



RETURN BIDS TO:

**RETOURNER LES
SOUSSIONS À:**

Social Sciences and Humanities Research
Council of Canada (SSHRC)
Mailroom, 16th Floor
350 Albert Street
Ottawa, ON, K1A 1H5

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Social Sciences and
Humanities Research Council of
Canada (SSHRC)**

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

**Proposition aux: Conseil de
recherches en sciences humaines
du Canada (CRSH)**

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

Comments - Commentaires

**This document contains a Security
Requirement**

Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
Procurement, Contracting and Material
Management
Social Sciences and Humanities Research
Council of Canada
350 Albert Street, 16th Floor, Room 16-207
Ottawa, ON, K1A 1H5

Title – Sujet Research Partnerships	
Solicitation No. – N° de l'invitation S13-14426	Date 2014-01-30
Client Reference No. – N° référence du client S13-14426	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier S13-14426	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le 2014-02-12	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: tenders@nserc-crsng.gc.ca	Buyer Id – Id de l'acheteur Stan Tereshyn
Telephone No. – N° de téléphone : 613-944-4014	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Social Sciences and Humanities Research Council of Canada (SSHRC) 350 Albert Street, Ottawa, ON, K1A 1H5	

Instructions : See Herein

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Work to be performed is detailed under Article 2. of the resulting contract clauses.

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.

4. Office of the Procurement Ombudsman (OPO)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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

In all instructions, clauses and conditions identified in the RFP, all reference to the Minister of Public Works and Government Services should be deleted and replaced with the President of Social Sciences and Humanities Research Council of Canada (SSHRC). Also all reference to the Department of Public Works and Government Services should be deleted and replaced with Social Sciences and Humanities Research Council of Canada.

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

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

2. Submission of Bids

Bids must be submitted only to Social Sciences and Humanities Research Council of Canada (SSHRC) 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 or electronic mail to SSHRC 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 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:

- 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 Ontario.

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: 2 hard copies and 1 soft copy on USB stick.

Section II: Financial Bid: 1 hard copy and 1 soft copy on USB stick.

Section III: Certifications: 1 hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B. 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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Attachment 1 – Evaluation Criteria

1.1.2 Point Rated Technical Criteria

See Attachment 1 – Evaluation Criteria. Point rated technical criteria not addressed will be given a score of zero.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

1.2.1 Mandatory Financial Criteria

See Attachment 1 – Evaluation Criteria

2. Basis of Selection – Lowest Price per Point

- 2.1 To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

3. Security Requirement

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 6 - Resulting Contract Clauses;



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- (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 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.



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.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

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 Canadian Content Certification

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

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).



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2.2 Status and Availability of Resources

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

2.3 Education and Experience

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



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

- 1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 1.3 The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 1.5 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).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

3. 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.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract



The period of the contract is from date of award to _____.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Maureen Gupta
Chef d'équipe, achats
350, rue Albert, 16e étage
Ottawa, ON, K1A 1H5
Téléphone: 613-947-3737
Courriel: Maureen.gupta@nserc-crsng.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

To be identified at time of contract award

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 identified at time of contract award

6. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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 – Firm Price - Services

The contractor will be paid in accordance with the Basis of Payment in Annex B.



Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract the Contractor will be paid a firm price of \$ _____ (**Bidder to complete**). Travel and Living is included as per article 8 of the Statement of Work. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.3 Milestone Payments

For the Work detailed in section 6.0 of the Statement of Work entitled Deliverables and Associated Schedule, Annex A:

1. Payments will be made in accordance with the Schedule of Milestone Payments contained in Annex B – Basis of Payment, upon the following terms and conditions:
 - All deliverables required for the milestone claimed have been received and accepted by the Project Authority.
2. Each invoice submitted must show the following:
 - (a) Amount currently claimed; and
 - (b) Total of all previous claims against the Contract and the extension of the totals to date.
 - (c) Contract Number, Financial Codes and Client Reference Number as shown on page 1 of the Contract.

Payment by Canada for the work shall be made in accordance with the Basis of Payment specified herein:

- thirty (30) days following the date on which all of the work has been delivered at the location(s) specified in the Contract and all other work required to be performed by the Contractor under the terms of the Contract has been completed; or
- within thirty (30) days following the date on which an invoice and substantiating documentation is received according to the terms of the Contract;

whichever is later.

If Her Majesty has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt, She shall notify the Contractor of the nature of the objection. "Form of the invoice" means an invoice which contains or is accompanied by such substantiating documentation as Her Majesty requires. Failure by Her Majesty to act within (15) days will only result in the date specified in the preceding paragraph of the clause to apply for the sole purpose of calculating interest on overdue accounts.



8. Invoicing Instructions

8.1 An invoice for a milestone payment cannot be submitted until all Work identified on the invoice has been completed to the satisfaction of the Project Authority specified herein.

8.2 Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- Company name, address, etc.;
- Business Number (For Incorporated Contractors);
- GST Number / HST Number
- Social Insurance Number (For Unincorporated/Individual Contractors);
- Destination (Client's address);
- Date;
- File No;
- Client Reference/Contract Number;
- Period in which services were rendered;
- The following certification signed by the Contractor or an authorized officer:
 - "I certify that I have examined the information provided above, including the legal name, address, and Revenue Canada identifier, and that it is correct and complete, and fully discloses the identification of this Contractor."

8.3 Each invoice must be supported by:

- (a) A copy of the release document and any other documents as specified in the Contract; and
- (b) A copy of the monthly progress report.

8.4 The Contractor will forward the original and two copies of the invoice to the following address:

**Accounts Payable
SSHRC
350 Albert, 18th floor
Ottawa, Ontario
K1A 1H5**

8.5 Canada will not be responsible for any charges arising from delays in the payment process, which are caused by failure of the Contractor to quote the current File No. or failure to deliver the invoice to the correct address.

8.6 Questions/information regarding payment of invoices relating to this Contract should be directed to Accounts Payable at the above address or by telephone at (613) 992-0469.

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



Canada

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 Ontario.

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (SRCL); and
- (f) the Contractor's bid dated _____.



ANNEX A

STATEMENT OF WORK

1.0 TITLE

Strengthening Research Partnerships between Post-Secondary Institutions and Industry

2.0 GOAL and OBJECTIVES

The overall goal of this project is to enhance the engagement of industry partners in research partnerships related to the social sciences and humanities as per SSHRC's key commitment in 2013-14 following the Budget 2013.

Achievement of this goal will result in:

- an increased awareness of opportunities for partnerships between post-secondary institutions and industry involving the social sciences and humanities;
- an increased number of grant applications for projects that involve industry partners;
- an increase in the average number of industry partners involved per application; and,
- strengthened partnerships between post-secondary institutions and industry.

More specifically, SSHRC is seeking the experience and expertise of a consultant to achieve the following objectives:

1. To identify incentives, barriers and promising practices related to partnerships between post-secondary institutions and industry, in all sectors with an emphasis on partnerships related to the social sciences and humanities.
2. To provide recommendations on how SSHRC can promote and enhance research and related partnerships between post-secondary and industry stakeholders across its funding opportunities, especially as relates to outreach, the application process, management of awards and reporting.

3.0 BACKGROUND

Economic Action Plan 2013 provided further support to strengthen research partnerships between post-secondary institutions and industry including \$7 million per year for the Social Sciences and Humanities Research Council. This funding will in part support research related to the labour market participation of persons with disabilities.

This funding builds on the \$7 million provided to SSHRC in Budget 2012 which proposed to allocate \$7 million per year to SSHRC for its industry-academic partnerships initiatives.

3.1 SSHRC's role in strengthening postsecondary and industry partnerships

As stated in the Economic Action Plan 2013, "scientific discovery and its deployment through new technologies, products and services into the marketplace provide economic and social benefits for all Canadians. Canada's world-leading public research also contributes to the strength of our communities and the competitiveness of Canadian businesses. The Government has taken a number of steps to strengthen research partnerships with industry, including through the granting councils."



Canada is a nation of collaborators, nowhere more so than in research, and partnerships should remain a defining feature of Canada's strategy. Private, public and not-for-profit partners engage throughout the research and innovation process – identifying the questions, gathering the data, and developing novel solutions. This leverages resources, mobilizes knowledge and talent, and fast-tracks the impact of new ideas, treatments and technologies to address critical social, economic and health challenges. Continued investment in partnered research is crucial to Canada's success as an innovation nation.

Investing in partnered research maximizes the value of research investments by accelerating the flow of information, expanding networks and markets, mobilizing new knowledge, and facilitating access to highly skilled labour. Through its funding opportunities, SSHRC provides opportunities that allow industry, public and not-for-profit organizations to work hand-in-hand with the research community.

3.2 Definitions of “industry” and “postsecondary institution”

For SSHRC, “industry” is defined as ‘a for-profit organization, or an organization that assists, supports, connects and/or represents the common interests of a group of for-profit, incorporated organizations, such as an industry association or a formal or informal consortium.’ The scope of this definition allows SSHRC to bring a variety of industry-focused organizations together with the best researchers and graduate students to add value to the Canadian business environment.

As per SSHRC's definition, a postsecondary institution is a public or private not-for-profit degree or diploma-level university, university college or college established in accordance with appropriate provincial or territorial legislation.

3.3 SSHRC and promoting the value of multisectoral partnerships

SSHRC's Strategic Plan 2013-16, *Strengthening Canada's Cultures of Innovation*, identified multisectoral partnerships as an area where potential exists for improved and enhanced participation; development and sharing of best practices; and communication of results and impacts. Multisectoral partnerships engage the users of research in the design and implementation of research projects, thereby increasing the potential for that research to contribute directly to innovation in the public, private and not-for profit sectors.

4.0 SCOPE

The scope of the project will include the review of grey literature on post-secondary and, and industry partnerships, as well as a selection of SSHRC funded projects. In-depth telephone interviews will be conducted with a selection of multisector stakeholders. The preparation of a final report will provide an overview of the analysis, results and recommendations that will be applicable for SSHRC's future direction and/or emphasis for the promotion of partnerships between post-secondary institutions and industry across its funding opportunities. Recommendations will also be developed that are applicable to researchers and post-secondary institutions regarding how they can promote and sustain effective partnerships with industry.

5.0 TASKS

The following work tasks are required in order to achieve the stated objectives:



1. An analysis to identify incentives, barriers and promising practices of partnerships between post-secondary and industry stakeholders engaged in research and related activities in the social sciences and humanities. The analysis will be based on the review of grey literature as well as a selection of SSHRC successful and unsuccessful projects which include postsecondary institutions and industry partners.
2. The preparation of an interview guide which will be used to conduct telephone interviews with stakeholders engaged in post-secondary and industry partnerships. The interview sample will include a selection of SSHRC funded partnerships as well as unsuccessful partnerships.
3. Participation at a roundtable discussion with SSHRC's representatives and key stakeholders.
4. The preparation of a report (25 page maximum) which provides an overview of the analysis, results and recommendations for future direction and/or emphasis regarding how SSHRC can promote and enhance the value of partnerships between post-secondary institutions and industry across its funding opportunities.
5. The preparation of a PowerPoint presentation as well as a project update for presentation to SSHRC senior management.

SSHRC expects that weekly verbal and/or regular written project status reports will be submitted to the Project Authority as well as the opportunity to provide input.

6.0 DELIVERABLES and ASSOCIATED SCHEDULE

The schedule dates are based on a contract award date of February 17, 2014 through to July 31, 2014.

Deliverables	Timelines
Confirm terms of work and proposed schedule with SSHRC	February 17, 2014
List of potential awarded projects with post-secondary and industry partners to include in review and analysis provided to contractor by SSHRC	February 24, 2014
Draft approach, methodology and interview guide submitted to SSHRC	February 28, 2014
Submission of a list of potential interviewees by the contractor	March 7, 2014
Roundtable discussion (organized by SSHRC) involving the contractor, SSHRC's representatives and key stakeholders	March 27, 2014
Submission of the Final Report outline with final approach, methodology, interview guide and list of interviewees	March 25, 2014
Interviews and analysis completed	April 30, 2014
Progress Report and preliminary findings (e.g., draft executive summary) submitted	May 9, 2014
Draft Report submitted	May 30, 2014
Final Report submitted and approved	June 20, 2014
Presentation (includes PowerPoint) to SSHRC senior management	July 15, 2014



7.0. LANGUAGE OF WORK

Reading and oral comprehension in both official languages is essential. The deliverables can be written in English or French.

8.0. LOCATION OF WORK

Location of work under this contract can be performed at the Contractor's site; however the Contractor will be expected to make two one day trip to Ottawa, i.e., one to participate at the roundtable discussion and a second one to meet with and to present the project findings with the Project Authority and SSHRC senior management at the SSHRC offices located at 350 Albert St, Ottawa, ON. Other meetings, if required, shall be conducted via teleconference.



Annex B

Basis of Payment

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract the Contractor will be paid a firm price of (**Bidder to complete**) \$_____, Travel and Living is included as per article 8 of the Statement of Work. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Schedule of Milestone Payments

The Schedule of Milestone Payments dates are based on a contract award date of February 17, 2014.

Milestone description	Milestone date	Percentage of firm price to be claimed
List of potential awarded projects with post-secondary and industry partners to include in review and analysis provided to contractor by SSHRC	Feb 24, 2014	15%
Submission of the Final Report outline with final approach, methodology, interview guide and list of interviewees	March 25, 2014	40%
Interviews and analysis completed	April 30, 2014	20%
Final Report submitted and approved	June 20, 2014	15%
Presentation to SSHRC senior management	July 15, 2014	10%



Attachment 1 - Evaluation Criteria

1. Mandatory Technical Evaluation Criteria:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. The Bidder must provide the necessary documentation to support compliance with this requirement.

Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be given further consideration.

Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical Criterion	Requirement Met? Y/N	Cross Reference to Proposal
M1.	The Bidder must demonstrate that the proposed resource has a good understanding of research partnerships between post-secondary institutions and industry within the social sciences and humanities landscape		
M2.	The Bidder must demonstrate that the proposed resource has a good understanding of SSHRC's mandate and its support to research partnerships		
M3.	The Bidder must demonstrate that the proposed resource has good research, writing and communication skills		
M4.	The Bidder must demonstrate that the proposed resource has experience in developing questions for and conducting interviews with stakeholders		
M5.	The Bidder must demonstrate that the proposed resource has experience and expertise in researching and analyzing corporate background materials		
M6.	The Bidder must demonstrate that the proposed resource has a graduate (Master's) degree in the social sciences or humanities. The Bidder must provide a copy of a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside of Canada		
M7.	The Bidder must demonstrate that the proposed resource has reading and oral comprehension in both official languages		



2. Point Rated Evaluation Criteria:

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

A bidder must obtain a minimum pass mark of **70%** overall for the proposed resource in order to be considered responsive.

Bids not meeting the minimum pass mark will be given no further consideration.

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on, the role and responsibilities of the resource(s) in each referenced project, the start/end dates, the dollar value and the name and location of the organization along with the name and contact information of a reference within the organization.



Number	Point Rated Technical Criterion	Point Distribution
R1.	<p>The Bidder should demonstrate that the proposed resource has a good understanding of research partnerships between post-secondary institutions and industry within the social sciences and humanities landscape</p>	<p>Total available points = 30</p> <p>The proposed resource has a good understanding about research partnerships between post-secondary institutions and industry = 5</p> <p>The proposed resource has participated in or led a partnership(s) or network between post-secondary institutions and industry = 10</p> <p>The proposed resource has conducted a study or published on the subject of partnership(s) between post-secondary institutions and industry = 15</p>
R2.	<p>The Bidder should demonstrate that the proposed resource has a good understanding of SSHRC's mandate and its support to research partnerships</p>	<p>Total available points = 25</p> <p>Can discuss in detail SSHRC's mandate = 10</p> <p>Can identify some of SSHRC's funding opportunities supporting research partnerships = 15</p>
R3.	<p>The Bidder should demonstrate that the proposed resource has good research, writing and communication skills.</p> <p>This experience should be demonstrated by including in the proposal details/examples for a minimum of 2 related projects (maximum two pages in total) completed for either the municipal, provincial or federal governments in Canada. Details should include:</p> <ul style="list-style-type: none"> a) name and location of organization; b) duration of projects (months/years); and c) description of the project including work undertaken, methodology used and outcomes of the completed project. 	<p>Total available points = 15</p> <p>2 related projects = 5</p> <p>3 to 4 related projects = 10</p> <p>5 or more related projects = 15</p>



<p>R4.</p>	<p>The Bidder should demonstrate that the proposed resource has experience in developing questions for and conducting interviews with stakeholders</p> <p>This experience should be demonstrated by providing details/examples for a minimum of 2 projects which have required interview skills (maximum one page in total)</p>	<p>Total available points = 10</p> <p>2 projects = 5</p> <p>3 to 5 projects = 10</p>	
<p>R5.</p>	<p>The Bidder should demonstrate that the proposed resource has experience and expertise acquired in researching and analyzing corporate background materials.</p> <p>This experience should be demonstrated by providing a list (maximum two pages in total) of relevant projects for either the municipal, provincial, federal, territorial governments in Canada.</p>	<p>Total available points = 10</p> <p>1 or 2 projects = 5</p> <p>3 to 5 projects = 10</p>	
<p>R6.</p>	<p>The Bidder should demonstrate if the proposed resource has additional graduate degrees (doctoral degree) in social sciences or in humanities.</p>	<p>Total available points = 10</p> <p>Ph.D = 10</p>	
<p>Total of all the Point Rated technical criteria Minimum required score is 70% or 70 points</p>		<p>100 points</p>	



3. Mandatory Financial Criteria:

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

Number	Mandatory Financial Criterion
MF1.	<p>The total firm price to complete the work in accordance with the Statement of Work (including all Travel & Living Expenses) must not exceed \$35,210.00 GST/HST excluded.</p> <p>Note: This requirement will be evaluated once all mandatory requirements and the minimum passing mark indicated in the technical evaluation are met.</p>

For the purposes of bid evaluation, Attachment 2 - Pricing Schedule of the RFP will be used;

The total evaluated price will be the Bidder's "**Total Firm Price for Evaluation Purposes including Travel & Living (GST/HST excluded)**" as per Attachment 2 – Pricing Schedule.



Attachment 2 – Pricing Schedule

The Bidder should complete this pricing schedule and include it in its financial bid.

The Contractor **must** submit a firm price for Work performed including Travel & Living Expenses as per paragraph 8.0 of the Statement of Work.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

For information purposes only and in order to determine whether the firm price proposed is fair and reasonable and whether the level of effort is commensurate with the work to be performed, bidders are to complete the Pricing Schedule below.

Contract Period – from date of award to June 30, 2014	Firm all- inclusive per diem rate (GST/HST extra)	Level of Effort (days)	Firm Price
	A	B	C = A x B
Proposed Resource: _____ (Bidder to complete)			
Professional Services (GST/HST excluded)	\$		\$
Travel and Living (Exclusive of taxes)			\$
Total Firm Price for Evaluation Purposes including Travel & Living (GST/HST for Professional Services and taxes as applicable for Travel & Living excluded):			\$
GST/ HST as applicable for Professional Services and taxes as applicable for Travel & Living			\$
Total Firm Price to complete the work in accordance with the Contract and the Statement of Work including Travel & Living Expenses as per paragraph 8.0 of the Statement of Work			

Please note that in accordance with Mandatory Financial Criteria 1 (MF.1)
 “The total firm price to complete the work in accordance with the Statement of Work
 (including all Travel & Living Expenses) must not exceed \$35,210.00 GST/HST excluded.”
 Financial proposals that exceed \$35,210.00 GST/HST excluded will be deemed non-
 responsive.



ANNEX C
SECURITY REQUIREMENTS CHECK LIST



Government of Canada

Gouvernement du Canada

RECEIVED
JAN 17 2014

Contract Number / Numéro du contrat S13-Partnerships
Security Classification / Classification de sécurité Unclassified

**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 SSHRC	2. Branch or Directorate / Direction générale ou Direction Partnerships Portfolio	
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 The overall goal of this project is to increase the frequency of SSHRC funded partnerships between post-secondary institutions and industry, which will address one of SSHRC's key commitments (2013-14) as per the Budget 2013 Implementation Proposal.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" 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 S13-Partnerships
Security Classification / Classification de sécurité unclassified

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
S13-Partnerships
Security Classification / Classification de sécurité unclassified

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



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Contract Number / Numéro du contrat S13- Partnerships
Security Classification / Classification de sécurité unclassified

PL

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme		Signature	
Name (print) - Nom (en lettres moulées) Éric Bastien	Title - Titre Acting Director	<i>[Signature]</i>	
Telephone No. - N° de téléphone 613-943-1149	Facsimile No. - N° de télécopieur 613-947-0223	E-mail address - Adresse courriel eric.bastien@sshrc-crsh.gc.ca	Date 17/01/2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme		Signature	
Name (print) - Nom (en lettres moulées) D. Luca	Title - Titre Mgr, Corp Security (DSQ) & Real Proper	<i>[Signature]</i>	
Telephone No. - N° de téléphone 613-943-0123 442-3009	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Dumitru.Luca-Coanta@nserc.gc.ca	Date 2014-01-17
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?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Out
16. Procurement Officer / Agent d'approvisionnement		Signature	
Name (print) - Nom (en lettres moulées) STAN TERESHYN	Title - Titre PROCUREMENT OFFICER	<i>[Signature]</i>	
Telephone No. - N° de téléphone 613-944-4014	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel stan.tereshyn@PSERL-CRSNG.GC.CA	Date 2014-01-17
17. Contracting Security Authority / Autorité contractante en matière de sécurité		Signature	
Name (print) - Nom (en lettres moulées) Paul Lepinski	Title - Titre Contract Security Officer	<i>[Signature]</i>	
Telephone No. - N° de téléphone 613 957-1294	Facsimile No. - N° de télécopieur 613 954-4171	E-mail address - Adresse courriel Paul.Lepinski@pvcsc.gc.ca	Date 21-JAN-2014

PL