



**Royal Canadian Mounted Police  
Gendarmerie Royale du Canada**

**RETOURNER LES  
SOUMISSIONS A:  
RETURN BIDS TO:  
Bid Receiving/Réception des  
sousmissions**

Procurement & Contracting Services  
73 Leikin Drive,  
Visitor Center - Building M1  
Mailstop # \_15  
Ottawa, ON K1A 0R2  
Attention: [Sonya Dupont \(613\) 843-3798](#)

**Request for a Standing Offer  
Demande d'offre à commandes**

RCMP hereby requests a Standing Offer on behalf of the Identified Users herein.

GRC autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments – Commentaries  
Vendor/Firm Name and Address  
Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Telephone No.  
no de téléphone:**

<b>Title-Sujet</b> Performance of Pre-employment Polygraph (PEP) Examinations	
<b>Solicitation No. - No. de l'invitation</b> 201400398	<b>Date</b> June 10 <sup>th</sup> , 2013
<b>Client Reference No. - No. De Référence du Client</b>	
<b>Solicitation Closes - L'invitation prend fin</b> at 2:00 PM EDT on July 23 <sup>rd</sup> , 2013	
<b>F.O.B. - F.A.B.</b> See Herein Voir aux présentes	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Diane Perkins	
<b>Telephone No. - No de téléphone</b> (613) 843-5904	<b>Fax No. - N° de FAX:</b> (613) 825-0082
<b>Destination of Goods and Services: Destinations des biens et services:</b> See Herein Voir aux présentes	
<b>Delivery Required - Livraison exigée:</b> See Herein Voir aux présentes	<b>Delivery Offered - Livraison proposée</b> See Herein Voir aux présentes
<b>Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
_____	_____
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirement Checklist.

### **2. Summary**

The Royal Canadian Mounted Police (RCMP) is seeking to establish Standing Offer Agreements to perform polygraph examination services on an 'as and when required' basis in accordance with established protocol and procedures as per the Statement of Work attached at Appendix "A".

This Request for Standing Offer (RFSO) is intended to issue Standing Offer Agreements to the top three responsive Offers.

The resulting Standing Offer Agreements will be from Standing Offer Agreement issue date to March 31<sup>st</sup>, 2014 with an irrevocable option to extend for up to two (2) additional one (1) year periods.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).



### **3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### **4. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this RFSO is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this RFSO, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01 – Code of Conduct and Certification – Offer of 2006 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2. Submission of Offers**

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile and/or electronic mail to the RCMP will not be accepted.

### **3. Enquiries - Request for Standing Offers**



All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (three hard copies)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1. Technical Evaluation**

##### **Interpretation of Personnel Requirement by the Evaluation Team**

- a. The statements and requirements in this article apply to the Mandatory and Point-Rated personnel information.
- b. To demonstrate the experience of personnel (i.e. resources), the Offeror must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Offeror is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
- c. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are



related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.

- d. The Offeror is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- e. The Offeror is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
  - (i). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
  - (ii). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
  - (iii). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
- f. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFSO". In the event that the RFSO closing date is changed after the initial publication of the RFSO, the Offeror may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
- g. Phrases such as "experience working as an Instructor" (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFSO.
- h. Phrases such as "experience dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

### **1.1.1 Mandatory Technical Criteria**

#### **Instructions to Offerors for responding to mandatory criteria:**

- a. From the dates in month/year; Offerors are encouraged to calculate the number of months and insert the total number of months in brackets. (For example: January 2006 to March 2006 (3 months))
- b. The Offeror must have completed at least one polygraph exam in each month to claim one month's experience.





- c. To demonstrate resource experience the Proposed Resource must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the technical evaluation.

The following are the Mandatory requirements that must be met by each Offeror/Proposed Resource.

**Definitions:**

**Reverse Control Interviewing Technique** – A special investigative interviewing technique designed to ferret out previously undisclosed information.

**MANDATORY CRITERIA:**

Criterion	Description	Met/Not Met	Substantiation
<b>M1</b>	The proposed resource must possess a valid Canadian Association of Police Polygraphists' (CAPP) membership. <b>Must provide a copy of membership at time of bid submission.</b>		
<b>M2</b>	The proposed resource must possess a certification obtained upon the successful completion of a polygraph training program provided by either the Canadian Police College Polygraph School or any equivalent* training program. <b>Must provide a copy of certificate at time of bid submission.</b>  *A request for equivalency must be submitted for review to the Standing Offer Authority a minimum of ten (10) calendar days prior to closing for evaluation. Any equivalency request received after this date will not be considered.		
<b>M3</b>	The proposed resource must possess a minimum of twelve (12) months demonstrated experience conducting polygraph examinations as a certified polygraph examiner.		
<b>M4</b>	The proposed resource must possess a minimum of twelve (12) months demonstrated experience conducting Pre-employment Polygraph (PEP) examinations using the 'Reverse Control Technique'. <b>OR</b>		



Criterion	Description	Met/Not Met	Substantiation
	<p>a well justifiable equivalent* PEP examination, utilizing similar techniques as the 'Reverse Control Technique'.</p> <p>*A request for equivalency must be submitted for review to the Standing Offer Authority a minimum of ten (10) calendar days prior to closing for evaluation. Any equivalency request received after this date will not be considered.</p>		

**1.1.2 Point Rated Technical Criteria**

Each Technical Proposal that meets all Mandatory Requirement specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

1.1.2.1 Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.

1.1.2.2 Offeror must achieve the minimum overall pass mark to be considered compliant: 35/50

**POINT RATED CRITERIA:**

Item	Description	Maximum Score	Score	Substantiation
<b>R1</b>	<p>The proposed resource has demonstrated experience conducting polygraph examinations as a certified polygraph examiner.</p> <ul style="list-style-type: none"> <li>➤ &lt; 25 PEP exams = 0 points</li> <li>➤ +26 to 100 PEP exams = 5 points</li> <li>➤ +100 to 200 PEP exams = 10 points</li> <li>➤ +200 to 300 PEPexams = 15 points</li> <li>➤ +300 to 400 PEP exams = 20 points</li> <li>➤ &gt;400 PEP exams = 25 points</li> </ul>	<b>25</b>		
<b>R2</b>	<p>The proposed resource has demonstrated experience conducting PEP examinations using the 'Reverse Control Interviewing Technique' <b>OR</b> a well justifiable equivalent* PEP examination, utilizing similar techniques as the 'Reverse Control Technique'.</p>	<b>25</b>		



	<ul style="list-style-type: none"> <li>➤ &lt; 25 PEP exams = 0 points</li> <li>➤ +26 to 100 PEP exams = 5 points</li> <li>➤ +100 to 200 PEP exams = 10 points</li> <li>➤ +200 to 300 PEP exams = 15 points</li> <li>➤ +300 to 400 PEP exams = 20 points</li> <li>➤ &gt;400 PEP exams = 25 points</li> </ul> <p>*A request for equivalency must be submitted for review to the Standing Offer Authority a minimum of ten (10) calendar days prior to closing for evaluation. Any equivalency request received after this date will not be considered.</p>			
Maximum Points Available		<b>50</b>		
Minimum Pass Score (70%)		<b>35</b>		

**2. Basis of Selection**

**2.1 Basis of Selection – Highest Rated Within Budget**

2.1.1 To be declared responsive, an offer must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 70% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.

2.1.2 Bids not meeting (a) or (b) and (c) will be declared non responsive.

2.1.3 The three (3) responsive offerors with the highest number of points will be recommended for issuance of a standing offer, provided that the total evaluated price does not exceed the budget available for this requirement.

2.1.4 In the event of a tie on points, the Offeror with the lowest price will be recommended for issuance of a standing offer, provided that the total evaluated price does not exceed the budget available for this requirement.

**2.2 Maximum Funding**

The maximum funding available for these Standing Offer(s) resulting from the bid solicitation is \$30,000.00/year for a total of \$90,000.00 for three (3) years (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

**PART 5 - CERTIFICATIONS**



Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror 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 Standing Offer Authority for additional information will also render the offer non-responsive.

## **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

### **1.1 Code of Conduct and Certifications - Related documentation**

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

## **2. Additional Certifications Precedent to Issuance of a Standing Offer**

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

### **2.1 Federal Contractors Program – Certification**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.



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

The Offeror 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, and/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;
- c.( ) is subject to the requirements of 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;
- d.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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

**2.2 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.

**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, 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**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the



Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

## **PART 6 - SECURITY REQUIREMENTS**

### **1. Security Requirement**

1.1 Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror'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 7A - Standing Offer;
- (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

- 2.1** The Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract, EACH hold a valid RELIABILITY STATUS clearance, granted or approved by the Personnel Security Unit of the Royal Canadian Mounted Police.
- 2.2** Offeror personnel will be escorted in specific areas of the facility or site as and where required by Royal Canadian Mounted Police (RCMP) personnel or those authorized by RCMP to do so on its behalf.
- 2.3** The Offeror must comply with the provisions of the Security Requirements Check List, attached at Annex "C", and forming part of this contract.
- 2.4** The Offeror SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

Revision to Departmental Name: As this Standing Offer and resulting contract(s) are issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

### **3.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 Code of Conduct and Certifications – Standing Offer of 2005 referenced above is amended as follows:

Delete subsection 11.4 in its entirety.

### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer.

The Offeror must provide this data in accordance with the template to be provided at Standing Offer award. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

## **4. Term of Standing Offer**

### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to March 31<sup>st</sup>, 2014.

### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to an additional two (2) one-year periods, under the same conditions and at the rates or prices





specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**5. Authorities**

**5.1 Standing Offer Authority**

The Standing Offer Authority is

Name: Diane Perkins  
Title: Senior Contracting Officer  
Organization: Royal Canadian Mounted Police  
Address: 73 Leikin Drive, Bdg. M1, 4<sup>th</sup> Floor, Mailstop #15, Ottawa, ON K1A 0R2  
  
Telephone: 613-843-5904  
Facsimile: 613-825-0082  
E-mail address: diane.perkins@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Project Authority**

The Project Authority for the Standing Offer is:

***(To be provided upon award of Standing Offer)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.



### 5.3 Offeror's Representative

The Offeror's Representative for the Contract is: *(To be provided upon award of Standing Offer)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Offeror's Representative is the resource at the Contractor's management level who can be contacted concerning technical and/or administrative issues under the Contract.

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Project Authority.

### 7. Call-up Procedures

7.1 Multiple Standing Offers: The SO Holder acknowledges that multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among the SO Holders in accordance with the methodology described below.

7.2 Only authorized Call-ups to be accepted.

7.3 Any call-up for Work against this Standing Offer will be processed as follows:

- a) The Project Authority will provide the Offeror with the following information:
  - i. the name and coordinates of each participant, if applicable
  - ii. the schedule deemed acceptable by the identified User, if applicable.
- b) The Firm price per examination will be established in accordance with the Basis of Payment, attached hereto as Annex "B"
- c) The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a 942 form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

7.4. Supplier Selection Methodology - Rotational Basis

Call-ups will be issued on a rotational basis per requirement.

7.5 A call-up made against this Standing Offer shall form a contract only for those goods or services, or



both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

#### **8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form 942, "Call-up Against a Standing Offer."

#### **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

#### **10. Financial Limitation**

The total cost to Canada resulting from call-ups against the Standing Offer(s) must not exceed the sum of \$ tbd CAD (Goods and Services Tax or Harmonized Sales Tax extra) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

#### **11. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2013-04-25), General Conditions - Higher Complexity - Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_

#### **12. Certifications - Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### **13. Status and Availability of Resources**



If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

#### **14. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

#### **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

##### **1. Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

##### **2. Standard Clauses and Conditions**

###### **2.1 General Conditions**

2035 (2013-04-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

##### **3. Term of Contract**

###### **3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

##### **4. Payment**

###### **4.1 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 \$     tbd    . Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **4.2 Method of Payment - 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.

#### **5. Travel**

a) 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 outside of a radius of 50 kilometres of the immediate area of the RCMP, 4225 Dorchester Boulevard, Montreal Quebec shall be reimbursed with prior authorization from the Project Authority.

All payments are subject to government audit.

- b) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of any resulting Standing Offer and (or) Call-up.
- c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any travel expenses for travel between the Contractor's and/or its proposed resource's place of business and the RCMP, 4225 Dorchester Boulevard, Montreal Quebec.
- d) Only original receipts will be accepted from contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

#### **6. Disbursement**

Disbursements (photocopying, office expenses, Telephone calls, etc.) are included in the above costs.

#### **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 (if applicable);
- (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 (if applicable).

- 7.2** Invoices must be distributed as follows:

- (a) The original must be forwarded to the Project Authority for certification and payment and one (1) copy must be forwarded to the Standing Offer Authority.

## **8. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **9. Cancellation**

A cancellation fee of two hundred fifty dollars (\$250.00) will apply for each examination canceled by the RCMP on day scheduled, or if justification exists that the applicant is deemed 'unsuitable' for testing during interview.



**ANNEX "A"**  
**STATEMENT OF WORK**

**PROJECT TITLE**

Performance of Pre-employment Polygraph (PEP) Examinations

**BACKGROUND**

The Royal Canadian Mounted Police (RCMP) Technical Operations Directorate provides direct operational support, management, advice and policy in technical and specialized areas of policing for the purpose of enabling front-line police officers and their respective partners to maintain the peace, order and safety of Canadian citizens against criminal and terrorist activity.

**OBJECTIVE**

To obtain professional services of polygraph examiners who are capable of meeting the standards and the requirements of the RCMP, and are responsive to the demands of RCMP recruiting offices located at the RCMP, 4225 Dorchester Boulevard, Montreal Quebec. The work of the Contractor, upon receiving direction from the RCMP Project Authority will be to ensure all Regular Member applicants are polygraph tested on an 'as and when required' basis. The polygraph examinations are to be conducted in accordance with the RCMP protocol and procedures outlined in the Truth Verification Section (TVS) Standard Operating Guidelines (SOGs), PEP Manual and Directed Lie Screening Test Examiner Guidelines to be provided after contract award.

**OUTPUT/DELIVERABLES**

As directed by the RCMP Project Authority, on an 'as and when required' basis, the Contractor will perform polygraph examination services in accordance with the established protocol and procedures. In providing these services, the Contractor shall:

- 1) Contact the applicant to set-up an interview for examination.
- 2) Attend the specified Work Location in accordance with the direction received from the RCMP Project Authority and review the applicants file;

At time of Interview the Contractor shall:

- 3) Determine the suitability of the applicant to undergo a polygraph examination. Medical questions to be provided by the RCMP;
- 4) Perform a pre-examination interview with the applicant. These interviews will include a specific range of pre-established and approved questions provided by the RCMP and utilize the 'reverse control technique';
- 5) Administer the polygraph examination;
- 6) Evaluate the results of the examination and perform a post-examination interview if the results are considered uncertain and require clarification; and



- 7) Complete a report on the results of the pre-examination, and post-examination results immediately and thereafter submit to the RCMP Project Authority. Report template to be provided by the RCMP.

**SERVICE LEVELS:**

Regular Quality Assurance (QA) Reviews of randomly selected PEP exams will be conducted by an independent reviewer contracted by the RCMP. Approximately 25% of the PEP exams will be reviewed for QA. The PEP examinations sent for review will be selected by the OIC Truth Verification or his/her delegate. The purpose of the QA reviews is to insure that contractor are following the PEP examination procedures as set out in the TVS Standard Operating Guidelines (SOGs) and the Directed Lie Screening Test-Examiner Guidelines.

The QA reviews will be evaluated against criteria contained within the TVS Standard Operating Guidelines (SOGs). The QA reviewer will prepare a detailed report outlining any issues (positive and negative) which have been identified during the review. The QA review will consist of a review of all aspects of the PEP examinations and will be based on the following:

- 1) Review of the recorded video of the entire PEP examination which includes the interaction and conversation between the examiner and the applicant.
- 2) Review of the written report prepared by the examiner.
- 3) Review of the polygraph charts of the PEP examination.
- 4) Review of the various forms completed by the examiner.
- 5) Review of the time spent by the examiner conducting the PEP examination.
- 6) Review of the questioning techniques used by the examiner during the PEP examination.

The QA reviewers report will be assessed based on a numeric score out of a total of 100 points. (i.e. if there were no negative issues identified by the QA reviewer, then the score would be 100). 75 and above out of 100 will be considered a passing score.

Remediation will be provided throughout the process however if a contractor receives a total of three (3) QA reviews with a score of less than 75% (0% to 74%), the RCMP Project Authority reserves the right to no longer issue future call-ups to that contractor. **(Scores will range from "0" to the stated maximum score for each issue.)**

**NOTE:**

**The Consent Forms, General questions, Applicant Examiner Question Booklet and Polygraph Report template to be provided to the Contractor by the RCMP.**





<b><u>PEP Quality Assurance</u></b>		
<b><u>Review Template</u></b>		
<b>Issue</b>	<b>Description</b>	<b><u>Score</u> <u>(Max)</u></b>
<b>A</b>	Introduction: Examiners must follow the structured RCMP PEP pre-examination.	<b><u>/3</u></b>
<b>B</b>	Consent Forms: Examiners must present/explain all PEP consent forms during the appropriate stages of the pre-examination.	<b><u>/2</u></b>
<b>C</b>	Background: General questions	<b><u>/3</u></b>
<b>D</b>	Explanation of Instrument: All examiners should present the Chocolate Crumb Analogy (as outlined in the SOGs) prior to developing the questions in the Examiner's Question Booklet.	<b><u>/2</u></b>
<b>E</b>	Development of Applicant Examiner Question Booklet: All examiners must properly develop the questions in the applicant's question booklet utilizing the reverse control technique.	<b><u>/30</u></b>
<b>F</b>	Question Review/Test Procedure: Thoroughly review all relevant questions as outlined in the RCMP PEP manual. Present directed lie control questions as outlined in the RCMP PEP manual. Follow review order as outlined in the RCMP PEP manual. Relevant question formulation/wording for Subtest A, B, and C must follow the guidelines as set out in the RCMP PEP manual.	<b><u>/15</u></b>
<b>G</b>	Double Verification Test (DVT) (Demonstration Test): Conduct the directed lie acquaintance / demonstration test using numbers on paper as outlined in the RCMP PEP manual.	<b><u>/5</u></b>
<b>H</b>	In-Test Procedure: Includes total time spent conducting the PEP examination.	<b><u>/5</u></b>
<b>I</b>	Scoring: Utilize the Empirical Scoring System (ESS) scoring system as outlined in the Directed Lie Screening Test – Examiner Guide – 2012-07-05.	<b><u>/10</u></b>



**Royal Canadian Mounted Police**  
**Gendarmerie Royale du Canada**

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of Canada

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<b>J</b>	All examiners must follow the structured Directed Lie Screening Test (DLST) format as outlined in the RCMP PEP manual.	<b><u>/5</u></b>
<b>K</b>	Post Examination Interview: Post examination interviews should be non-accusatory/non-confrontational. Post examination interviews should serve as a means of flushing out deliberately concealed information.	<b><u>/10</u></b>
<b>L</b>	Polygraph Report: Examiners must complete an accurate, detailed polygraph report written in narrative format.	<b><u>/10</u></b>
	Total Score	/100



### **TIME LIMITS**

Once a call-up against a Standing Offer is issued by the RCMP Standing Offer Authority, the Contractor will complete PEP examination(s) within a four week (4) period.

### **CLIENT SUPPORT**

The RCMP Project Authority shall be responsible for providing the Contractor with access to the respective Work Locations as well as a secure site therein, the requisite equipment required to perform the examination, and all necessary background material and documentation required to perform the work in accordance with the contract.

The following background material and documentation to be provided upon contract award:

- 1) RCMP Standard Operating Guidelines
- 2) The PEP Manual
- 3) The Directed Lie Screening Test Examiner Guidelines

### **CONSTRAINTS**

The proposed resource must have knowledge of the Directed Lie Screening Test or be prepared to learn it on their own time. This information to be provided after contract award.

### **WORK LOCATION**

It is anticipated that the majority of the work will be performed at the RCMP, 4225 Dorchester Boulevard, Montreal Quebec.

### **LANGUAGE**

The proposed resource must possess the ability to communicate in both official languages.



**ANNEX B BASIS OF PAYMENT**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

The financial proposal shall be a Firm Per Examination Rate reasonably and properly incurred in the performance of the Work, determined in accordance with the Basis of Payment detailed below. Harmonized Sales Tax is extra, if applicable.

Period of Contract	Proposed Resource	Estimated number of Examinations	Per Examination Rate	Total Price
<b>Contract award to March 31<sup>st</sup>, 2014</b>		<b>60</b>	\$	\$
<b>Option Year 1: April 1<sup>st</sup>, 2014 to March 31<sup>st</sup>, 2015</b>		<b>60</b>	\$	\$
<b>Option Year 2: April 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2016</b>		<b>60</b>	\$	\$
<b>Total Estimated cost for Evaluation Purposes:</b>				\$



ANNEX "C"  
SECURITY REQUIREMENTS CHECK LIST

Annex "C"



Contract Number / Numéro du contrat 201400398
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 Royal Canadian Mounted Police		2. Branch or Directorate / Direction générale ou Direction Tech Ops/CPCMEC/BSB - Truth Verification Section
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 Standing Offer to conduct RCMP Pre Employment Polygraph tests in Montreal, Quebec.		
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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	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:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input 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



Royal Canadian Mounted Police  
Gendarmerie Royale du Canada



Government  
of Canada

Gouvernement  
du Canada

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**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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada

Carman

Royal Canadian Mounted Police  
Gendarmerie Royale du Canada



Government  
of Canada

Gouvernement  
du Canada

Solicitation No./ No de l'invitation:  
201400398

Government  
of Canada / Gouvernement  
du Canada

Contract Number / Numéro du contrat 201400398
Security Classification / Classification de sécurité

**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	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).

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**Canada**

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**ANNEX "D"**  
**STANDING OFFER REPORTING REQUIREMENTS**

In accordance with Article 3.2 of the Standing Offer, the Offeror must report on a quarterly basis by electronic means the following information:

<b>The Offeror must complete all of the data fields identified below, as applicable.</b>			
<b>Standing Offer Number:</b>			
Reporting Period: _____ to: _____			
Call-up number	Date of Call-up and amendment(s) (if applicable)	Value of Call-up GST/HST excluded/Value of amendment GST/HST excluded (if applicable)	GST/HST