

RETURN BIDS TO:
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Bid Receiving - PWGSC / Réception des soumissions - TPSGC

1550 D'Estimauville Avenue
1550, Avenue d'Estimauville

Québec

Québec

G1.J 0C7

FAX pour soumissions: (418) 648-2209

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

«THIS DOCUMENT CONTAINS SECURITY
REQUIREMENTS»

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

BFC Bagotville, CP 380

CFB Bagotville, PO Box 380

Bâtiment 71, local 115

Building 71, Room 115

Alouette

Québec

G0V1A0

Title - Sujet Services of drivers and mechanics	
Solicitation No. - N° de l'invitation W7701-135452/A	Date 2013-12-17
Client Reference No. - N° de référence du client W7701-135452	GETS Ref. No. - N° de réf. de SEAG PW-\$BAL-002-15755
File No. - N° de dossier BAP-3-36232 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-17	Time Zone Fuseau horaire Heure Normale du l'Est HNE
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Larouche, Denise	Buyer Id - Id de l'acheteur bal002
Telephone No. - N° de téléphone (418)677-4000 (4137)	FAX No. - N° de FAX (418)677-3288
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: R & D POUR LA DÉFENSE CANADA - VALCARTIER BATIMENT 55 2459 ROUTE DE LA BRAVOURE/2459 DE LA BRAVOURE ROAD QUÉBEC (QUEBEC) G3J 1X5 CANADA	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include:

Annexe "A"	Statement of Work
Annex "B"	Part I -- Specifications and requirements of the work required
	Part II - Basis of Payment
Annex "C"	Security Requirement checklist

2. Summary

Request for Regional Individual Standing Offer (RISO) To provide the temporary help services of drivers and mechanics to the Transport Group of Defense Research and Development Canada (DRDC) - Valcartier, as detailed in Annex A & Annex B attached.

The temporary help services are to be used to fill vacancies during the staffing process, when an employee is absent for a brief period or when pressure of work cannot be absorbed by available personnel.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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

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

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: 120 days

2. Submission of Offers:

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

Your proposal must be transmitted **by fax** to no **418-648-2209** or **by mail** to the following address:

➔ **Bid Receiving Unit**
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7.

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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) days calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (1 copy)
Section II: Certifications (1 copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors should:

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

Section I: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

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Buyer ID - Id de l'acheteur

ba1002

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

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Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) The proposed personnel must include **two (2) drivers of category 1**, heavy vehicles, trucks of more than 4500 kg; tractor-trailers, loaders, graders, snowplow, snowblowers and 10 wheels dump trucks or others. The drivers must have a class 1 provincial permit, a training certificate for the transportation of hazardous materials and a full year of pertinent experience.

→ **Two (2) CV must accompany your offer.**
- b) The proposed personnel must include **two (2) drivers of category 2**, light vehicles, less than 4500 kg, regular car, pick up trucks, minibus of 24 passengers or less and on occasion, trucks of less than 4500 kg. The drivers must have at least a class 3 provincial permit, a training certificate for the transportation of hazardous materials and a full year of pertinent experience.

→ **Two (2) CV must accompany your offer.**
- c) The proposed personnel must include **two (2) mechanics with a journeyman class "C" qualification card** or one year of recent and relevant experience in the fields of the auto-diesel mechanics. The mechanics will have to work on a vast range of driving vehicles going from compact cars up to the heavy machinery as well as on generators, compressors, mini-tractors snowblower, etc. **You must provide two CV's to support the information.**

→ **Two (2) CV must accompany your offer.**

For each client, describe the project, providing the following information:

- The name and telephone number of someone in the client's office who will be able to confirm the information;
- List of temporary employees supplied. For each temporary employee supplied, provide the following information:
Field (drivers of category 1, drivers of category 2 and Mechanics with a journeyman class "C" qualification card);
- contract start and end dates

N.B: PWGSC reserve the right to check information with the client.

***In the absence of these information contact: attached to submitting your bid, your bid will be considered non-responsive.**

1.2 Financial Evaluation

SACC Manual clause

M0220T (2007-05-25) - Evaluation of price

2. Basis of Selection

2.1 SACC Manual clause M0031T (2007-05-25) - Basis of selection - Mandatory Technical Criteria only.

3. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006 . The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Precedent to Issuance of Standing Offer

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

2.1 Canadian Content Certification

2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

This procurement is limited of Canadian services.

The Bidder certifies that

() the service offered is a Canadian service and defined in paragraph 4 of clause A3050T.

2.2 Status and Availability of Resources

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

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

2.3 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

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ba1002

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

W7701-135452

CCC No./N° CCC - FMS No/ N° VME

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

The temporary help services are to be used to fill vacancies during the staffing process, when an employee is absent for a brief period or when pressure of work cannot be absorbed by available personnel.

2. SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET** or **RELIABILITY, as required**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card. The data must be submitted on every (6) six months to the Public Works and Government Services Canada Standing Offer Authority.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is **the date of Riso to December 31, 2014**, with possibility of **three(3) option** from years..

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) period of 12 month each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Denise Larouche
Public Works and Government Services Canada
Acquisitions Branch
Telephone: (418)677-4000 ext. 4137
Facsimile: (418)677-3288
E-mail address: denise.larouche@tpsgc.gc.ca

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

5.2 Project Authority (Client Contact to be specify in the Contract by PWGSC)

The Project Authority for the Standing Offer is:

Name: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

5.3 Offeror's Representative

Name: _____
Title: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: R & D for Defense Canada, Valcartier.

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$28 750 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$100 000 (for 12 months)** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2013-06-27) Services, (Medium Complexity);
- f) Annex A, Statement of Work
- g) Annex B, Part 1 - Specifications & requirements of the work Part II - Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) the Offeror's offer dated _____ .

11. Certifications

11.1 Compliance

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

11.2 SACC Manual Clauses

M3060C -Canadian Content Certification (2012/05/08)

12. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions**2.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract**3.1 Period of the Contract**

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

4. Payment**4.1 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B". Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 SACC Manual Clause

C6000C (25/05/07), Limitation of Price

C0711C (12/05/08), Time verification

H100C (12/05/08), Multiple Payments

4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

6. SACC Manual Clauses

A9006C (2012-07-16) Defence Contract

A9062C (2011-05-16) Site Regulations

7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in the clause :” **Commercial General Liability Insurance**”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

7.1 G1005C (12/05/08) Insurance

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

7.2 G2001C (2008-05-12) Commercial General Liability Insurance

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

Solicitation No. - N° de l'invitation

W7701-135452/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-3-36232

Buyer ID - Id de l'acheteur

ba1002

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

W7701-135452

CCC No./N° CCC - FMS No/ N° VME

-
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.3 G2020C (12/05/08) Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - k) OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:

8 to 12 Passengers: \$5,000,000
13 or more Passengers: \$8,000,000

7.4 G3001C (12/05/08) All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$1 000 000 . The Government's Property must be insured on "replacement Cost (new)";

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b) Loss Payee: Canada as its interest may appear or as it may direct.
 - d) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by R & D Defense Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

8. Minimum call-up period

The minimum period for which these services are offered is four (4) consecutive hours.

9. Government facilities and assets

It is understood with the offeror that temporary services employees are not to use the government's facilities and real property for personal purposes.

10. Government office closings

The offeror's personnel consist of the offeror's employees, paid by it for services rendered. When they provide services on government premises under a contract arising from this standing offer, and these premises are not accessible owing to an evacuation or closing of government offices, and no work can be done by reason of this closing, Canada does not have to pay the offeror for the period of closing.

If, as a result of a strike or lockout, the contractor, its employees, subcontractors, or representatives cannot enter the government premises, and as a result are unable to perform work under the contract, Canada will not be obliged to compensate the contractor for the period when it was unable to enter the premises.

Annex A - Statement of Work

Annex B - Part I - Specifications and requirements of the work required Part II - Basis of Payment

Annex C - Security Requirements Checklist

ANNEX A - B & C are incorporated by reference into and form part of the RISO.

ANNEX «B»

PART I - SPECIFICATIONS AND REQUIREMENTS OF THE WORK

Context

Request for a Regional Individual Standing Offer (RISO) to provide the temporary help services of drivers and mechanics to the Transport Group of Defence Research and Development Canada (DRDC) - Valcartier on an as-and-when requested basis.

The temporary help services are to be used to fill vacancies during the staffing process, when an employee is absent for a brief period or when pressure of work cannot be absorbed by available personnel.

The territory covers the immediate surroundings of the city of Québec. Exceptionally, the territory can cover Canada and the United States.

Services rendered

All required personnel must be available within the following times:

- 1 working day after receiving an authorized call-up in regular time;
- 4 hours after receiving an authorized emergency call-up.

Services must be supplied on a half-day (four (4) hours) basis, a day basis, a weekly basis or on a monthly basis.

All required personnel must hold a security clearance as indicated in the Standing Offer.

Contact officer

A contact officer will be identified to coordinate call-ups and answer to Department staff.

Overtime

Definition: means working hours beyond forty (40) hours a week.

Overtime under a Standing Offer is prohibited without prior written authorization from an authorized representative of Canada.

All requests for payment at the rate(s) shown in the Standing Offer must be accompanied by a copy of the Overtime Authorization and a report with all the details on hours worked as required by Canada.

ANNEX «B»

PART I - SPECIFICATIONS AND REQUIREMENTS OF THE WORK

Work week

For billing and overtime calculation purposes, the first day of the work week is Monday.

No fewer than four (4) hours will be paid per request, and only hours actually worked will be paid.

A work week comprises 37½ regular hours. Note that, although the work week comprises 37½ hours, only hours worked beyond 8 hours/day or 40 hours/week will be paid at the set hourly overtime rate.

Travel and living expenses

The contractor is responsible for the costs of travel or accommodation between the residence of the contractor's employee or the contractor's place of business and the territory covered by the Standing Offer.

The contractor will be paid for authorized reasonable and appropriate travel and living costs incurred in the performance of work outside the surroundings of Québec, with no further compensation for general costs or profit, to be reimbursed in accordance with the Treasury Board directives in force at the time of travel (Appendices B, C, and D of the Treasury Board Travel Directive: <http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>). The contractor bears sole responsibility for decisions on travel advances.

All payments are subject to government audit.

All travel must have the project leader's prior approval.

Quality control process

The Offeror must have an internal quality controls, process that addresses as a minimum:

- a) The Offeror's detailed recruitment process;
- b) The Offeror's testing and screening process;
- c) The Offeror's process followed to ensure Customer satisfaction; and
- d) The Offeror's performance tracking process during and post assignment.

Language of work

The language of work under this Standing Offer is French.

ANNEX «B»

PART I - SPECIFICATIONS AND REQUIREMENTS OF THE WORK

Level requirement

When a call-up specifies the level of the personnel to carry out the work, the contractor is obliged to supply the services unless it is unable to do so for reasons beyond its control.

If unable to supply the services of a resource as specified in the call-up, the contractor is obliged to provide the services of a resource with qualifications and experience beyond the stipulated level. If unable to provide a superior resource, the contractor shall advise the Department within five (5) calendar days of

- a) the reason for replacement,
- b) the specifications of the individuals available,
- c) proof that the person has the required security clearance from Canada, and
- d) the corrected hourly rate reflecting the level of the replacement resource.

The Department may order that a resource stop working: in such case, the contractor is obliged to comply with this order at once and retain the services of another resource under the "employee performance" clause below.

The fact that the Department does not order a replacement to stop working does not release the contractor from its obligation to meet the contract requirements.

Employee performance

All services must be performed to the entire satisfaction and acceptance of the project leader.

If the project leader does not find the services provided by a temporary help employee acceptable, he or the authorized person shall duly advise the contractor. The contractor will then be obliged to provide the services of another resource with all due speed.

If the project leader finds the services provided by a temporary help employee unacceptable and he or the authorized person duly advises the contractor within the first four (4) hours of the assignment, Canada will not have to pay for the unsatisfactory services.

ANNEX «B»

PART I - SPECIFICATIONS AND REQUIREMENTS OF THE WORK

Proposed staff requirements

The mechanics will have to work on a vast range of driving vehicles going from compact cars up to the heavy machinery as well as on generators, compressors, mini-tractors, snowblower, etc. The mechanics must have a minimum of a journeyman class "C" qualification card or one year of recent and relevant experience in the field of the auto-diesel mechanics.

The drivers are distributed in two categories corresponding to the current categories of employment of the drivers in the RDDC.

Drivers of category 1 are related to heavy vehicules such as trucks of more than 4500 kg, tractor-trailers, loaders, graders, snowplow, snowblowers and 10 wheels dump trucks or others. The drivers must have a class 1 provincial permit, a training certificate for the transportation of hazardous materials and a full year of pertinent experience.

Drivers of category 2 are related to light vehicules less than 4500 kg, regular cars, pick up trucks, minibus of 24 passengers or less and on occasion, trucks of less than 4500 kg. The drivers must have at least a class 3 provincial permit, a training certificate for the transportation of hazardous materials and a full year of pertinent experience.

Training

All proposed employees by the bidder must commit to pass a test by National Defence in order to obtain their DND permit 404 if this test has never been passed.

This test must be followed during the first working day by the employees. If this test was never followed, this test as well as the salary of the employees will be paid by the ministry. This test will take place at Research and development (R*D) of the National defence, Valcartier.

Offeror requirements

The bidde must have a permanent business office that is open during regular office hours (at least 7 1/2 hours a weekday except statutory holidays).

ANNEX «B»

PART II- BASIS OF PAYMENT

FIRM RATES

The firm hourly rates must include all the authorized direct and indirect costs, all and the travel and living expenses.

		1 ST YEAR (2014)		OPTION 1 2 nd year (2015)		OPTION 2 3 rd year (2016)		OPTION 3 4 th year(2017)	
Personnel		% approx. d'utilisation	Taux horaire	% approx. d'utilisation	Taux horaire	% approx. d'utilisation	Taux horaire	% approx. d'utilisation	Taux horaire
DRIVERS (75%)									
Catégorie 1 (37.5%)	Regular time	34%	\$____/hr	34%	\$____/hr	34%	\$____/hr	34%	\$____/hr
	Overtime	3.5%	\$____/hr	3.5%	\$____/hr	3.5%	\$____/hr	3.5%	\$____/hr
Catégorie 2 (37.5%)	Regular time	34%	\$____/hr	35%	\$____/hr	34%	\$____/hr	34%	\$____/hr
	Overtime	3.5%	\$____/hr	3.5%	\$____/hr	3.5%	\$____/hr	3.5%	\$____/hr
Méchanics (25%)									
	Regular time	22%	\$____/hr	22%	\$____/hr	22%	\$____/hr	22%	\$____/hr
	Overtime	3%	\$____/hr	3%	\$____/hr	3%	\$____/hr	3%	\$____/hr

N.B.:

- The percentages shown in brackets reflect estimated requirements as budget percentages for each staff category and each class for the next three years. Overtime is estimated at 9% of the budget, uniformly distributed by class and year. These figures are provided as indications and will be used in the financial evaluation of offers.
- A work week comprises 37½ regular hours. Note that, although the work week comprises 37½ hours, only hours worked beyond 8 hours/day or 40 hours/week will be paid at the set hourly overtime rate.
- The contractor is responsible for the costs of travel or accommodation between the residence of the contractor's employee or the contractor's place of business and the territory covered by the Standing Offer. The contractor will be paid for authorized reasonable and appropriate travel and living costs incurred in the performance of work outside the surroundings of Québec, with no further compensation for general costs or profit, to be reimbursed in accordance with the Treasury Board directives in force at the time of travel (Appendices B, C, and D of the Treasury Board Travel Directive: <http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>). The contractor bears sole responsibility for decisions on travel advances. All payments are subject to government audit. All travel must have the project leader's prior approval.

ANNEX A

WORK DESCRIPTION

REQUIREMENT

Provide on an "as and when requested" basis vehicle operators and mechanics for a period of 1 year with 3 optional years.

TASKS

Mechanics:

Mechanics must be able to perform mechanical duties on a multitude of vehicles ranging from compact cars up to heavy equipment. They must also have some experience on generators, small agricultural tractors, snow blowers, chainsaws etc.

Vehicle Operators:

The vehicle operators are divided into two (2) categories;

The **First category** refers to a heavy equipment operator which holds a class one (1) drivers permit. These heavy vehicle operators are to operate the following vehicles;

- Cargo trucks over 4,500 kg;
- Tractor and trailer;
- Front End Loaders up to equivalent to 1121 case;
- Grader;
- Snow plow;
- Industrial snow blower; and
- 10 wheel Dump trucks

The **Second category** refers to light truck drivers who hold at a minimum a class 3 and 4 A&B drivers permit. The range of vehicles expected to operate are;

- Passenger cars;
- Pick-up;
- 24 passengers or less bus; and
- Cargo truck up to 4,500 kg (occasionally)

The personnel must be available as fast as the next day following a telephone request from the DRDC Valcartier authority and requests will be to perform the required services on a half day (4 hours), daily, weekly or monthly basis. The services will be rendered within the DRDC area, the immediate Quebec region and the Nicolet region.

Note: the average usage of the personnel shall be 75% operators and 25% mechanics.

METHOD OF PAYMENT

The supplier shall be paid according to the negotiated prices under the requested type of personnel as identified by DRDC authorities.

All fees paid within this standing offer shall include insurance fees and any others fees required to perform the task. It shall include the traveling time to the work place, accommodation expenses to stay in Québec and include any training required for the employee.

BID EVALUATION

Instructions to Bidders:

The following criteria are mandatory. Bidders must clearly demonstrate in their proposal that all criteria are met and must this must be supported by the proposed personnel's resumes and the various required certifications.

Bidders must include 6 (six) resumes and must complete, sign and submit with their bid an "Education / Experience" certificate for the following categories of personnel:

- 2 resumes for drivers category 1 with one full year of experience;
- 2 resumes for drivers category 2 with 1 full year of experience;
- 2 resumes for mechanics with a Companion "C" card.

Evaluation Grid;

	<u>Required criteria</u>
Mechanics	Must, at a minimum, be Companion "C" cardholders or must have equivalent experience that took place in the last 12 months.
	Must hold an ENHANCED RELIABILITY security level.
Operator Cat 1 (Heavy equipment)	Must hold a provincial Class 1 driving permit
	Must hold a provincial certificate for transport of hazardous materials.
	Must have at least one full year of experience in the operation of the following vehicles: Dump Truck, wheel loaders Case 621 or equivalent type.
	Must hold a SECRET security clearance level. *before the award of the Offer
Operator Cat 2 (Lighter vehicles)	Must hold, at a minimum, a class 3 provincial license.
	Must hold a provincial certificate for transport of hazardous materials.
	Must have at least one full year of experience on commercial types of vehicles under 4500 kg.
	Must hold a SECRET security clearance level. *before the award of the Offer
Suppliers / Bidders:	Must include in their proposal a certificate stating that they have responsibility insurance up to one (1) million dollars to the crown or of a lease that will be conducted by their employees during the performance of work.
	Must be established in the metropolitan area of Québec
	Must be provider of temporary help for the federal government or be in business for two years in providing similar services
	Must be able to provide the required services in French for all its employees.

	Must be able to render the services required within the following day after a request order.
--	--

The requirements below must be met following the submission of bids and the award of the Standing Offer is conditional upon the successful completion of the following:

- The proposed resources must pass the test of the Ministry of Defense for obtaining DND-404 permits
- The proposed resources must include in their Resume a signed written statement stating that they accept the conditions of employment
- The selected vendor must appoint a contact person representing the company that will be responsible for all matters relating to this contract.

ANNEXE «C» / ANNEX «C»



Government of Canada
Gouvernement du Canada

C	Contract Number / Numéro du contrat W7701-135452
Security Classification / Classification de sécurité Sans classification	

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 MDN

2. Branch or Directorate / Direction générale ou Direction
RDDC/DRDC Valcartier

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

OAC 2012/2013 Service d'aide temporaire de chauffeurs, opérateurs et mécaniciens

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 ☒

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☒ All NATO countries / Tous les pays de l'OTAN ☐ No release restrictions / Aucune restriction relative à la diffusion ☐

Not releasable / À ne pas diffuser ☐

Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: ☐ Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: ☐ Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: ☐

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Sans classification

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 : Une seule position de chauffeur nécessite la cote de sécurité "SECRET" pour la distribution de courrier; les autres positions nécessitent la cote "Protégé B" ou cote de fiabilité (chauffeurs, opérateurs et mécaniciens).

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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Sans classification

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

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Sans classification

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Luc Durand	Title - Titre Responsable Transport	Signature
Telephone No. - N° de téléphone (418) 844-4000-4202	Facsimile No. - N° de télécopieur (418) 844-4465	E-mail address - Adresse courriel luc.durand@drcd-rddc.gc.ca
		Date 27.04.2012

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

Name (print) - Nom (en lettres moulées) Dawn Murray - CF MP GP HQ - Industrial Security SRCL Team Lead	Title - Titre	Signature
Telephone No. - N° de téléphone (418) 844-4000-4202	Facsimile No. - N° de télécopieur (418) 844-4465	E-mail address - Adresse courriel dawn.murray@pwgsc.gc.ca
		Date 12.06.2012

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 March 18, 2013

Maria Mendoza
Contract Security Officer, Contract Security Division
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