



Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Environment Canada  
45 Alderney Drive  
Dartmouth, NS  
B2Y 2N6

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services Canada

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

Propositions aux : Travaux publics et Services gouvernementaux Canada

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

Solicitation No. - N° de l'invitation K3D33-13-1232	Type - Genre	Update - Mise à jour
Solicitation closes - L'invitation prend fin at - à 14:00 on - le 2013-12-13	PWGSC File No. - N° de référence de TPSGC	

↑ Please ensure this area appears in window of return envelope ↓  
↑ S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↓

Page of de	
Date of Solicitation - Date de l'invitation 2013-11-14	
Address inquiries to - Adresser toute demande de renseignements à : Isabelle MacDonald isabelle.macdonald@ec.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone 902-426-5897	Facsimile No. N° de télécopieur
Destination 45 Alderney Drive 16th Floor (Mailroom) Dartmouth, NS B2Y 2N6	

**Instructions:**  
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**  
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

Canada



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

**PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Optional Site Visit

**PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

**PART 5 - CERTIFICATIONS**

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

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement

**PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents

**List of Annexes:**

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

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

### **2. Summary**

Environment Canada (EC) wishes to establish a contract with a supplier who will provide services to EC in support of the testing and research activities on meteorological instruments at its test facility located in Mt Pearl, NL.

The intent is to establish a one year firm contract with the options for two (2) additional years.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

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

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

The 2003, dated 2013-06-01, Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

Bids must be submitted only to Environment Canada Receiving Unit (mailroom) by the date, time and place indicated on page 1 of the bid solicitation.

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

### 3. Former Public Servant

Contracts awarded to 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 before contract award.

#### 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes..

#### **4. Enquiries - Bid Solicitation**

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

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

#### **5. Applicable Laws**

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

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

#### **6. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on November 21, 2013 at 10:00 AM located at 85 Brookfield Road, Mount Pearl, Nfld.. Bidders must communicate with the Contracting Authority no later than three (3) business days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

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

Solicitation K3D33-13-1232

Section II: Financial Bid - two (2) hard copies

Section III: Certifications – two (2) hard copies

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

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

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

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

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

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

**Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with Annex "C" Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

**1. Evaluation Procedures**

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

**1.1 Technical Evaluation**

**1.1.1. Mandatory Technical Criteria**

**1.2 Financial Evaluation**

**1.2.1 Mandatory Financial Criteria – Annex "C" Basis of Payment**

**2. Basis of Selection – see Annex B**

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

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

**1. Mandatory Certifications Required Precedent to Contract Award**

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

**2. Additional Certifications Precedent to Contract Award**

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

## **2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

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

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

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

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work – See Annex “A”**

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

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

#### **2.1 General Conditions**

2035 dated 2013-06-27, General Conditions – High Complexity- Services, apply to and form part of the Contract.

### **3. Security Requirement**

A Reliability Status with a need-to-know is required for access to Protected A, B, or C information, assets or secured work sites regardless of the duration of an assignment. After 10 years a reassessment and renewal are required.

#### Verifications

- Personnel Screening, Consent and Authorization Form (TBS 330-23) – completed by the employee and CSO
- 5 years of verifiable background on the applicant
- Pre-screening by CSO
- Criminal Records Name Check by the RCMP

#### May also require:

- Out-of-Country checks – these can take years depending on the country
- Fingerprint check
- An interview by the ISP
- Credit check
- Other supporting documents

The Reliability Status of an individual may be transferred between organizations, provided the following criteria have been met:

- The Reliability Status was not administratively cancelled more than two years ago;
- It is not due for an update; and
- The individual has stated that there have been no changes in their personal history regarding criminal convictions.

#### **3.1 The security requirement (SRCL and related clauses) applies and form part of the Contract. – See Annex D**

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from date of Contract award to March 31, 2014 inclusive

**4.2 Option to Extend the Contract**

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

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

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Isabelle MacDonald  
Title: Contracting Officer – Environment Canada  
Address: 45 Alderney Drive  
Dartmouth, NS  
B2Y 2N6

Telephone: 902-426-5897  
Facsimile: 902-426-2690  
E-mail address: isabelle.macdonald@eastlink.ca

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

**5.2 Project Authority**

The Project Authority for the Contract is: To be Determined at contract award.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**5.3 Contractor's Representative – To be provided by the Bidder**

**6. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**7. Payment**

**7.1 Basis of Payment – See Annex “C” Basis of Payment**

**7.2 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.

**7.3 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

**8. Invoicing Instructions**

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;
- 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.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the Project Authority at the address that will be determined at contract award for certification and payment of the invoice.

**9. Certifications**

**9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**10. Applicable Laws**

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

**11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 dated 2013-06-27 General Conditions Higher Complexity Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Selection;
- (e) Annex C Evaluation Criteria;
- (f) Annex D Basis of Payment;
- (f) Annex E, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_

**14. Insurance**

*SACC Manual* clause G1005C dated 2008-05-12

ANNEX A  
STATEMENT OF WORK

1. Purpose:

Environment Canada wishes to establish a contract with a supplier who will provide services to Environment Canada (EC) in support of the testing and research activities on meteorological instruments at its test facility located in Mt Pearl, NL.

The intent is to establish a one year firm contract with the options for two (2) additional years.

2. Background:

EC operates a test facility in Mount Pearl St (NL), where it conducts technology and science research projects in support of its meteorological programs. Similar sites are operational in other parts of the country.

The Mount Pearl test facility is collocated with Agriculture and Agri-Food Canada (AAFC) and other programs within Environment Canada, at 308 Brookfield Rd, Mt Pearl, NL A1E3Y7.

The test facility is managed by the Observing Systems and Engineering group of the Meteorological Service of Canada, of EC.

The equipment, qualified through testing performed at these sites and the associated science results are implemented in the operational networks of EC, throughout the country, and become the source of meteorological data used for a variety of applications (weather forecasts, climate and hydrology applications, etc).

The Mount Pearl test facility is ideal for testing equipment in extreme conditions, e.g. severe icing, high winds, fog, etc.

The duration of a test varies from several months to up to three years, depending on the conditions sought (e.g. high ice accretion rates, high wind speeds) and the scientific objectives of the research projects.

In parallel with operating specialized meteorological equipment, these projects require the availability of human observations of meteorological conditions (e.g. snow depth, snow water equivalent, precipitation type, visibility), to complement the data from the instruments.

EC has limited technical resources available in the area and cannot meet the research and testing needs of its programs.

A supplier is sought who, under the guidance of the EC engineers and scientists, will provide support with installation and removal of meteorological equipment, basic maintenance and emergency troubleshooting of equipment on site, and provide weather observations over designated periods.

For the purpose of this contract, one year is a period of 12 consecutive months.

3. EC Contact – Site Manager

To be determined at contract award

4. Requirement for Technical Services

Environment Canada is seeking the acquisition of specialized technical services to support the operation of its test facility in Mount Pearl, NL.

The services must consist of:

- Installation, first line maintenance, and removal of electronic weather observing equipment, based on instructions provided by the Site Manager.
- Emergency troubleshooting of electronic meteorological equipment operating on site, based on instructions provided by the Site Manager.
- Manual weather observations of specified parameters, over a specified period of time, as requested by the Site Manager.

The work must be performed with minimum or no supervision from the EC staff.

The meteorological equipment installed, maintained and removed is, at the minimum:

- Wind speed and direction instruments and systems;
- Temperature instruments and systems;
- Relative humidity instruments and systems;
- Precipitation instruments and systems;
- Present weather instruments and systems;
- Visibility instruments and systems;
- Ceilometers;
- Structures and enclosures used for the operation of these instruments (e.g. temperature screens and shields, wind shields, towers)

All equipment installed and removed from the site has power and communication circuits.

#### 4.1 Requirements for Manual Observations

The Supplier must provide manual weather observations once per day, at approximately the same time of the day, every day, from Dec 1<sup>st</sup> of a year to March 31<sup>st</sup> of the following year.

Approximately 121 observations are expected over the course of a fiscal year.

If work is performed over period of less than one year, the number of observations will be prorated in accordance with the period covered, and reflective of the need.

Additional observations may be required by the Site Manager in the eventuality of a snow storm event and for the periods April 01 to April 15, and Nov 15 to Nov 30.

Up to 40 additional observations may be requested during these periods

A set of manual weather observations consists of the following:

- a. One measurement of the content of a Nipher gauge snow water equivalent;
- b. Six individual manual measurements of snow depth using preinstalled snow stakes;
- c. Six measurements of snow density using a snow density meter provided by Environment Canada;
- d. Visual observations of sky conditions and cloud cover, weather conditions, precipitation type.
- e. An average of 10 (ten) digital photographs per day, as specified by the Site Manager;

The Supplier must record the observations in paper and electronic format, using forms made available by the Site Manager.

The data resulting from the manual observations will be uploaded electronically by the Supplier at locations indicated by the Site Manager. Paper copies of the manual observations will be made available to the Site manager, on request or, at least once per month.

Digital photographs shall be dated and time stamped automatically by the camera, and named in accordance with a format provided by the Site Manager. The photographs will be uploaded by the Supplier at a location indicated by the Site manager, and will be made available to the Site Manager, on a CD, on a monthly basis or upon request.

The Supplier must use own digital camera, with a resolution of minimum 8 Megapixels.

#### 4.2 Requirements for Installation and removal of meteorological equipment

- a) The requirements for installation and removal of equipment vary from one year to the next based on program needs and reliability of equipment.
- b) The Supplier must supply labour, tools and equipment required to perform installation and removal of the meteorological equipment, according to the plan established by the Site Manager and in consultation with the Supplier (e.g. any regular hand and power tools)
- c) EC estimates that a minimum of 20 hours, but not more than 75 hours are required over the course of a 12 consecutive months, for the installation and removal of meteorological equipment.
- d) The Supplier must be able to install and remove meteorological equipment on structures not higher than 4 meters.

- e) EC will supply the meteorological equipment to be installed and any materials that are specific for installation of the individual equipment to be installed.
- f) EC will provide instructions and drawings for installation and wiring of the meteorological equipment (new equipment and removal).
- g) The Supplier must have on staff and available for the work required, at least two persons with previous experience in installation of meteorological equipment of minimum 500 hours (measure of proficiency). The number of people on site for any work depends on the nature of the tasks.

#### 4.3 Requirements for basic preventive maintenance of meteorological equipment

- a) The Supplier must perform maintenance of the meteorological equipment located on the test facility of EC in accordance with instructions provided by the Site Manager.

Examples of preventive maintenance activities are:

- a. Emptying of the precipitation gauges
  - b. Refill of precipitation gauges with antifreeze
  - c. Verification of instrument alignment and level
  - d. Comparison against standard instruments.
  - e. Painting of Stevenson Screens.
  - f. Verify the integrity of electrical connections
  - g. Verify the integrity of communication of instruments on site.
  - h. Monthly site surveillance.
- b) EC estimates a minimum of 20 hours but not more than 75 hours over the course of 12 consecutive months, would be required for maintenance of meteorological equipment on site.
  - c) The Supplier must complete the basic preventive maintenance work based on the schedule established with the Site Manager.
  - d) The Supplier must record on electronic forms provided by the Site Manager, the summary of maintenance work performed and results obtained and transfer those forms to the Site Manager within 10 days after the completion of the work.

#### 4.4 Requirements for troubleshooting of meteorological equipment

- a. Troubleshooting work would include: reset of equipment, reset of the data acquisition, cleaning of lenses, cleaning of debris impacting the sensing elements, reinstallation, breaking of ice from the instrument structures, etc.
- b. The supplier must respond to requests from the Site Manager to troubleshoot the equipment on site, in case of its malfunction in less than 4 business days from the date when the request from Site Manager was received.
- c. The Supplier must report back to the site manager within 2 business days of the corrective action with a report detailing what was done and what the results were (i.e problem fixed or more work needed) as this would be outside the scope of normal reporting.
- d. EC estimates a minimum of 20 hours, but not more than 50 hours over the course of 12 consecutive months, would be required for responding to equipment failure and troubleshooting of meteorological equipment on site.
- e. The Supplier must propose at least two qualified technicians with experience in maintaining electronic meteorological equipment.

#### 4.5 Requirements for receiving, storing, and shipping equipment

- a) In preparation of installation work, the Supplier must receive equipment shipped by or on behalf of the Site Manager and store them as per EC instructions.
- b) The equipment is normally shipped to the test site. Should the supplier intend to receive the equipment at a different location, the Supplier is responsible for storing the

shipments securely, and transporting them to the site. If equipment is received and stored outside Environment Canada premises, the Supplier will be responsible for the cost of replacing the equipment, in case of loss or damage.

- c) Following removal of equipment from site, the Supplier must pack and ship equipment using approved materials, to the address provided by the Site Manager.
- d) The Supplier must be the contact person for the shipping carrier.
- e) EC estimates that a minimum of 10 hours and a maximum of 25 hours would be required over the course of 12 consecutive months, for receiving, storing, shipping, and packing equipment at EC facility, as per EC instructions.
- f) The Supplier must pick up shipments allocated to the test site within no more than 3 days of receiving notification of shipments from the carrier.
- g) The packing of equipment must be completed using appropriate materials approved by the Site Manager to ensure the integrity of the equipment during transportations.

5. Deliverables

- a) One or more sets of manual observations per day.
- b) Equipment maintenance and troubleshooting services, as requested by the Site manager.
- c) The installation services as planned by the Site Manager, including the receiving and shipping of equipment.
- d) At the end of each month, the Supplier must provide a monthly report, and must include the following:
  - i. Number and time of Daily Observations for the previous month.
  - ii. Summary of work performed on site, time accounting for work on site, highlighting outstanding issues.

The Site Manager or a designated representative will review the work completed by the Supplier, prior to acceptance.

All communication between the Supplier and the Site Manager must be by emails and phone. All costs of rental equipment from a third party will be covered by EC, as quoted, and are not part of this contract. The Supplier will be responsible for facilitating the acquisition and using these services and equipment.

6. Schedule:

- a) Manual weather observations scheduled once per day shall be taken at approximately the same time of the day, +/- 1 hour. The time of these observations will be agreed by the Supplier and the Site Manager, prior to commencing the observation period.
- b) The Supplier must provide Observations for a minimum of 90% of the scheduled manual observations, over the course of a month.
- c) The Supplier shall not miss two consecutive scheduled observations.
- d) When the Supplier is aware in advance that Observations cannot be made, the Supplier shall notify the Site Manager with a minimum of two working days in advance, or as early as feasible.
- e) The schedule of installation and maintenance of equipment will be established based on agreement between the Supplier and the Site Manager with at least 4 weeks in advance of the work being conducted.
- f) The emergency intervention and troubleshooting work must be conducted upon request from the Site Manager, within 4 days of the request being made in writing or verbally.
- g) The shipping of the equipment removed from site must be completed within 10 working days from the completion of the removal, or as requested by the Site Manager.
- h) The supplier must provide a contingency plan if scheduled activities cannot be performed as planned.

7. Environment Canada Provided Training

- a) The Supplier shall be provided with onsite orientation and safety training by an EC Representative.

- b) The Site manager or a designated representative will provide training to the Supplier on the manual observations requirements. An assessment of the quality of observations will be conducted on a monthly basis and refresher training may be provided to the supplier to address potential gaps.
- c) All Supplier personnel engaged in delivering services as per contract must attend the training and orientation provided by EC.
- d) In case of new or unusual requirements for equipment installation, maintenance, or troubleshooting, the Site Manager will ensure that the supplier receives appropriate training and technical details.

8. Constraints

- a) The Supplier must inform the Site Manager of any changes in personnel performing work as agreed as part of this contract within 2 business days of such changes or as soon as possible upon the change being implemented. Any new personnel of the Supplier must meet the qualifications requirements as set in this solicitation.
- b) Any change to any of the Supplier's operating personnel, must have prior approval of the EC Site Manager.

9. Government Supplied Equipment

- a) EC will provide the Supplier with the equipment to be installed and the materials specific for the installation for each equipment installed (e.g. cables, connectors, junction boxes, adaptors, etc).
- b) EC will provide to the Supplier the materials, equipment and specialty tools for maintenance and to make specific measurements.
- c) The Supplier must supply what is determined to be as standard tools and equipment required for performing installation and removal (e.g. regular hand and power tools)
- d) The Site Manager and the Supplier will clarify of the list tools required, prior to the commencement of work planned and the Site Manager will ensure that all tools and material required are available on site for the work planned.

10. Supplier Site Access

- a) The EC facility located in Mt Pearl NL does not have permanent EC representatives on site.
- b) The Supplier is required to access the site and make the appropriate weather observations.
- c) The Supplier will be provided with a key and the access code for access the Site Building pertinent to the test facility.
- d) The Supplier must maintain the common areas clean and free of garbage, packing material and other debris.
- e) The Supplier is responsible for storing, removing and appropriately disposing all the packing materials and crates resulting from shipping. Prior to disposal, the Supplier must verify with the Site Manager the appropriateness of storing the packing material.
- f) The Supplier must remove and appropriately dispose all the debris resulting from the meteorological equipment removal or installation.
- g) Due to inclement weather, the access to the site may be difficult. An attempt must be made by the Supplier to get to the site and perform the work as required. If this is not possible, the Supplier shall inform the Site Manager as soon as possible that site access was unsuccessful.

11. Safety

A security clearance is mandatory for personnel performing these services.

The Environment Canada (EC) Facility in Mt Pearl NL hosts the Upper Air station. A hydrogen generator is located onsite. The supplier is not required to access the Hydrogen Building for this contract.

Solicitation K3D33-13-1232

- a) The Supplier shall be provided with onsite hydrogen safety training by EC.
- b) The Supplier is responsible to take appropriate safety measures in case of a hydrogen alarm.
- c) The Supplier will have the responsibility for security of equipment and facilities, when working on site.
- d) The Supplier must comply with all applicable municipal, provincial, and federal safety laws and regulations including WHMIS and Environment Canada's Departmental Working Alone Policy.
- e) The Supplier must carry out the work only under safe conditions. In the case of unsafe conditions, the Supplier must report the unsafe conditions to the Site Manager or alternate. And take remedial action at the direction of the Site Manager or alternate.

**ANNEX B  
BASIS OF SELECTION**

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

**ANNEX C  
EVALUATION CRITERIA**

**1. RFP Submission Requirements**

Bidder's proposals shall include the following:

- a) The Bidder must provide name, address and contact information.
- b) The Bidder must provide evidence of at least two persons designated to perform manual weather observations.
- c) A person performing weather observations under this contract must demonstrate to have at least 200 hours of experience making weather observations. The experience could be demonstrated based on training, employment experience, and references.
- d) The Bidder must provide evidence of at least two persons designated to perform installation, maintenance, troubleshooting, and removal of meteorological equipment (could be the same as above, or others).
- e) A person performing work with electronic meteorological equipment under this contract must demonstrate to have at least 500 hours of experience installing and maintaining electronic meteorological equipment of types similar to those installed on the EC test facility (described above). The experience could be demonstrated based on training, employment experience, and references.

**2. Evaluation Criteria**

Proposals will be evaluated first for compliance with the Mandatory requirements in the table below.

Failure to comply with any "Mandatory" requirements in the proposal will result in disqualification of the proposal and no further consideration will be given

Criteria	Meeting requirements Yes /No
1. Bidder's contact information	
2. Bidder must propose at least two persons, each with demonstrated experience conducting weather observations of no less than 200 hours. Provide evidence of: <ul style="list-style-type: none"> <li>- Training and employment history, and</li> <li>- Two References.</li> </ul>	
3. Bidder must propose at least two persons, each with demonstrated experience in installing, maintaining, troubleshooting, and removing meteorological equipment of types representative of the equipment on the EC test facility (see section 4, above) , of no less than 500 hours. Provide evidence of: <ul style="list-style-type: none"> <li>- Training and employment history, and</li> <li>- Two References.</li> <li>- Type of equipment that the bidder has experience with</li> </ul>	

Bidders having their proposal meeting the Mandatory Evaluation Criteria above will have their price proposal evaluated.

**3. Price proposals required:**

- I. Average price for one set of manual observations per day, every day for a total of 121 observations/year (firm) and up to 40 optional observations (SoW 4.1)

Price per observation:

Price per season (121 observations)

**Solicitation K3D33-13-1232**

**Price per additional observations (up to 40):**

**II. Installation and removal of equipment (SoW 4.2):**

**price per hour:**

**minimum number of hours: 20 hours**

**Maximum number of hours: 75 hours**

**III. Maintenance of equipment (SoW 4.3):**

**Price per hour:**

**Minimum number of hours: 20 hours**

**Maximum number of hours: 75 hours**

**IV. Troubleshooting of equipment (SoW 4.4):**

**Price per hour:**

**Minimum number of hours: 20 hours**

**Maximum number of hours: 50 hours**

**V. Receiving, shipping, storing equipment (SoW 4.5):**

**Price per hour:**

**Minimum number of hours: 10 hours**

**Maximum number of hours: 25 hours**

**All costs of rental equipment from a third party will be covered by EC, as quoted, and are not part of this contract. The Supplier will be responsible for facilitating the acquisition and use of these services and equipment.**

**4. Supplier Selection**

**The Bidder meeting Mandatory Evaluation Criteria and submitting the proposal with the lowest Total evaluated price will be recommended for award of a contract.**

ANNEX D  
BASIS OF PAYMENT

<b>Year 1: from date of contract award up to and including March 31, 2014</b>
Price
\$ _____

<b>(Option Year 1) For the Period April 1, 2014 up to and including March 31, 2015</b>
Price
\$ _____

<b>(Option Year 2) For the Period April 1, 2015 up to and including March 31, 2016</b>
Price
\$ _____

Estimate level of effort required:

Price proposals required:

Average price for one set of manual observations per day, every day for a total of 121 observations/year (firm) and up to 40 optional observations (SoW 4.1)

Price per observation:

Price per season (121 observations)

Price per additional observations (up to 40):

Installation and removal of equipment (SoW 4.2):

price per hour:

minimum number of hours: 20 hours

Maximum number of hours: 75 hours

Maintenance of equipment (SoW 4.3):

Price per hour:

Minimum number of hours: 20 hours

Maximum number of hours: 75 hours

Troubleshooting of equipment (SoW 4.4):

Price per hour:

Minimum number of hours: 20 hours

Maximum number of hours: 50 hours

Receiving, shipping, storing equipment (SoW 4.5):

Price per hour:

Minimum number of hours: 10 hours

Maximum number of hours: 25 hours

ANNEX E  
SECURITY REQUIREMENTS CHECK LIST





Contract Number / Numéro du contrat K3D33-13-1232
Security Classification / Classification de sécurité Reliability

**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 <b>ENVIRONMENT CANADA</b>	2. Branch or Directorate / Direction générale ou Direction <b>MSC-WEATHER AND ENVIRONMETNAL MONITORING</b>
--	---

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  
 Mount Pearl Test Facility of MSC:  
 - Take weather observations of snowfall and snow on ground  
 - install, remove, maintain weather equipment, as directed.

5. a) Will the supplier require access to Controlled Goods?  
 Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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?  No / Non  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 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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

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

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input 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"/>



Contract Number / Numéro du contrat K3D33-13-1232
Security Classification / Classification de sécurité Reliability

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat K3D33-13-1232
Security Classification / Classification de sécurité Reliability

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat K3D33-13-1232
Security Classification / Classification de sécurité Reliability

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non     Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------