

Request for Pre-Qualification (RFQ)
Architectural, Engineering and Consultancy Services
For Building Renovations for the Cabin Comfort & Environment Research Facility
in Ottawa, Ontario

Qualifications shall be submitted no later than the
4th of November 2013 at 2:00 PM (Eastern Time)

A) Contracting Authority / Client:

A.1) Contracting Authority / Client:

National Research Council Canada (NRC)
Administrative Services and Property Management
Address: 1200 Montreal Road, Ottawa, ON, K1A 0R6, Canada
Phone: +1 (613) 993-9137
Fax: +1 (613) 957-9828
Working Hours for Receiving Proposals: Monday to Friday from 9:30 am to 4:00 pm (Eastern Time)

A.2) Representative for the Contracting Authority

National Research Council Canada (NRC)
Administrative Services and Property Management
Ms. Melody Ellis (Melody.Ellis@nrc-cnrc.gc.ca)
Phone: +1 (613) 993-4461
Technical, legal or administrative questions: in writing only to the e-mail address above.

B) Introduction

By this RFQ, the National Research Council Canada (NRC) intends to pre-qualify a maximum of three architectural and engineering design teams ("Proponents") to be invited to submit a tender package for the project, titled, "Building Renovations for the Cabin Comfort & Environment Research (CCER) Facility." This RFQ is the first part of a two part process. The second part of the process will be to issue an RFP to the Proponents qualified as a result of the RFQ.

This call for RFQ is open to all interested and qualified Architectural Firms and Professional Engineering Consultants who wish to be considered for this project as detailed herein. Interested firms should follow the details of this document closely when responding to this request.

This call for RFQ outlines the scope of the required work, responsibilities of the Proponents, requirements for the RFQ submission, the selection process and related conditions and specifications. The NRC reserves the right, in its sole discretion, to disqualify Proponents who fail to provide all mandatory information as required by this call for RFQ.

The information contained in the call for RFQ is intended to provide interested parties with a general overview of the work required. Nothing in this document should, in any way, be construed to be a condition or term of the yet to be issued Request for Proposal Document. The NRC reserves the right, in its sole discretion, to change the scope or conditions of the program and this procurement, in any manner, or to discontinue the call for RFQ process completely.

B.1) Our Organization

The National Research Council Canada is the Government of Canada's premier organization for research and development. NRC partners with Canadian industry to take research impacts from the lab to the marketplace, where people can experience the benefits. The project described herein is directed by the NRC Aerospace Portfolio located on the same campus where the work will occur. More information is available at <http://www.nrc-cnrc.gc.ca/eng/index.html>.

C) Project:

C.1) Location and General Description of the Building:

The area of work is located on the NRC Campus located near 1200 Montreal Road, Ottawa, Ontario, K1A 0R6, Canada. The building located in the area of work is located at approximately 45°27'4.14"N and 75°37'16.10"W ("Building M22").

Construction activities include site work, additions, and renovations to Building M22. Site work includes grading, parking, receiving lane, lighting, and minimal landscaping. Additions include one- to two-story free-standing buildings attached to Building M22. Renovations include construction of masonry walls, gypsum walls, washrooms and associated fixtures, electrical panels, lighting, receptacles, office furniture, stairs, doors, kitchen and associated fixtures, exam rooms, vestibule, entrance, and various laboratory spaces. Laboratory spaces will include rough-ins for mechanical, electrical and plumbing.

Proponents will be required to attend at least one (1) vendor pre-qualification information meeting. Two (2) vendor information meetings are scheduled for:

- October 3rd, 2013 at 2:00 PM
- October 4th, 2013 at 2:00 PM

Proponents are to meet in the Large Conference room of Building M22. A site visit will follow each vendor information meeting.

C.2) General Objectives of the Project:

The general objectives fixed by the Client for this project are as follow, in priority order:

- Develop three laboratory spaces for the purposes of conducting aircraft cabin human factors work. The laboratory spaces will support facilities to be installed by Client, which includes
 - Aircraft cabin simulator
 - Man-rated vibration platform

- Develop mechanical and electrical services to laboratory spaces and entire area of work.
- Develop two control rooms for the purposes of monitoring human factors research and laboratory equipment
- Develop four medical exam rooms that double as change rooms.
- Develop vestibule, entrance, loading docks, building mechanical and electrical services, and general architectural features to support the above.

C.3) Program of the Project:

The program includes the following items:

- Develop preliminary, conceptual, detailed design and contract documents
- Obtain Class "B" Cost estimate upon completion of detailed design documents (procured by the Client)
- Obtain geotechnical services (procured by the Client)
- Demolition of existing mechanical and electrical services
- Technical renovation (HVAC, electrical, lightings, etc)
- Creation of new loading dock
- Creation of new second floor within two-storey space
- Creation of two additions for entrance and second loading dock
- Creation of asphalt parking lot for 22 spots
- Creation of new exterior exits to comply with National Building Code
- Rough ins for security and data lines to be installed by the Client after substantial completion
- Contract Administration and Site Reviews

All drawings are to be completed with AutoCAD 2006 or newer. All dimensions will be metric.

The Client has developed a preliminary design brief of the project which includes a conceptual drawing to detail his needs. The preliminary design brief will be provided to the Qualified Bidders retained as a result of this Request for Qualifications process.

The Client has commissioned a structural review and a hazardous material review of Building M22. The reports of these reviews will be provided to the Qualified Bidders retained at the end of the Request for Qualifications process.

C.4) Budget for the Project:

The projected budget to carry out the works of whole program defined by the Client is expected to be between **\$2,448,100 CAD and \$5,520,000 CAD** inclusive of tax ("Construction Cost"). The final budget will be determined prior to Proponents invited to submit a tender bid package.

C.5) Schedule for the Project:

The projected schedule for all works is set to 22 months inclusive of holidays.

The projected date for work start is **January 2nd, 2014**.

The construction contract documents are set to be completed by **March 31st, 2014**.

Contractor award date is set to be **May 31st, 2014**.

C.6) Constraints of the Project:

The project will be done within an occupied building, which shall function normally during the entire works, and security requirements shall be maintained on the Campus also during the work phase.

Based on the age of the building, hazardous materials may be discovered during the course of the works.

The Contractor will have to refer to the representative for the Contracting Authority for everything, including and especially for the acceptance of each phase, step and completion of services and works.

C.7) Intellectual property

Background Information used and/or provided to the Awardee for the performance of the work and Foreground Information developed by the Crown used and/or provided to the selected Proponent shall be owned by the Crown.

Under the Crown Procurement Contract, the Crown may own the Foreground where the Foreground consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

D) Qualifications and organization required for the Proponent Team:

In order to carry out the entire project (see B.2 & B.3), the team will need to have the following qualifications:

- Architectural qualifications to perform interior remodelling for common spaces, washrooms, laboratory rooms, exam rooms, and exterior elements design for the two additions. Architect(s) and respective architectural firm(s) are to be licensed under the Ontario Association of Architects (OAA).
- Structural / Civil Engineering qualifications in order to be able to design a new interior second floor and addition to the existing building.
- Mechanical, Electrical and Plumbing qualifications to renovate the existing building to include new washrooms, lighting, mechanical and electrical hook-ups for laboratory spaces.
- All engineers and respective firm(s) are to be licensed under the Professional Engineers Ontario.

- Administrative, authorizations, and relationship with the Local Authorities qualifications so all the needed approvals will be obtained on time.
- Advance knowledge in the following fields: Accessibility design and equipment, life safety system (fire alarm, sprinkler system, standpipe system), landscaping, interior design, and earthquake codes.
- The personnel requiring access to PROTECTED information, assets or sensitive work site(s) must have the ability to hold a valid RELIABILITY STATUS, granted or approved by NRC. Personnel is not required to hold this status as part of the submitted package (refer to the attached "Personnel Screening, Consent and Authorization Form" for details).

The organization of the team to reach the goals of the operation with its constraints is crucial. The Client is looking for more than an architect with consultants, but a multidisciplinary team who has proven experience working with the architect on similar projects. The design team will demonstrate this experience by documenting previous work experiences in the areas of:

- Government work
- Commercial Buildings
- Aerospace applications
- Building renovations
- Building selective demolitions

All team members must be able to be on site (Building M22) within two hours when required. Proponents need to explain in their response how this requirement will be reached.

The representative of the team to the Client will be the Architect and will be responsible for the work for the entire team. Or, if all team members are from the same firm, the Client will allow an engineer to act as the representative of the team to the Client. The representative will have meetings and discussions with the Client very frequently during the design phase. The other members of the team will have meetings with the Client as necessary.

The description of the role of each member of the team, the coordination of their contribution at every step of the project is an important aspect for the Client to insure the capacity of the team to answer globally to the objectives of the project. The submission shall include a resume of each key team member and will include:

- Full name
- Work title
- Professional credentials
- Education history
- Work experiences
- Security clearance

E) Submission Requirements:

The Proponent shall produce a RFQ package to be submitted to the Contracting Authority with the following information clearly marked on the outside of the package:

- Name of the Proponent
- Title #2014-RFQ-01

The package shall include one (1) original and three (3) copies of the RFQ. Each submission shall have a minimum font size of 11 and be no more than ten (10) pages, exclusive of covering letter, resumes and references. In addition, Proponents are requested to send an e-copy of the response to the Contracting Authority.

The NRC may, in its sole discretion, disqualify Proponents who fail to meet the requirements of the RFQ call.

The NRC reserves the right to revise this RFQ call prior to the due date. Revisions will be faxed or e-mailed to all potential proponents who have registered to receive the RFQ document. The NRC reserves the right to extend the submission date.

The NRC will not reimburse any proponent for any costs associated with the preparation of this RFQ.

The Personnel Screening, Consent and Authorization Form (see attached) will not need to be included in the submission.

The RFQ package should include the following documents in order to demonstrate that the team is qualified for the project:

E.1) Cover Letter

This letter (in first page of the whole document) shall be a letter transmitting the response of the Contracting Authority and stating that the personnel identified in the proposal will remain the same if invited to respond to the RFP. This letter has to express in writing the official interest of the Proponent Team for this project. At least one copy of this letter shall contain the original signature of partner, principal, or officer of the Proponent.

E.2) Team/Firm Information

This section must contain the firm name, addresses, and telephone numbers of all firms within the Proponent Team. Each firm should list:

- structure of firm
- years firm has been in business
- name of principals in firm
- primary contact
- organizational description
- description of firm's philosophy

- the name, experience and qualifications of key personnel
- resumes of key personnel including the project manager

The document must include the means of which the team or firm will use to carry out its services. This includes the material and human resources with the resumes of the main/key people in charge of and will be working on the project including the competences presented (qualifications, degrees, etc).

E.3) Legal, financial and administrative information

The Proponent will need to show proof that he has the ability to obtain professional liability coverage with an insurance company licensed to do business in Ontario with limits of coverage no less than \$2,000,000. There shall be no charge to the Client for such professional liability insurance coverage. If the Proponent is recommended for Award, the Candidate will provide proof of insurance using the attached document within seven (7) days of notification of Interest to Award. A copy of the policy must be submitted indicating that NRC has been added as an additional insurer.

E.4) Summary of Similar Projects

The Proponent must show a summary of similar projects previously or currently undertaken by the entire Proponent Team. The Proponent should not include Projects that was not undertaken by the entire Proponent Team.

The submission package should include at least one reference from past client(s) of whom the entire Proponent Team provided architectural and engineering services.

E.5) Other Information

Other pertinent data deemed important by the Proponent may be included in the RFQ submission. Proponents are encouraged to review Section F to determine which information should be included.

F) Evaluation of Submissions

The evaluation of the RFQ submissions will be based on the consultant's ability to complete the project on time, within budget, with a minimum of risk and to perform in accordance with the specifications. This will be based on the Proponent's submission which will be evaluated by the NRC using the information submitted by each Proponent.

The ranking will be carried out using the criteria listed below. Each item will be scored out of a total of 5 with the least positive score of 1 and best qualified score of 10. A score of 0 will be assigned if the criterion was not addressed in the submission. The total will be multiplied by a weighting factor as indicated and reflecting the relative importance of the criteria item. The total scores will be added together and the top three (3) highest scoring Proponents will be invited to respond to a RFP.

F.1) Mandatory Requirements

M.1	All team members and firms available to meet in person at Building M22 within two hours' notice	YES or NO
M.2	Statement that all key personnel able to obtain Reliability Status Security Clearance	YES or NO
M.3	All identified project experience was completed by the ENTIRE team	YES or NO
M.4	Proponent attended at least one (1) vendor information visit	YES or NO
M.5	Identified at least one licensed architect and one licensed engineer in each of the four trades: structural, civil, mechanical and electrical.	YES or NO
M.6	Proof of Professional liability coverage to \$2,000,000.00	YES or NO

Specific mandatory information must be included with the submission and failure to include such information may, at the discretion of the NRC, cause the RFQ submission to declared incomplete and so rejected.

F.2) Specialized Experience and Technical Competence

	Criteria	Weighting	Score (0-10)	Weighted
A.	<i>Quality of Submission</i>			
A.1	Clear concise response to the RFQ Submission	10%		
B.	<i>Specialized Experience and Technical Competence</i>			
B.1	Experience of the Project Manager and Team Members			
B.1.1	Licensed Lead Architect	6%		
B.1.2	Licensed Lead Structural Engineer	6%		
B.1.3	Licensed Lead Civil Engineer	6%		
B.1.4	Licensed Lead Mechanical Engineer	6%		
B.1.5	Licensed Lead Electrical Engineer	6%		
B.2	Proponent's Experience in Similar Type of Projects	20%		
B.3	Knowledge and Experience with Federal Requirements	10%		
C.	<i>Performance</i>			
C.1	Ability to Meet Schedules and Deadlines	10%		
C.2	Quality of reference letter(s) from previous clients	10%		
D.	<i>Capacity and Capability of Firm to Perform Work</i>			
D.1	Professional Skills of Project Manager and Key Personnel	5%		
D.2	Overall Quality of Proponent Team & Resources	5%		
	Weighted Total	100%		

The evaluation committee will review and evaluate all submissions independently and the average of the rankings will be used for the overall score. The following rating system will be used when determining how the Proponent's submission covered each of the criteria:

NON RESPONSIVE	VERY POOR	WEAK	AVERAGE	SUPERIOR
0 points	1 – 2 point	3 – 5 points	6 – 8 points	9 – 10 points
<ul style="list-style-type: none"> ▪ Did not submit information which could be evaluated 	<ul style="list-style-type: none"> ▪ Does not meet the requirement ▪ Weaknesses can't be corrected ▪ Proponent lacks qualifications and experience ▪ Team proposed is not likely able to meet requirements ▪ Sample projects not related to this project's needs ▪ Unacceptable 	<ul style="list-style-type: none"> ▪ Lacks details ▪ Weaknesses can be corrected ▪ Proponent generally lacks qualifications and experience ▪ Team is weak – either missing component or overall experience is weak ▪ Sample projects generally not related to this project's need ▪ Little capability to meet performance requirements 	<ul style="list-style-type: none"> ▪ Satisfies requirement ▪ No significant weaknesses ▪ Proponent is qualified and experienced ▪ Team covers all components and will likely meet requirements ▪ Sample projects generally related to this project's needs ▪ Average capability, should be adequate for effective results 	<ul style="list-style-type: none"> ▪ More than satisfies requirement ▪ No apparent weaknesses ▪ Proponent is well qualified and experienced ▪ Strong team – some members have previously worked together ▪ Sample projects directly related to this project's needs ▪ Superior capability, should ensure effective results

The names of the Proponents pre-qualified as a result of this RFQ will be made public in due course.

G) Non-Exclusive

The NRC reserves the right to accept or reject any or all submissions.

The NRC has the right to change the dates, schedule, deadlines, process and requirements described in this RFQ; to change the limits and scope; to cancel or abandon this process for any reason, without incurring any liability for costs and damages incurred by any respondent.

H) Confidentiality of submissions

All information submitted to the NRC in the context of the present RFQ will be used for the sole purpose of internal evaluation by the NRC and will be treated as confidential and in compliance with any applicable laws.

Appendix

A: Personnel Screening, Consent and Authorization Form Instructions for Applying for Reliability Status

B: Personnel Screening, Consent and Authorization Form

C: Insurer's Certificate of Insurance



INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)

Once completed, this form shall be safeguarded and handled at the level of Protected A.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information)

To be completed by the *applicant*. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

19 years in N.F.L.D., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;

18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the " applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".
Note: Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New
 Update
 Upgrade
 Transfer
 Supplemental
 Re-activation

The requested level of reliability/security check(s)

Reliability Status
 Level I (CONFIDENTIAL)
 Level II (SECRET)
 Level III (TOP SECRET)

Other _____

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate
 Term
 Contract
 Industry
 Other (specify secondment, assignment, etc.) _____

Justification for security screening requirement

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period ▶	From	To
Name and address of department / organization / agency	Name of official	Telephone number ()	Facsimile number ()

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name)	Full given names (no initials) underline or circle usual name used	Family name at birth
All other names used (i.e. Nickname)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth Y M D
	Country of birth	Date of entry into Canada if born outside Canada Y M D
RESIDENCE (provide addresses for the last five years, starting with the most current) Home address	Daytime telephone number ()	E-mail address
1	Apartment number Street number Street name Civic number (if applicable)	From Y M To present
	City Province or state Postal code Country	Telephone number ()
2	Apartment number Street number Street name Civic number (if applicable)	From Y M To Y M
	City Province or state Postal code Country	Telephone number ()

Have you previously completed a Government of Canada security screening form? Yes No

If yes, give name of employer, level and year of screening. Y | | |

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No

If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) ▼

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction ▶ Y M D



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names	Date of birth	Y	M	D
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C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input type="checkbox"/> Loyalty (security assessment only)				
5. <input type="checkbox"/> Other (specify, see instructions)				()

The Privacy Act Statement
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the Government Security Policy (GSP) of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

 Signature Date (Y/M/D)

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title	Telephone number
Address	Facsimile number

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status Not approved

 Name and title

 Signature Date (Y/M/D)

Security Clearance (if applicable)

Level I Level II Level III Not recommended

 Name and title

 Signature Date (Y/M/D)

Comments

PHOTO
 (for Level III T.S.,
 and/or upon request
 - see instructions)



National Research Council Canada

Insurance Conditions

NRC0204D

INSURER'S CERTIFICATE OF INSURANCE

(TO BE COMPLETED BY INSURER (NOT BROKER) AND DELIVERED TO NATIONAL RESEARCH COUNCIL CANADA WITHIN 30 DAYS FOLLOWING ACCEPTANCE OF TENDER)

CONTRACT

DESCRIPTION OF WORK	CONTRACT NUMBER	AWARD DATE
LOCATION		

INSURER

NAME
ADDRESS

BROKER

NAME
ADDRESS

INSURED

NAME OF CONTRACTOR
ADDRESS

ADDITIONAL INSURED

HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE NATIONAL RESEARCH COUNCIL CANADA

THIS DOCUMENT CERTIFIES THAT THE FOLLOWING POLICIES OF INSURANCE ARE AT PRESENT IN FORCE COVERING ALL OPERATIONS OF THE INSURED IN CONNECTION WITH THE CONTRACT MADE BETWEEN THE NAMED INSURED AND THE NATIONAL RESEARCH COUNCIL CANADA AND IN ACCORDANCE WITH THE INSURANCE CONDITIONS "E".

POLICY					
TYPE	NUMBER	INCEPTION DATE	EXPIRY DATE	LIMITS OF LIABILITY	DEDUCTIBLE
COMMERCIAL GENERAL LIABILITY					
BUILDERS RISK "ALL RISKS"					
INSTALLATION FLOATER "ALL RISKS"					

THE INSURER AGREES TO NOTIFY THE NATIONAL RESEARCH COUNCIL CANADA IN WRITING 30 DAYS PRIOR TO ANY MATERIAL CHANGE IN OR CANCELLATION OF ANY POLICY OR COVERAGE SPECIFICALLY RELATED TO THIS CONTRACT

NAME OF INSURERS OFFICER OR AUTHORIZED EMPLOYEE	SIGNATURE	DATE:
		TELEPHONE NUMBER:

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF THE NATIONAL RESEARCH COUNCIL CANADA TO REQUEST AT ANY TIME DUPLICATE COPIES OF SAID INSURANCE POLICIES