, telephone, A/V tools, publications and equipment required to provide Audio Visual support will be provided by WTIS 15 Wing Moose Jaw. On base transportation to areas or work will be provided by DND if contactor obtains a Military DND License. Contractor will provide all Personal Protective Equipment (PPE) (i.e. safety boots, goggles, hard hats, etc.)
- B7. **Special Considerations:**
Any training deemed by WTIS to be required and only available through DND shall be at DND expense IAW Treasury Board Directives. The Service Provider will be required to maintain continued service throughout the training period at the discretion of the WTISO. Service Providers are required to adhere to all DND, 1 Canadian Air Division and Wing Orders and Policies.
- B8. **Acceptance Criteria:**
Work Orders will be audited to ensure adherence to Work Order Policy.
- B9. **Level of Effort:**
One and a quarter (1.25) person year provided by an audio visual technician. (One person year is equivalent to 261 days).
- C. Network Administrator - Level 1 and 2**
- C1. **Title:**
The provision of service in support of all Network administration and maintenance.
- C2. **Security Classification:**
Service Providers are required to have Enhanced Reliability Clearance prior to contract closing. All Network Administrators are required to obtain a Secret Clearance upon commencement of contract to administer CSNI (Consolidated Secure Network Infrastructure).
- C3. **Objective:**
The performance of work involving the assessment, planning, designing, development, installation and service support of computer networks ranging from GPNet (General Purpose Network) MJInet (MooseJaw Internet), CSNI (Consolidated Secure Network Infrastructure), Local Area Network (LAN, Individual networks within the Wing) to Wide Area Networks (WAN, Cumulative LANs which make up the 15 Wing WAN) requiring the services of Information Technology (IT) professionals in fields of Network Administration/Maintenance.
- C4. **Scope of Work:**
- a. Provide Local and Wide Area Network administrative and maintenance services;

-
- b. Respond as detailed by trouble call work order system, performing on site diagnostics of suspect hardware and/or software problems;
 - c. Identify requirements for improvements to existing networks by determining user requirements and system performance and functional requirements;
 - d. Develop and implement network expansion services with approval of WTISO/DND
 - e. Troubleshoot and resolve network and connectivity problems;
 - f. Work closely with the Wing Information Systems Security Officer (ISSO) in order to operate, monitor and safeguard the networks as per Government of Canada security policies;
 - g. Audit, develop and implement security procedures for the networks, including access and user account management;
 - h. Follow direction from WTISO on Network Administration Operations;
 - i. Provide user advisory and information services to Service Desk;
 - j. Coordinate hardware maintenance, repairs and upgrades to the network;
 - k. Develop, design and coordinate back-up, server clustering and disaster recovery plans with WTISO approval;
 - l. Create and maintain control of configuration and supporting documentation (includes but not limited to Certifications and Accreditations of networks) for the network hardware and software;
 - m. Install, configure, program, test and manage network hardware (Servers, Switches, raid arrays, mirrored Storage Area Networks (SAN)) and software (Operating Systems);
 - n. Act as SME on network issues to the WTISO and 15 Wing clients on DND Network Operations;
 - o. Maintain knowledge of the clients IT requirements;
 - p. Forecast network and applications demand, and recommend solutions to meet business requirements;
 - q. Conduct audits and scans on Network Drives for unauthorized data;
 - r. Conduct research, evaluate, monitor, analyze, recommend and implement IT system safeguards with WTISO approval;
 - s. Coordinate, plan and liaise with off-base or on base contacts pertaining to the installation and ongoing support of national/local projects with WTISO approval;
 - t. Evaluate new network applications on the basis of their ability to run on the network without excessive resource consumption or conflicting with other applications;
 - u. Manage the interfaces between the Wing level and national level systems;
 - v. Recommend and install upgrades to existing systems, considering new technology and applications requirements as approved by the WTISO;
 - w. Prepare surveys and reports concerning the impact of the various upgrades on the network;
 - x. Provide feedback on project matters concerning the 15 Wing network to the WTISO;
 - y. Provide Operational network administrative services (Logins, Passwords, Printer Queue's, etc.);
 - z. Produce and manage network backup tapes, and secure in local and remote storage;
 - aa. Maintain cleanliness and organization of work areas;
 - bb. Maintain network related technical databases and system documentation;
 - cc. Advise WTISO on the recommendation for new computer programs and hardware to optimize the use of computer systems;
 - dd. Report network issues to WTISO or delegated contact (i.e CFNOC);
 - ee. Participate in problem resolution for IT network issues;
 - ff. Maintain database of all network hardware and software;
 - gg. Network Administration/Maintenance includes liaison with outside SMEs to resolve problems and seek resolution of issues;
 - hh. Black Berry Administration & support for users; and
 - ii. Support additional or unexpected operational requirements initiated by others within Military or Government through the WTISO.

- C5. **Reports and Deliverables:**
The Network Administration service is to include the completion of Work Orders, assist in the creation of Network Certification and Accreditation documentation and update reports. All aspects of the Scope of Work.
- C6. **Government Furnished Support/Equipment/ Information:**
Access to working space, telephone, computer tools, publications and equipment required to provide Network Administration support will be provided by WTIS 15 Wing Moose Jaw. On base transportation to areas of work will be provided by DND if contactor obtains a Military DND License.
- C7. **Special Considerations:**
Any training deemed by WTIS to be required and only available through DND shall be at DND expense IAW Treasury Board Directives. The Service Provider will be required to maintain continued service throughout the training period at the discretion of the WTISO. Service Providers are required to adhere to all DND, 1 Canadian Air Division and Wing Orders and Policies.
- C8. **Acceptance Criteria:**
The work will be monitored regularly for adherence to the work order procedures, and to approve any modifications that may be required.
- C9. **Level of Effort:**
Three and a quarter (3.25) person-years provided by technically sound Network Administrators, ideally one of whom is categorized as senior. (One person year is equivalent to 261 days.)
- D. Computer Maintenance Technician - Level 1**
- D1. **Title:**
The title is to provide service ranging from the installation of new software and remedying defects (where permitted by software licenses) to commissioning new hardware (from the major manufactures) and repairing faults and carrying out regular preventative maintenance (including upgrades and compatibility checks). This will pertain to all Information Technology Equipment current to 15 Wing operations and new technology procured by DND over the life of contract.
- D2. **Security Classification:**
Service Providers are required to have Enhanced Reliability Clearance at contract bid closing.
- D3. **Objective:**
To provide all work involving the assessment, planning, implementation and support of computerized systems from Data Voice Outlet to desktop, which require the services of Computer maintenance Technicians.
- D4. **Scope of Work:**
- a. Prepare implementation plans for information technologies, software and hardware upgrading and reconfigurations;
 - b. Configure, optimize, install and monitor IT hardware and software;
 - c. Respond to trouble calls, as detailed by trouble call/work order system, performing onsite diagnostics of suspect hardware and/or software;
 - d. Provide technical advice and operating assistance on DND computers, peripherals and associated software;
 - e. Advise WTISO on recommendation for new or changes of computer hardware and software to optimize the use of IT components;

- f. Provide technical support and problem resolution services for operational and connectivity problems to network workstations and related equipment;
 - g. Participate in group discussions with WTIS, NDHQ, 1Cdn Air Div and IT industry representatives;
 - h. Fault find IT equipment to the board level;
 - i. Monitor and maintain hardware, operating systems and network applications;
 - j. Maintain cleanliness and organization of work areas;
 - k. Provide user training as required;
 - l. Advise ISSO of any viruses or breaches of security;
 - m. Act as SME on specialized technical subjects (Computer Maintenance);
 - n. Perform annual preventative maintenance, testing, and analysis of the laptops and related components;
 - o. Update inventory Data Base, by tracking material resources.
 - p. Place condition tags on items to describe serviceability; and
 - q. Support additional or unexpected operational requirements initiated by others within Military or Government through WTISO.
- D5. Reports and Deliverables:
The Computer Maintenance service is to include the completion of Work Orders, and complete all aspects of the Scope of Work.
- D6. Government Furnished Support/Equipment/ Information:
Access to working space, telephone, computer tools, publications and equipment required to provide Computer Maintenance support will be provided by WTIS 15 Wing Moose Jaw. On base transportation to areas of work will be provided by DND if contactor obtains a Military DND License.
- D7. Special Considerations:
Any training deemed by WTIS to be required and only available through DND shall be at DND expense IAW Treasury Board Directives. The Service Provider will be required to maintain continued service throughout the training period at the discretion of the WTISO. Service Providers are required to adhere to all DND, 1 Cdn Air Div and 15 Wing Orders and Policies.
- D8. Acceptance Criteria:
The work will be monitored regularly for adherence to the work order procedures, and to approve any modifications that may be required.
- D9. Level of Effort:
Three and a quarter (3.00) person-years provided by a technically sound Computer Maintenance Technicians. (One person year is equivalent to 261 days.)
- E. Programmer / Webmaster - Level 1**
- E1. Title:
The title is to provide all service in support of all Programming/Webmaster
- E2. Security Classification:
Service Providers are required to have Enhanced Reliability Clearance at contract bid closing.
- E3. Objective:
The objective is to provide all work associated with the assessment, planning, designing, development, installation and support of computer and web based applications/web sites which require the services of a Programmers /Webmasters.

-
- E4. Scope of Work:
- a. Provide application programming and webmaster programming;
 - b. Respond as detailed by trouble call work order system, performing on site diagnostics of suspect programming and/or software problems;
 - c. Act as onsite SME for Departmental systems or applications;
 - d. Provide training to users as required on locally developed software applications;
 - e. Ensure effective implementation of new or enhanced programs and resolution of user problems;
 - f. Analyze client problems, develop programmed solutions using software programs including, but not limited to Dreamweaver, Flash, Fireworks and MS Access, programming languages XML, HTML, Action Script;
 - g. Install and verify accuracy and completeness of programs by preparing sample data, and testing by means of system acceptance tests made by operating personnel;
 - h. Maintain cleanliness and organization of work areas;
 - i. Advise ISSO of any viruses or breaches of network security that are encountered by, or of which the programmer becomes aware;
 - j. Create ghost image for "Baseline" and maintain updates;
 - k. Update Master Data Base of Software and License information; and
 - l. May be required to support additional or unexpected operational requirements initiated by others within Military or Government through WTISO.
- E5. Reports and Deliverables:
The Programming (application/web) service is to include the completion of Work Orders and maintenance reports.
- E6. Government Furnished Support/Equipment/ Information:
Access to working space, telephone, computer tools, publications and equipment required to provide Programming (application/web) support will be provided by WTIS 15 Wing Moose Jaw. On base transportation to areas of work will be provided by DND if contactor obtains a Military DND License.
- E7. Special Considerations:
Any training deemed by WTIS to be required and only available through DND shall be at DND expense IAW Treasury Board Directives. The Service Provider will be required to maintain continued service throughout the training period at the discretion of the WTISO. Service Providers are required to adhere to all DND, 1 Cdn Air Div and 15 Wing Orders and Policies.
- E8. Acceptance Criteria:
Work Orders will be audited to ensure adherence to Work Order Policy.
- E9. Level of Effort:
One (1) one person year provided by a Programmer (Application/Web). (One person year is equivalent to 261 days.)

BASIS OF PAYMENT ANNEX B

- Bidders are to provide firm all inclusive per diem rates, GST extra if applicable.
- The quantities used below are estimates for evaluation purposes only and do not constitute a guarantee of work required, and will not form part of any resultant contract.

1.0 Contract Period - (2 yrs from date of award)								
Quantity is based on two (2) person years. One person year is equivalent to 261 work days per year. A work day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the daily rate will be prorated to reflect the actual time worked.								
	Category of Personnel	Level of Expertise	Name of Proposed Resource	Firm Per Diem Rate [A]	Number of Days [B]	Est. Usage [C]	Total [AxBxC]	
1.1	Service Desk Technician	Level 1			462	1.50		
1.2	Audio Visual Technician	Level 1			462	1.00		
1.3	Network Administrator	Level 1 &/or 2			462	3.00		
1.4	Computer Maintenance	Level 1			462	2.50		
1.5	Programmer - Web Master	Level 1			462	0.75		
1.6	Total Estimated Cost - Contract Period:							
2.0 Option Year 1: (_____ to _____)								
Quantity is based on one (1) person year. One person year is equivalent to 261 work days per year. A work day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the daily rate will be prorated to reflect the actual time worked.								
	Category of Personnel	Level of Expertise	Name of Proposed Resource	Firm Per Diem Rate [A]	Number of Days [B]	Est. Usage [C]	Total [AxBxC]	
2.1	Service Desk Technician	Level 1			462	1.50		
2.2	Audio Visual Technician	Level 1			462	1.00		
2.3	Network Administrator	Level 1 &/or 2			462	3.00		
2.4	Computer Maintenance	Level 1			462	2.50		
2.5	Programmer - Web Master	Level 1			462	0.75		
2.6	Total Estimated Cost - Option Year 1:							

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0121-12WTIS/C

edm607

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0121-12-WTIS

EDM-1-34548

3.0	Option Year 2: _____ to _____						
	Quantity is based on one (1) person year. One person year is equivalent to 261 work days per year. A work day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the daily rate will be prorated to reflect the actual time worked.						
	Category of Personnel	Level of Expertise	Name of Proposed Resource	Firm Per Diem Rate [A]	Number of Days [B]	Est. Usage [C]	Total [AxBxC]
3.1	Service Desk Technician	Level 1			462	1.50	
3.2	Audio Visual Technician	Level 1			462	1.00	
3.3	Network Administrator	Level 1 &/or 2			462	3.00	
3.4	Computer Maintenance	Level 1			462	2.50	
3.5	Programmer - Web Master	Level 1			462	0.75	
3.6	Total Estimated Cost - Option Year 2:						
	TOTAL BID PRICE:						
	(sum of 1.6, 2.6, 3.6)						
	GST:						

GOODS AND SERVICES TAX: The Total Estimated Goods and Services Tax (GST) is not included in the amounts above. The GST is to be shown as a completely separate item on each invoice.

Solicitation No. - N° de l'invitation

W0121-12WTIS/C

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34548

Buyer ID - Id de l'acheteur

edm607

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

W0121-12-WTIS

CCC No./N° CCC - FMS No/ N° VME

SECURITY REQUIREMENT CHECK LIST (SRCL)..... ANNEX C

The Security Requirement Check List (SRCL) is attached hereto and forms part of this solicitation/contract.

EVALUATION CRITERIA ANNEX D**1. Mandatory Evaluation Criteria**

To be considered responsive, a bid must meet all of the following mandatory evaluation criteria. Bids not meeting all of the mandatory criteria will be given no further consideration.

	Mandatory Criteria	Met	Not Met
1.1	Bidder must have office(s) in the province of Saskatchewan.		
1.2	The Bidder must show confirmation that the Bidder complies with the Security Requirements as per Part 6, Section 1.		
1.3	The Bidder must be capable of delivering the required skilled services for the duration of the proposed contract, meeting the needs of the Wing Telecommunication and Information Systems section at 15 Wing Moose Jaw, Moose Jaw, Saskatchewan Canada, year round regardless of weather conditions when considered by Transport Canada and RCMP as acceptable driving conditions.		
1.4	The service provider must be capable of providing Mandatory Requirement item 2 between the hours of 0730 to 1600 hours Monday through Friday and after regular hours whenever there is a military situation or work requirement.		
1.5	The service providers must be holding a valid driver's license.		
1.6	The service providers must have the capability to obtain a Military Driver's License.		

2. Mandatory and Point-Rated Technical Evaluation Criteria

See attached:

- Annex D - Appendix 1 (Service Desk Technician)
- Annex D - Appendix 2 (Audio Visual Technician)
- Annex D - Appendix 3 (Network Administrator(s))
- Annex D - Appendix 4 (Computer Maintenance Technician)
- Annex D - Appendix 5 (Programmer / Webmaster)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0121-12-WTIS
Security Classification / Classification de sécurité

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 15 Wing Moose Jaw	
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 Contract for IT Services at 15 Wing Moose Jaw SM		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
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:	
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 A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<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"/> 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 EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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			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).

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Glenys Parker	Title - Titre Wing Contracts Officer	Signature <i>Glenys Parker</i>
Telephone No. - N° de téléphone 306 694-2228	Facsimile No. - N° de télécopieur 306 694-2801	E-mail address - Adresse courriel glenys.parker@forces.gc.ca
		Date 10 Nov 2011

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasha Medovic - DPM Security Analyst	Title - Titre Senior Security Analyst	Signature <i>Sasha Medovic</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel 10-11
		Date 2011-11-18

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?

No / Non Yes / Oui SM

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	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Joelle Smith	Title - Titre CSA	Signature <i>Joelle Smith</i>
Telephone No. - N° de téléphone 613-948-1726	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel joelle.smith@pnhsc.gc.ca
		Date Dec 2/11