

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Draftsperson & Illustrator	
Solicitation No. - N° de l'invitation W3474-130151/A	Date 2013-04-24
Client Reference No. - N° de référence du client W3474-13-0151	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-650-6104	
File No. - N° de dossier KIN-3-40009 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-04	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613) 545-8061 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 35 WESTWIN AVE TRENTON Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

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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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

2. Summary

(i) The Department of National Defence (DND), 8 Wing Trenton, Trenton Ontario Aerospace and Telecommunications Engineering Support Squadron (ATESS) requires two (2) Junior Draftspersons, and one (1) Junior Illustrator.

Details of this requirement can be found in Annex "A" Statement of Work.

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

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

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

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

JUNIOR DRAFTSPERSON

Number	Mandatory Technical Criterion	Personnel #1 Cross Reference to Proposal	Personnel #2 Cross Reference to Proposal
The Bidder's personnel must:			
MT1	Have a minimum of a secondary school graduate diploma/certificate.		
MT2	Have a minimum of two (2) years of experience as a Draftsperson.		
MT3	Have a minimum of six (6) months of experience in computer aided design (CAD).		
MT4	Have a minimum of two (2) years experience within the last five (5) years creating, preparing, reviewing and correcting engineering documentation including Computer Aided Design (CAD) models and drawings of mechanical, electrical, and/or electro-mechanical systems relating to one or more of the following: <ul style="list-style-type: none"> - avionics; - stores management systems; - aircraft; and/or - aircraft mission kits and/or accessory systems. 		
MT5	Have a minimum of two (2) years demonstrated experience within the last five (5) years using e-mail, spreadsheet, presentation and document software applications.		

JUNIOR ILLUSTRATOR

Number	Mandatory Technical Criterion	Cross Reference to Proposal
The Bidder's personnel must:		
MT1	Have a minimum of a secondary school graduate diploma/certificate.	
MT2	Have a minimum of one (1) years of experience as an Illustrator.	
MT3	Have a minimum of one (1) year demonstrated experience within the last five (5) years using Computer Aided Design image (CSD) manipulation and desktop publishing software such as Adobe Photoshop and Adobe InDesign, or similar.	
MT4	Have a minimum of two (2) years demonstrated experience within the last five (5) years using e-mail, spreadsheet, presentation and document software applications.	

1.2 Financial Evaluation

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

(a) To be responsive the Bidder must:

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

(b) The Bidder's unit pricing will be multiplied by the usages to calculate the extended pricing.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of a contract.

Up to 3 contracts may be awarded.

PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the

certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Contract Award

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

2.1 Federal Contractors Program - Certification

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form *LAB 1168*, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

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

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

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

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

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

2.2 Former Public Servant Certification

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with **Contracting Policy Notice: 2012-2** and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.3 Status and Availability of Resources

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

2.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:

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

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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

2. Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2013-03-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

2.2.1 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

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.

3. Security Requirement

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

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

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

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

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

- (a) Security Requirements Check List, attached at Annex "C"
 (b) Industrial Security Manual (Latest Edition)

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is a one year period from the date of contract award.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lori Rombough
 Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 86 Clarence St., 2nd Floor
 Kingston, Ontario
 K7L 1X3

Telephone: 613-545-8061

Facsimile: 613-545-8067

E-mail address: lori.rombough@pwgsc.gc.ca

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

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

The Project Authority for the Contract is:

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

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

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

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

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

6.2 Multiple Payments

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

6.3 Time Verification

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

7. Invoicing Instructions

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

Each invoice must be supported by:

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

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 Ontario.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-03-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

Solicitation No. - N° de l'invitation

W3474-130151/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin650

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

W3474-13-0151

File No. - N° du dossier

KIN-3-40009

CCC No./N° CCC - FMS No/ N° VME

- (e) Annex C, Security Requirements Check List;
- (f) Supply Arrangement Number E60ZH-070002; and
- (g) the Contractor's bid dated _____.

11. Controlled Goods Program

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

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

ANNEX A

STATEMENT OF WORK

1.0 GENERAL

1.1 Abbreviations and acronyms. The following abbreviations and acronyms may be used in this Statement of Work:

AOSF Aerospace Operations Support Flight
 ATESS Aerospace and Telecommunications Engineering Support Squadron
 CAD Computer Aided Design
 CF Canadian Forces
 CFTO Canadian Forces Technical Order
 DND Department of National Defence

1.2 Purpose. The purpose of this Statement of Work (SOW) is to define the scope, deliverables and the contractual conditions that apply to the Engineering Documentation, Illustration and Imaging support services required to support ATESS/AOSF.

1.3 Background Drafting services: ATESS provides design and development services to all RCAF aircraft fleets. The recent operational tempo has resulted in a back-log of structural and avionics design and development projects. Consequently, support is required to produce level 2 drawings in addition to other deliverables related to engineering documentation in support of projects for ATESS' clients including RCAF aircraft fleets.

1.4 Background Illustration services: ATESS provides design and development services to all RCAF aircraft fleets. The recent operational tempo has resulted in a back-log of graphics design, label-making, decal-making and other imaging and illustration tasks and deliverables. Consequently, support is required to produce imaging and illustration deliverables in addition to other deliverables related to imaging and illustration in support of projects for ATESS' clients including RCAF aircraft fleets

1.5 For the purposes of this SOW, the word "must" is used to define a mandatory action that is equivalent to the word "shall."

2.0 APPLICABLE DOCUMENTS

2.1 As a minimum, the following documents of the latest issue and revision form part of this SOW to the extent specified herein or in any tasking issued. In the event of conflict between these documents and the contents of the SOW, the contents of the latter must apply:

- ATESS AF9000+ procedures and documentation;
- C-05-005-001/AG-001, Technical Airworthiness Manual;
- ATESS Airworthiness Process Manual;
- C-05-005-PXX/AM-001, Aircraft Weapon Systems Maintenance Policy and Procedures

2.2 Applicable documents listed in this section are supportive of the SOW only when referenced in Section 3 below; otherwise, they are to be considered as supplemental information.

2.3 References.

A. TEMS SA - Annex A to Part II - Streams of Service

B. D-01-400-001/SG-000 Engineering Drawing Practices

<http://publications.mil.ca/pod/pubs/pubSearch.jsp>

C. C-01-000-001/AG-000 Technical Data Package - <http://publications.mil.ca/pod/pubs/pubSearch.jsp>

D. D-02-002-001/SG-001, Identification Marking of Canadian Military Property -

<http://publications.mil.ca/pod/pubs/pubSearch.jsp>

E. Controlled Goods Registration Search -

<http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/rchrch-srch/rr-sq-eng.html>

3.0 SCOPE OF WORK

3.1 General. In support of the ATESS/AOSF, the Contractor's personnel must provide engineering documentation, illustration, and imaging services.

3.2 All reports developed and/or updated by the Contractor's personnel must be approved and signed by the TA.

3.3 As a minimum Quality Assurance requirement, the Contractor's personnel is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specifications and requirements of this SOW and any tasking issued. The schedule of deliverables must be in accordance with the priorities established by the TA.

3.4 The Contractor must perform version control of all deliverables in both hard and soft-copy in accordance with ATESS local work instructions including but not limited to engineering drawings, verification of manufactured products, receiving inspections and control of non-conforming products.

3.5 Engineering Documentation (Draftperson) Services: The Contractor must provide, the below listed services in accordance with DND, CF and ATESS policies and procedures including but not limited to AF9000+ procedures, General Safety and Flight Safety Programs, ATESS Aerospace Process Manual and the Technical Airworthiness Manual. As described at Reference A, required tasks described in sub-paragraphs

3.6 These tasks will primarily be related to the following activities:

3.6.1 Along with input from design engineers, conduct research and review of materials, specifications, parts and/or components for the purpose of design, procurement, and/or production of items per Reference A, Stream 2, sub-paragraphs 2.1.1. a, b, c and d;

3.6.2 Creation, modification, and/or updates of Computer Models using Computer Aided Design (CAD) tools;

3.6.3 Creation, modification, and/or updates of Level 1 and Level 2 electrical and mechanical engineering drawings in accordance with Reference B, utilizing physical samples, engineering sketches and/or CAD for parts and assemblies;

3.6.4 Creation and maintenance of templates, electronic library files, CAD models and symbols and other items related to the preparation and development of drawings;

3.6.5 Preparation and/or revision of tracking spreadsheets, drawing flowcharts, drawing lists and Technical Data Action Notices (TDANs) in accordance with ATESS AF9000+ procedures and Reference C;

3.6.6 Assisting with the preparation, modification and review of local work instructions, in addition to maintenance and upkeep of project files and other documentation applicable to all phases of ATESS projects and in accordance with ATESS work instructions for project management.

3.6.7 Reproduction via electronic means of technical data and/or other materiel, preparation, mailing and/or dissemination of technical data and/or other materiel to locations internal and external to ATESS, receipt, registration, archiving and/or tracking of electronic and hard-copy technical data and/or other materiel from locations internal and external to ATESS;

3.6.8 Assist in the planning and coordination of projects with both stakeholders internal to ATESS and external to ATESS;

3.6.9 Creation, modification, and/or updates of documents to support design documentation and airworthiness certification;

3.6.10 Assist with care and upkeep of facilities, equipment and other materiel and advise DND personnel as early as practical in regard to any and all preventative and corrective maintenance and other actions that need to be implemented in regard to facilities, equipment and other materiel in-use in support of ATESS projects and initiatives;

3.6.11 Effectively utilize the following software packages as required to complete the activities:

1. Microsoft Office Outlook;
2. Microsoft Office Excel;
3. Microsoft Office PowerPoint;
4. Microsoft Word;
5. Solid Works;
6. Microstation; and
7. Microsoft Visio.

3.7 Illustration and Imaging Services: The Contractor must provide, working either independently or as part of a small team, the below listed services in accordance with DND, CF and ATESS policies and procedures including but not limited to AF9000+ procedures, General Safety and Flight Safety Programs, ATESS Aerospace Process Manual and the Technical Airworthiness Manual. As described at Reference A, Stream 2 required tasks described in sub-paragraph 2.2.1.d. This task will primarily be related to the following activities:

3.7.1 Graphic Design techniques and practices including but not limited to design, typography, proofreading, editing and image manipulation utilizing software listed in paragraph 3.3.12;

3.7.2 Advanced digital photography using a SLR camera, interchangeable lenses, photo-flash, digital photo editing and manipulation software listed in paragraph 3.3.12, data cables and other accessories, also including storage, care and upkeep of all such equipment and software, ensuring all batteries are properly charged and maintained;

3.7.3 Advanced digital videography using a video recording device and digital video editing and manipulation software listed in paragraph 3.3.12, also including storage, care and upkeep of all such equipment and software, ensuring all batteries are properly charged and maintained;

3.7.4 Digital printing;

3.7.5 Design, layout and manufacture of decals for aircraft, ground handling equipment, various other military related equipment using a variety of processes including vinyl and thermal transfer imaging,

photographic imaging and screen printing IAW applicable military specifications, reference manuals, CFTOs including Reference D, Level 1, 2 and 3 drawings in addition to ATESS AF9000+ processes;

3.7.6 Preparation and/or revision of tracking spreadsheets, forecasts and cost/personnel/materiel estimates in support of projects;

3.7.7 Assisting with the preparation, modification and review of local work instructions, in addition to maintenance and upkeep of project files and other documentation applicable to all phases of ATESS projects and in accordance with ATESS work instructions for project management.

3.7.8 Reproduction via electronic means of technical data and/or other materiel, preparation, mailing and/or dissemination of technical data and/or other materiel to locations internal and external to ATESS, receipt, registration, archiving and/or tracking of electronic and hard-copy technical data and/or other materiel from locations internal and external to ATESS;

3.7.9 Assist in the planning and coordination of projects with both stakeholders internal to ATESS and external to ATESS;

3.7.10 Creation, modification, and/or updates of documents to support design documentation and airworthiness certification;

3.7.11 Assist with care and upkeep of facilities, equipment and other materiel and advise DND personnel as early as practical in regard to any and all preventative and corrective maintenance and other actions that need to be implemented in regard to facilities, equipment and other materiel in-use in support of ATESS projects and initiatives;

3.7.12 Effectively utilize the following software packages in an Apple Macintosh operating system and/or Microsoft operating system as required to complete the above activities:

1. Microsoft Office Outlook;
2. Microsoft Office Excel;
3. Microsoft Office PowerPoint;
4. Microsoft Word;
5. Adobe InDesign;
6. Adobe Photoshop;
7. Adobe Illustrator;
8. Adobe Acrobat;
9. Adobe Flash;
10. Macromedia director; and
11. Microsoft Visio.

3.8 In addition to the requirements of the Monthly Reports (see the Deliverables section below), the Contractor's personnel shall report, verbally to the TA, any special circumstance or events affecting the provision of services or furtherance of project development.

4.0 LIMITATIONS AND CONSTRAINTS

4.1 There will be a requirement for the Contractor to access information available exclusively at Canada's facilities located at Trenton, Ont.

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

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

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

4.4 All correspondence that pertains to the Contractor and the Work, shall be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

4.5 Contractor personnel are required to possess and wear the following personal protective equipment: "green triangle" CSA-approved footwear, CSA-approved safety glasses, hearing protection with a noise reduction ratio of 25dB or greater, work gloves, CSA-approved face shield and CSA-approved respirator.

5.0 OCCUPATIONAL CATEGORY REQUIRED

5.1 The specific requirement is for the provision of services from two (2) Junior Draftspersons, and one (1) Junior Illustrator.

5.2 Junior Draftsman

The resource must have the following qualifications and experience:

- " a minimum of a secondary school graduate diploma/certificate
- " a minimum of two (2) years of experience as a Draftsperson
- " a minimum of six (6) months of experience in computer aided design (CAD)
- " a minimum of two (2) years experience within the last five (5) years creating, preparing, reviewing and correcting engineering documentation including CAD models and drawings of mechanical, electrical, and/or electro-mechanical systems relating to one or more of the following:
 - o - avionics;
 - o - stores management systems;
 - o - aircraft; and/or
 - o - aircraft mission kits and/or accessory systems.
- " a minimum of two (2) years demonstrated experience within the last five (5) years using e-mail, spreadsheet, presentation and document software applications such as Microsoft Office software programs such as Word, Outlook, Excel, Power Point and Visio.

5.3 Junior Illustrator

The resource must have the following qualifications and experience:

- " a minimum of a secondary school graduate diploma/certificate
- " a minimum of one (1) year of experience as an Illustrator
- " a minimum of one (1) year demonstrated experience within the last five (5) years using Computer Aided Design image manipulation and desktop publishing software such as Adobe Photoshop and Adobe InDesign, or similar.

" a minimum of two (2) years demonstrated experience within the last five (5) years using e-mail, spreadsheet, presentation and document software applications including but not limited to Microsoft Office software programs such as Word, Outlook, Excel, Power Point and Visio.

6.0 ESTIMATED LEVEL OF EFFORT

6.1 The estimated levels of effort are:

Required TEMS SA Occupational Categories	Estimated Level Of Effort (days)		
	Initial Period One (1) Year starting at Date of Contract Award	Option Period 1 One (1) Year	Option Period 2 One (1) Year
Junior Draftsperson	240	240	240
Junior Draftsperson	240	240	240
Junior Illustrator	240	240	240

6.2 This level of effort is only an estimation made in good faith and is not to be considered in any way as a commitment from Canada.

7.0 DELIVERABLES

7.1 Monthly Progress Reports. As a minimum, each monthly progress report must be submitted no later than 5 days prior to the end of each month, along with the invoice, and shall document the following information:

- i) All significant activities performed by the Contractor personnel during the period covered by the Progress Claim;
- ii) Status of all action/decision items, as well as a list of outstanding activities;
- iii) A description of any problems encountered which are likely to require attention by the TA;
- iv) Any recommendations relating to the conduct of the work;
- v) Total number of days charged during the covered period; and
- vi) Travel costs incurred, including all applicable receipts.

7.2 Unless otherwise specified by the TA, one (1) hard copy and one (1) soft copy of these deliverables must be provided to the TA. Soft copy deliverables must be provided via e-mail in PDF or MS Office format, or as otherwise specified.

8.0 DND SUPPORT TO CONTRACTOR

8.1 The following information, materials, and assistance will be provided if available and deemed appropriate by the TA:

- a. All available data and documents such as policy documents, directives, instructions, performance data, technical documents, project data and other data deemed necessary by the TA for the provision of services;
- b. Consultation with the TA and other departmental specialists as may be arranged by the TA; and
- c. Other information, data and assistance available and requested by the Contractor personnel subject to concurrence by the TA.

8.2 Canada may, at its sole discretion, provide special training on an "as and when required basis" to the Contractor's personnel for DND unique systems and procedures. Special training provided to the Contractor shall not be billable to Canada.

9.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

The Contractor is responsible for the pick-up and delivery to the TA of all correspondence, data, taskings, etc.

10.0 MEETINGS

10.1 The Contractor's personnel shall actively participate in any meeting related to the services

10.2 All meetings will be conducted at facilities to be provided by DND or any third party, unless otherwise requested by the TA. In the later case, the meeting must be conducted at the Contractor's facility and the Contractor must provide all facilities, resources, etc required at no additional cost to Canada.

10.3 The Contractor must maintain a history of all meetings pertaining to the Work, as well as all incremental changes to action items and submit it to the TA when requested.

11.0 TRAVEL AND LIVING

11.1 The Contractor's personnel may be required to travel outside the Quinte West region.

11.2 The requirement for any travel and trip report (content and format) will be identified by the TA. All travel will require prior approval of the TA or an authorized representative.

11.3 If required by the TA, the Contractor personnel must prepare a trip report in accordance with the current applicable AF9000+ procedures and provide it to the TA, for review and approval, no later than five (5) working days after return from the trip.

11.4 The Contractor must be paid in accordance with the Request For Supply Arrangement, Part II, Article 17.6 for pre-authorized "travel and living" expenses incurred for travel outside a radius of seventy-five (75) kilometers from the location of the Contractor's facilities to facilities identified by the TA. In all cases, travel time and "travel & living" costs for travel between Contractor's facilities and TA's work location will not be paid/reimbursed by Canada.

12.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

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

12.2 DND shall provide access to identified data bases or applications resident on DND computers or networks for the sole purpose of executing the work associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.

12.3 The provisions is 12.1 and 12.2 shall be subject to the availability of suitable DND office facilities in the Quinte West Region.

ANNEX B BASIS OF PAYMENT

Pricing Periods:

Year #1: One year period from date of contract award

Year #2: Optional Year #1

Year #3: Optional Year #2

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

Pricing Instructions:

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

Resource Category	Number of Days per Year	Per Diem Rate for Year #1	Per Diem Rate for Year #2 (option yr #1)	Per Diem Rate for Year #3 (option yr #2)
Junior Draftsperson	240			
Junior Draftsperson	240			
Junior Illustrator	240			

Travel and Living Expenses - SACC C4005C (2012-07-16)

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the **Technical Authority**.

All payments are subject to government audit.

Estimated Cost: \$5,000 per year



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
E60ZH-070002SRCL2

Security Classification / Classification de sécurité
UNCLAS

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Technical Engineering and Maintenance Services			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à :	<input type="checkbox"/>	Restricted to: / Limité à :	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	

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

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



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
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

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

☒ RELIABILITY STATUS COTE
DE FIABILITÉ
☐ TOP SECRET- SIGINT TRÈS
SECRET - SIGINT
☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL
CONFIDENTIEL
☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☒ SECRET
SECRET
☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET
☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes

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

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

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

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

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



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information /Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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NO. 734

12

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

E60ZH-070002SRCL2

Security Classification / Classification de sécurité

UNCLAS

PART 13 - AUTHORIZATION / PARTIE 13 - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

S.F. Lafrance

Title - Titre

Director Information Management
Technology Support 6

Signature

Telephone no. - N° de téléphone

(613) 990-3559

Facsimile - Télécopieur

(613) 990-3773

E-mail address - Adresse courriel

Lafrance.SF@forces.gc.ca

Date

2007-05-07

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

Name (print) - Nom (en lettres moulées)

ROBERT WATNE

Title - Titre

DPM Secur 3

Signature

Telephone no. - N° de téléphone

(613) 949-1032

Facsimile - Télécopieur

(613) 949-1069

E-mail address - Adresse courriel

Date

MAY 14 2007

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Christa Nadon

Title - Titre

Supply Specialist

Signature

Telephone no. - N° de téléphone

819 956-3829

Facsimile - Télécopieur

819 956-1432

E-mail address - Adresse courriel

Christa.Nadon@PWGSC.gc.ca

Date

June 15, 2007

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

Name (print) - Nom (en lettres moulées)

David Winger

Title - Titre

Contract Security Officer

Signature

Telephone no. - N° de téléphone

(613) 948-1643

Facsimile - Télécopieur

(613) 948-1762

E-mail address - Adresse courriel

david.winger@pwgsc.gc.ca

Date

June 13, 2007

Security Classification / Classification de sécurité

UNCLAS

TS65CT 250-02 (2004/12)

Canada

UNCLASSIFIED

Security Guide To E60ZH-070002SRCL2

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

DND Personnel:

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

Industrial Personnel:

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

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