

RETURN BIDS TO:

**RETOURNER LES
SOUMISSIONS À:**
Attn: Stéphanie Medeiros
Procurement@pptc.gc.ca

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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Citizenship and Immigration Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred 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: Citoyenneté et Immigration
Canada**

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

**Instructions : See Herein
Instructions: Voir aux présentes**
Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Passport Material Management Division
70 Crémazie
Gatineau, Québec K1A 0G3

Title – Sujet Citizenship & Immigration Canada – Imaging Requirement (Microfilm)	
Solicitation No. – N° de l'invitation CIC-142313	Date April 14, 2014
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – May 26th, 2014	Time Zone Fuseau horaire 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 : procurement@pptc.gc.ca	
Telephone No. – N° de téléphone : 819-934-3797	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	
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 Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

This Request For Proposal and Resulting Contract Clauses are governed by the Privacy Act, the Policies & Directives of The Treasury Board of Canada Secretariat, as well as the Standard Acquisition Clauses and Conditions issued by Public Works and Government Services Canada.

1. Security Requirement

There is a security requirement associated with this solicitation. For additional information, consult Part 6 – Resulting Contract Clauses and Appendix “F”.

2. Summary

The requirement is to obtain a solution to complete digital images of 4.5 million microfilmed Immigration and Citizenship records, on or before March 31st, 2016. These records are comprised of 2 collections – Immigration records and Citizenship records, (see attached Appendices.)

For each record, the Contractor will be required to provide 2 copies of the following:

- a) PDF/A image of each microfilmed record
- b) associated metadata & index data, in Excel format (sample format to be provided by CIC)

One copy will be provided on a CIC IT Security-approved, encrypted device, supplied by CIC, and a 2nd copy will be provided on CD-R (with phthalocyanine dye and a gold metal reflective layer.)

Single Contract

Canada is seeking to establish a contract for *Citizenship and Immigration Canada – Imaging requirement for microfilm records*, as defined in Appendix "D", Statement of Work.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Passport Canada Website at <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

All SACC manual clauses for specific instructions not covered by the standard instructions 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 [PPTC-SI-001 \(2013-07-15\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

3. 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.

4. Applicable Laws

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

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 (one (1) electronic copy)
Section II: Financial Bid (one (1) electronic copy)
Section III: Certifications (one (1) electronic copy)

Bid must be submitted to the following email address: Procurement@pptc.gc.ca

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.

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. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix "E", Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "G", Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

1.1 SACC Manual Clauses

C3011T (2010-01-11) - Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the required certifications under Part 5 – Certifications.

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.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Bidders must meet all the mandatory requirements described below. This will be evaluated as either "Met" or "Not Met". Proposals not receiving "Met" for any mandatory requirement will *not* be considered further.

Please indicate beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria. All requirements will be evaluated independently from each other.

Reference to projects used to demonstrate compliancy may not be split into multiple components in order to demonstrate additional project experience.

Reference projects must include the following information:

- The client organization
- The dates/duration of the project
- A description of the project, including the scope and elements of the framework, and the results/outcome of the work undertaken by the Bidder and/or proposed resources.
- The name and contact information of the client Project Authority

Criteria	Mandatory Requirement	MET or NOT MET	Substantiation in detail as to how this Requirement was met and/or cross reference to proposal
M1	<p>1) At bid closing, all resources proposed to work on this requirement must have a valid Government of Canada Security Clearance at the Reliability Status level. The following information must be provided with the proposal, for each resource:</p> <ul style="list-style-type: none"> - Resource name - PWGSC security file number - Security level - Expiration date <p>2) The Bidder must hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of Protected B, issued by CISD, PWGSC.</p> <p>A copy of the Security Status of Canadian Organization Certification/Letter must be provided with the bid.</p>		
M2	<p>The Bidder must demonstrate its capacity to process images, in their facilities, per geographic location*. The Bidder must have successfully completed a minimum of one (1) project that meets all of the following criteria:</p> <ul style="list-style-type: none"> • Over 1 million images processed (converted from microfilm to digital format) in less than one (1) calendar year and was completed within the last five (5) years; <p>The referenced project must include the following information:</p> <ol style="list-style-type: none"> 1. Document imaging process description; 2. Volume of images processed; 3. Project duration (mm-yyyy to mm-yyyy) 4. Client reference, including organization name, contact name, title, telephone number and email address. <p>*Geographic location means all Bidders' facilities within a radius of 400 km and is within Canada.</p>		
	<p>Project Management plan</p> <p>At bid closing, the Bidder must submit a project</p>		

<p>M3</p>	<p>management plan. The plan must include, the following information:</p> <ol style="list-style-type: none"> 1. Assignment of a specific project manager or project lead for the duration of the project (indicate the name of the individual proposed as project manager/lead); 2. Project plan; 3. Progress reporting status; 4. Monitoring and control process. 5. Hours of availability of the project manager/project lead; 6. Response service levels; 7. Escalation path for issue resolution; 8. A detailed schedule to meet the imaging requirements detailed in Appendix 1, including for example, start date of imaging, rate of progression, acceleration of schedule if required, timing of delivery of records (batching), process to facilitate client Quality Assurance (QA) and delivery of the images. 		
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1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

The criteria contained herein will be used by CIC to evaluate each proposal that has met all of the Mandatory Requirements. Bidders are advised to address the requirements in following order and in sufficient depth in their proposals to enable a thorough assessment. CIC’s assessment will be based solely on the information contained within the Proposal. CIC may confirm information or seek clarification from Bidders.

Number	Rated requirement	Rating Grid	Demonstrated Experience and page reference number
R1	<p>Corporate Experience (max 30 points)</p> <p>The Bidder should demonstrate its capacity to process images (converted from microfilm to digital format).</p> <p>The Bidder will be awarded points for demonstrated yearly volumes in the last three (3) years.</p> <p>The Bidder should provide a detailed summary of all projects completed in the last three (3) years including the following information:</p> <ol style="list-style-type: none"> 1. Document imaging process description; 2. Volume of images processed; 3. Project duration (mm-yyyy to mm-yyyy) <p>The Bidder should provide references for the three (3) highest volume projects. The referenced projects must include a summary, Client reference, including organization name, contact name, title, telephone number and email address.</p>	<ul style="list-style-type: none"> • 6 points - Very Low Volume: Less than 2 million record, per year, per geographic location. • 12 points - Low Volume: Over 2 million to 3 million record pieces per year, per geographic location. • 18 points -Moderate Volume: 3 million – 5million record pieces per year, per geographic location. • 24 points - High Volume: Over 5 million to 10 million record pieces per year, per geographic location. • 30 points - Very High Volume: Over 10 million record pieces per year, per geographic location. <p>* Geographic location means all Bidders' facilities within a radius of 400 km and is within Canada.</p>	

<p>R2</p>	<p>Certifications (max 50 points)</p> <p>The Bidder should demonstrate that their imaging processes adhere to standards listed below.</p> <p>Bidder should demonstrate how their processes meet the standards.</p> <ul style="list-style-type: none"> i. ANSI/AIIM MS44 - Recommended Practice for Quality Control of Image Scanners; ii. ANSI/AIIM MS49 - Recommended Practice for Monitoring Image Quality of Roll Microform and Microfiche Scanners iii. ISO 8879 - Information processing - Text and office systems - Standard Generalized Markup Language (SGML) iv. ISO 9660 - Information Processing -Volume and file structure of CD-ROM for information interchange 	<p>For each of the four (4) standards listed below:</p> <p>12.5 points, per standard, where an independant 3rd party has audited the bidder's processes and certified that the standard is met. A copy of the certification or reference letter from the independent 3rd party must be provided.</p> <p>5 points, per standard, where the bidder has demonstrated that they have an internal auditing process and an internal quality control process confirming that the standard is met.</p>		
<p>R3</p>	<p>Project Manager (max 20 points)</p> <p>The Bidder should submit a detailed CV for the proposed project manager identifying Project Management in the imaging business work experience and experience leading Projects similar in scope and complexity*.</p> <p>*Projects similar in scope and complexity means: - Volume of images converted from microfilm to digital, with associated capture and indexing, is over 1 million units within 1 calendar year.</p>	<p>Points will be awarded as follows:</p> <p><u>Project management experience in the imaging business</u></p> <p>3 points : < 5 years 7 points: 5 – 9 years 10 points: 10 years or more</p> <p><u>Project experience</u></p> <p>3 point : < 2 projects 7 points: 2 to 5 projects 10 points: 5 projects or more</p>		

R4	<p>Quality Control/Quality Assurance Procedures (max 20 points)</p> <p>Bidder must submit quality control (QC)/quality assurance (QA) procedures which must include (but are not limited to): written processes and guidelines, training plans and materials for employees/agents, and performance management mechanisms to ensure quality work by employees/agents.</p>	<p>Written quality control procedures = 5 POINTS</p> <p>Written quality control procedures AND training plan for employees = 10 POINTS</p> <p>Written quality control procedures AND training plan AND training materials for employees = 15 POINTS</p> <p>Written quality control procedures AND training plan AND training materials for employees AND performance management mechanisms = 20 POINTS</p>		
		TOTAL (max 120 points)		

1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive *unit prices* for the work required as part of Appendix “D” being proposed in accordance with the bid solicitation, for the initial contract period and option periods.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment, Appendix “E”.

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

1.4 Substantiation of Professional Services Rates

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

2.0 Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and

2.1.3 Bids not meeting **(a) and (b)** will be declared non-responsive.

2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.

2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.

2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
	Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined rating		84.18	73.15	77.7
Overall rating		1st	3rd	2nd

3. Security Requirement

1 At the date of bid closing, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 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.

For additional information on security requirements, bidders should contact the Contracting Authority.

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. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed **Federal Contractors Program for Employment Equity - Certification**, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

A1. The Bidder certifies having no work force in Canada.

A2. The Bidder certifies being a public sector employer.

A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.

A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including applicable taxes.

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.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Status and Availability of Resources

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

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

1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate.

Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

PART 6 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Citizenship and Immigration Canada Contract Terms and Conditions is available on the Passport Canada Website: <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [PPTC-SI-001 \(2013-07-15\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

A4. General Conditions

A4.1 General Conditions [PPTC-GC-001 \(2013-07-15\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.

APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “A” – General Terms and Conditions;
- c) Appendix “B” – Supplemental Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment;
- g) Appendix “F” – Security Requirement Checklist (SRCL);
- h) Appendix “G” – Vendor Information and Authorization Form;
- i) Appendix “H” – Sample documents for Immigration Records;
- j) Appendix “I” – Sample documents for Citizenship Records;
- k) the Contractor's proposal dated _____(TBD)

B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>PPTC-SC-001</i>	<i>2013-07-15</i>	<i>Contractor Owns Intellectual Property (IP) Rights in Foreground Information</i>

B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>4008</i>	<i>2008-12-12</i>	<i>Personal Information</i>
<i>A9122C</i>	<i>2008-05-12</i>	<i>Protection and Security of Data stored in databases</i>
<i>A9117C</i>	<i>2007-11-30</i>	<i>T1204 - Direct Request by Customer Department</i>
<i>A9116C</i>	<i>2007-11-30</i>	<i>T1204 Information Reporting by Contractor</i>
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

B4. Security Requirement

Document Safeguarding – with Computer Systems

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding

at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CIC Corporate Security or the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. The Contractor/Offeror must not remove any Protected information or assets from the identified and approved work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIC.
6. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 2. *Industrial Security Manual* (Latest Edition).

B5. Period of Contract

The period of the Contract is from date of contract award to **March 31st, 2016**.

B5.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to **two (2)** additional six (6) month options to extend the contract period only, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix "E", Basis of Payment.

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

B6. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B7. Certifications / Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related

documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

B7.1 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

B8. Insurance Requirements

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.

B9. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

B10. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

B11. Authorities

B11.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Stéphanie Medeiros
Title:	Team Leader - Procurement
Organization:	Citizenship and Immigration Canada – Passport Program
Address:	70 Crémazie
E-mail address:	procurement@pptc.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.

B11.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at 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.

B11.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price *as specified in Appendix “E”* for a cost of \$ _____ (*insert the amount at contract award*). 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.

C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$2,000,000.00, for the initial contract period, all options and applicable taxes. Customs duties are included.

2. Canada's total liability to the Contractor under the Contract must not exceed \$ 2,000,000.00 for the initial contract period, all options and applicable taxes. Customs duties are included.
3. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

C3. Method of Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

C4. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (*insert the amount at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C5. Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

APPENDIX “D”, STATEMENT OF WORK

1. Background

Citizenship and Immigration Canada (CIC), administers a number of programs related to immigration, citizenship, residency, among others, and retains historical records on microfilm. These records are accessed regularly in the course of ordinary business. Current records are managed in an information system where unique reference numbers are assigned. Historical records are generally retrieved based on search criteria such as last name, first name, date of birth, date of landing/citizenship grant.

Records of enduring value are also retained in Library and Archives Canada (LAC) currently in microfilm format. After April 2017, LAC's preferred acquisition format for records of enduring value is in digital format.

CIC is also implementing new document and records management practices based upon OpenText products procured for the Government of Canada's GCDOCS V2.0 program. (GCDOCS V2.0 is the Government of Canada licensed solution built upon OpenText Content Server 2010). At this time, implementation of the GCDOCS system at CIC is in testing. Implementation is expected during fiscal year 14/15.

The availability of digital images and the implementation of the GCDOCS record management system provide opportunities for CIC to improve its business processes with improved and faster access to historical records. The overall goal of CIC is to obtain digital images of these records, with associated metadata and index data as specified in Attached Appendices, which will eventually be transferred into the GCDOCS document and record management system. Once GCDOCS is fully implemented, the transfer of the images with the appropriate tagging of the records will be automated with seamless transfer. CIC employees will have faster access to the records as well as improved search capabilities.

2. Scope of work

The requirement is to obtain a solution to complete digital images of 4.5 million microfilmed Immigration and Citizenship records, on or before March 31st, 2016. These records are comprised of 2 collections – Immigration records and Citizenship records, (see attached Appendices.)

For each record, the Contractor will be required to provide 2 copies of the following:

- c) PDF/A image of each microfilmed record
- d) associated metadata & index data, in Excel format (sample format to be provided by CIC)

One copy will be provided on a CIC IT Security-approved, encrypted device, supplied by CIC, and a 2nd copy will be provided on CD-R (with phthalocyanine dye and a gold metal reflective layer.)

3. Solution Requirement

The imaging of 4.5 million images must be completed by March 31st, 2016.

The Contractor's solution is to deliver 2 sets of digital images from microfilm reels provided, with fully documented and substantiated chain of custody. The solution will include documents, images and projects as outlined below

3.1 Documentation:

All documentation, as described in section 3.1 below must be provided, in final versions, to the Technical Authority five (5) business days after initial meeting.

All documentation required at section 3.1.1, 3.1.2 and 3.1.3 must be comprehensive, complete, and use non-technical language that can be clearly understood by the Technical Authority. The documentation supplied by the Contractor should not require any quality control review, proofreading, or corrections by CIC Where required, the Contractor must correct the supplied material.

3.1.1 A final project management plan including but not limited to:

- a) Assignment of project manager or project lead;
- b) A schedule of activities/workplan;
- c) Progress reporting process;
- d) Monitoring and control process;
- e) Hours of availability of the project manager/project lead;
- f) Response service levels (e.g. to inquiries from the client);
- g) Escalation path for issue resolution; and
- h) Pickup and delivery processes for tapes.

3.1.2 Description of the procedures in place for the handling of microfilm. Procedures must be consistent with Library and Archives Canada's Guidelines for Microfilming Records of Archival Value <http://www.collectionscanada.gc.ca/007/002/007002-3009-e.html>;

3.1.3 Quality assurance plan and validation plan to meet image requirements, including but not necessarily limited to the following:

- a) Description of methodology followed;
- b) Parameters used to determine the sample sizes for quality assurance purposes, such as confidence level and interval,
- c) Number or percentage of records to be sampled;
- d) Process followed for automated and / or manual review of scanned images, generation of report;
- e) Timing and frequency of measurement and detailed reporting of quality assurance performed for the sampling period;
- f) Timing and type of reports; and
- g) Quality training plan for Contractor employees.

3.1.4 Index Data – as per Attached Appendices;

3.2 Imaging Requirements

Services must meet, but are not limited to, the following requirements:

3.2.1 Technical specifications:

- a) Cleaning of reels and microfilm where required, with exclusion of red markings added to the reels as noted below;
- b) Conversion of images to 300 DPI bi-tonal and/or greyscale PDF/A images, saved to a CIC IT Security-approved, encrypted device (provided by CIC) with specified filenames, folder structure, index and metadata capture as per Appendix 1;
- c) Creation of a 2nd copy of the converted images, saved to a 2nd media in PDF/A format;
- d) Cropping, de-skewing and de-speckling of images;
- e) Black border around each image so that all four corners are visible;
- f) No blank pages are to be imaged (or to be charged for), such as those 'empty' images at the beginning or end of a reel;
- g) Capture, generation and transfer of up to 13 fields of index data in a defined format. Most records will only require 7-9 fields to be captured, but some identified records may require more. See attached Appendices, Index Data table for specifics;
- h) Capture, retention and transfer of metadata generated in the creation of the images. See Attached Appendices, Metadata for specifics;

3.2.2 Data Conversion:

- a) 100% of the records must be imaged, levelled, and named per specifications and project design process;
- b) Each image must be quality controlled for resolution, density, speckling, skewing, 100% accuracy, and sensitivity and other controls are to be adjusted to improve the quality of the captured image;
- c) A sampling set of digitally imaged documents must be generated for validation at the start of the work. Work will not continue until acceptance is received from the Technical Authority; acceptance or rejection will be provided within 48 hours of receipt of the sample;

d) Use the image format that ensures the best quality image and the smallest image file size (while respecting requirement of 300 DPI). Files should not exceed 500 KB;

e) Records must be imaged in their entirety, scans must be legible, and image files must be correctly named and indexed. Blank pages are not to be imaged and not to be included in the image file;

f) Images rejected by the Technical Authority are to be reimaged from the original source record(s), at no additional cost to CIC;

3.2.3 Post conversion assembly:

a) 100% of microfilm must be rewound and returned to CIC in the original container after imaging;

3.2.4 Index Coding:

a) 100% of index data coding must be captured per the project plan, must meet the required technical specifications mentioned in 3.2.1, be accurately cross-referenced, and adhere to the quality controlled method specified by the contractor;

b) The quality level for the purposes of the sampling inspection by CIC is error- free within a lot, to CIC's standards and all important data is captured in the digital image;

c) A sampling set of index coding must be generated for validation at the start of the work, along with the data conversion sample (as specified in item 3.2.2, c)). Work will not continue until acceptance is received from the Technical Authority; acceptance or rejection will be provided within 48 hours of receipt of the sample;

3.2.5 Digitally Imaged Documents:

a) All supplied exports must be 100% error-free;

b) Exported images must be completed and delivered by the deadline designated by the project plan unless delay is due to no fault of the Contractor;

3.3 Project Requirements

3.3.1 Project Specifications

a) The Contractor must have the required imaging equipment set up at the Contractor's facility, and all related equipment and software set up, configuration etc specific to the work;

b)The Contractor must train and supervise Contractor staff, including project specific instructions, coding requirements, index data coding and batch coding;

- c) The Contractor must organize and prepare records for conversion and reassembly (rewind and return reels to original case);
- d) The Contractor must have quality assurance processes, systems including quality procedures and exception handling, control reports as per plan mentioned in 3.1.3 above;
- e) The Contractor must manage the project as per plan mentioned in 3.1.1 above;
- f) The Contractor must perform activities related to data management specifications;
- g) The Contractor must ensure that 100% of the records to be digitized must be accurately and consistently logged/inventoried for tracking and control purposes as part of a documented regularized and repeatable process. By doing so, this will ensure exact and accurate accounting and recording of records to be digitized between CIC and the vendor. To facilitate this process, CIC will provide to the Contractor inventory control documents to be used during the entire duration of the project;

3.3.2 Document and Data Management specifications

- a) The Contractor must protect all information against data loss, data corruption, and viruses;
- b) The Contractor must ensure no gaps or overlaps in page, document, and batch sequencing;
- c) The Contractor must employ systems and processes that are fully Unicode compliant and are capable of generating deliverables that are Unicode compliant;
- d) The Contractor must assume any costs related to hardware and software and any modifications required to comply with technical requirements of data management and media preparation for the work to be performed;

3.3.3 Delivery specifications

- a) All microfilm is available in the National Capital Region (NCR) and is to be returned to the NCR, at a location to be specified by the Technical Authority;
- b) For media delivery, the Contractor must ensure that delivery is handled via bonded courier that provides a controlled movement service for shipments. This service must conform to with Canada's regulations for the security and safe transportation of documents (http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/g1-009_e.pdf), with proof of signature of each handler. Pick-up and delivery must be point to point with no stops in between. Under no circumstances can the records be left unattended;

c) If delivery problems occur, the Contractor is to resolve the situation and notify the Technical Authority immediately;

4. Constraints and Controls

4.1 All data must remain in Canada and cannot be transmitted or accessed outside of Canada for any reason.

4.2 Batches of microfilm must be controlled so that a particular batch can be immediately retrieved within 24 hours if and when required by CIC;

4.3 Language of work: reports, meetings, correspondence, and discussions are to be in English;

5. Travel and Living

No travel and living expenses will be paid to perform these services or to attend client meetings.

6. Meetings

6.1 Initial meeting with Technical Authority upon 5 business days after contract award to discuss the final documentation required at section 3.1 – Documentation;

6.2 A meeting following the contract award sampling of document imaging and index data (as per 3.2.2 c) & 3.2.4 c)) to go over the sampling provided in order to launch following work;

6.3 Ad hoc meetings, as required or upon CIC's request.

Appendix 1 – Contents of Reels and Image/Index Requirements*

Samples are provided as a separate document, as part of the RFP – Refer to Appendix “H”

*refinements to these requirements to be identified during Project Design process
Immigration Records (Primary Record Collection)

The records are historical records of Records of Landing from 1953 – 1972

Years	# Reels	Approx # 'pages'	Form type
1953-1955	316	884,800	Variable: Typewriter primarily , some handwritten, some with information on lines, others in boxes <ul style="list-style-type: none"> • Records of Landing • Chinese Records of Landing (2 pages – photo second page) • Cross Index Cards (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • Alpha separators (blank page with a single surname or a few characters from a surname – these do not need to be imaged or captured) as per sample documents • miscellaneous supplementary information (supplements) at the end of reels
1956-1960	664	1,859,200	<ul style="list-style-type: none"> • Records of Landing • Chinese Records of Landing (2 pages – photo second page) • International Embarkation And Disembarkation Cards (considered a type of ROL) • Cross Index Cards (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • Alpha separators (blank page with a single surname or a few characters from a surname – these do not need to be imaged or captured) • miscellaneous supplementary information (supplements) at the end of reels

1961-1963	144	403,200	<p>International Embarkation Cards appear to stop, and there is less frequency of the 2-page Chinese Records of Landing)</p> <ul style="list-style-type: none"> • Records of Landing • Chinese Records of Landing (2 pages – photo second page) • Cross Index Cards (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • Alpha separators (blank page with a single surname or a few characters from a surname – these do not need to be imaged or captured) • miscellaneous supplementary information (supplements) at the end of reels
1964-1966	231	646, 800	<p>(No more Alpha separator cards, Cross Reference cards now have Soundex Code on them that needs to be captured, 2-page Chinese Records appear to stop)</p> <ul style="list-style-type: none"> • Records of Landing • Cross Index Cards with Soundex Code (and partially filled out record of landing forms that also act as Cross Index Cards as per sample documents) • miscellaneous supplementary information (supplements) at the end of reels
1967-1972	331	993,000	<p>Includes Micronumber</p> <ul style="list-style-type: none"> • Records of Landing • miscellaneous supplementary information (supplements) at the end of reels
TOTAL		4,140,200	

Content on Reels

The reels are 16mm reels of Records of Landing. The reels are usually in plastic cases with identification information on the outside of the case; some reels may be in cardboard cases. The year of landing (calendar year) corresponds to the reel; each reel will contain information only related to one calendar year.

All Records of Landing are at the front of the reel. At the end of the reel is supplementary information that will pertain to a record that appeared earlier on that reel. These will include amendments or revocations. There might be approximately 20 of these on each reel. Where a Record of Landing has a red marker border around its image (visible on the microfilm), this indicates that there is a supplementary document related to a document on that reel. Special file naming features will apply both to the amendment and the Record of Landing to which it pertains. This red marking is not on all reels. Where it does not exist, the special naming features are still required, but their occurrence will only be identified by the supplementary documents appearing at the end of the reel.

Each reel should contain an image of the operator certificate of authenticity related to the Records of Landing, but not the supplementary information which was subsequently added.

Image Requirements

- The first few images on the reel are blank. Imaging to start at first `populated` image on the reel. The leading blank images on the reel are not to be imaged, and Unique digital image identifier (metadata) is not to start with blank images.
- A Record of Landing may have more than one page
- One image/file per Record of Landing (for each applicant) (Record of Landing, Chinese Record of Landing or Embarkation card are all different types of Records of Landing)
- Where a Record of Landing image on the microfilm has a red marker border around its image (visible on the microfilm), this indicates that there is a supplementary document related to that document on the reel. Special naming features will apply both to the amendment and the Record of Landing to which it pertains. Some reels do not have this red marker border. Special naming features will apply to the amendment and the ROL to which it pertains. However the existence of these amendments or supplementary information will only be signalled when the documents appear at the end of the reel.
- One file for each Cross Index Card; special file naming conventions apply as per below.
- One image/file for each supplementary information; special file naming conventions apply as per below
- One image/file for each Camera Operator's Certificate
- Every image must show all four corners of the document; Each imaged document is to have a border around it.
- All de-speckled, de-skewed and cropped
- Image any page with any marking or writing on it, except the Alpha separators
- Each media (CIC IT Security-approved, encrypted device/CD) must include one excel file that includes Index Data and Metadata for each image supplied on said media. See format/layout below.
- The contractor will also provide one complete excel file of all images supplied at the end of the project.

INDEX DATA

	Field name	Type	Length	Information
1	Reel number	Numeric	3-6 digits	The reel number is on the reel cover
2	Filename	Alpha numeric	See below	See filename section below
3	Last name	Alpha characters	Varied (no character limitation)	Spaces between words where applicable Periods cannot be included; Dashes are okay e.g. Wallace-Lee is okay e.g. St. Georges should be St Georges DO NOT CAPTURE: - <u>née or nee surname</u> (see sample documents) - <u>'Son' of or 's/o' names</u> (see sample documents)
4	First name	Alpha characters	Varied (no character limitation)	Spaces between words where applicable Periods cannot be included; Dashes are okay DO NOT CAPTURE: - <u>'Son' of or 's/o' names</u> (see sample documents)
5	Date of Birth	YYYY/MM/DD	8 numeric Characters separated by forward slash	A date of birth will always be provided. It may be handwritten (added after verification or by officer)
6	Date of Landing	YYYY/MM/DD	8 numeric Characters separated by forward slash	
7	Date field A			Leave blank for this collection
8	Supplementary Information	Numeric flag	Digit	Flag if there is supplementary information Digit indicates the number of pieces of supplementary information. More than 1 is rare
9	Unique Identifier	Alpha numeric	10 characters	A Soundex number is only available in certain years 1964-66 1 alpha character followed by 3 digits (no hyphens) (In future years, this field will capture another document number of one Alpha and 9 digits)
10	Micro-number	Numeric	11 digits	4 digit for year of landing followed by 7 digit code Only available for years 1967 and forward.
11	Path on media			See Folder Structure section below

12	Form number			Leave blank for 1 st collection
13	Empty field 3			Leave blank for 1 st collection

METADATA

Required but not limited to:

- Unique digital image identifier
- Date and time of digitization
- Name of Contractor providing the digitization
- Capture device
- Processing agent ID
- Calibration settings (colour correction settings on monitor and for output)
- Date of last calibration
- Item and /or filename
- Item and/or file resolution, colour depth and compression
- Collection identification (ROL)

FOLDER STRUCTURE

Record of Landing, Cross Index Card, Supplementary Information

The folder will follow the following structure

- Immigration
 - Selection & Processing
 - Record of Landing
 - Year (*actual year representing the year of landing of images*)
 - Alphabetical sublevels where required (*for more than 1000 files*)
 - Record of Landing (ROL) Image files with file name as identified

Any supplementary information should be filed in the same folder as the Record of Landing file that it pertains to.

No more than 1000 files should be in a single folder. Sublevels should be identified by the first full last name and the final full last name that appear in that folder. The same last name should not be split into different folders, e.g. all Smith files should be together, all Wong files should be together. Files should be split into sub-level batches of 1,000 per the following example:

Immigration/ Selection & Processing) / Record of Landing/ 1953/ Aaron-Deun – Folder containing up to 1000 files

Immigration/ Selection & Processing / Record of Landing/ 1953/ Devries- Frame– Folder containing up to 1000 files

.....

Immigration/ Selection & Processing / Record of Landing/ 1953 /Wael-Wonfrid – Folder containing up to 1000 files

Immigration/ Selection & Processing / Record of Landing/ 1953/Wong/01 - Folder containing up to 1000 files – 1st Wong group

Immigration/ Selection & Processing / Record of Landing/ 1963/Wong/02 - - Folder containing up to 1000 files – 2nd Wong group

Immigration/ Selection & Processing / Record of Landing/ 1963/Wonfle-Xae - Third group of 1000 docs

Camera Operator’s Certificates

- Immigration
 - Selection & Processing Camera Operators Certificates

EG.

Immigration/ Selection & Processing/ Camera Operators Certificates

Filename

Vendor shall provide a full filename for each Record of Landing, Cross Index Card, Supplementary Information, and Camera Operator’s Certificate image.

File	Filename structure
Record of landing	Surname_Given name_DOB_ROLyear of entry <ul style="list-style-type: none"> • Smith_Jane_19480824_ROL1962 If a file has supplementary information <ul style="list-style-type: none"> • Smith_Jane_19480824_ROL1962_sup
Cross Index Card	Surname_Given name_DOB_ROLyear of entry_ROLCI <ul style="list-style-type: none"> • Smith_Jane_19480824_ROL1962_ROLCI
Supplementary information	Surname_Given name_DOB_year of entry_ROLSUP1 <ul style="list-style-type: none"> • Smith_Jane_19480824_ROL1962_SUP1
Camera Operator’s Certificate	YEAR_REEL#_CAMCERT_ROL

****Please note****

In cases where multiple clients with the same name and DOB, landed in the same year, a digit will be added sequentially after the DOB.

EG.

Smith_Jane_19480824_ROL_1962

Smith_Jane_19480824_1_ROL_1962

Smith_Jane_19480824_2_ROL_1962

Appendix 2 – Contents of Reels and Image/Index Requirements*

Samples are provided as a separate document, as part of the RFP – Refer to Appendix “I”

*refinements to these requirements to be identified during Project Design process
Citizenship Records (Secondary Record collection - sampling of approx 100,000 documents to be created)

These are historical records of Grant of Citizenship and Proof applications. The years 1950-1989 have been identified as first priority for imaging.

Years	# Reels	Approx # 'pages'	Grant Form type
1915 – 1946	1,850	5,180,000	Naturalization
1947-1957	1,631	4,566,800	Canadian citizenship Registration Branch form B1 (5QM-2-47) with variation of handwritten or stamped file numbers.
1958 -1987	9,673	27,084,400	Canadian citizenship Registration Branch form Both file number and year are typed
1988 - Present	21,741	60,872,000	Citizenship Registration and Promotion Form 3-178(68-09?)used until 1995. In 1995 it was a sheet of paper (no form number) hand written. In 1996 form 3-178 was once again used. In 1998 no form number, form has large typed number-year, similar to a header page. At some point in 1999 the form was consistent but the Image id was changed from file number year to year file number.

Content on Reels

The reels are 16mm reels of Grants and Proofs of Citizenship. The reels are usually in plastic cases with identification information on the outside of the case; some reels may be in cardboard cases.

Both Proof and Grants are on the same reel. There are several pages with each application. Grant applications –straightforward with no residency issues would be 40-50 pages. Files can be 100 pages or more. Proof files are generally smaller than grant files ranging from 10 to 30 pages.

The indication of a change of application/file is a change in the file number. Each file may contain multiple clients all associated to the one file number.

Image Requirements

- One image/file per file number.

- One image/file for each Camera Operator's Certificate
- All de-speckled, de-skewed and cropped
- Each media (CIC IT Security-approved, encrypted device/CD) must include one excel file that includes Index Data and Metadata for each image supplied on said media. See format/layout below.

The contractor will also provide one complete excel file of all images supplied at the end of the project.

INDEX DATA

	Field name	Type	Length	Information
1	Reel number	Numeric	1-6 digits	The reel number is on the reel cover
2	Filename	Alpha numeric	See below	See filename section below
3	File number	Numeric	3-10 digits	See filename section below
4	Year	Numeric	2-4 digits	See filename section below
11	Path on media			See Folder Structure section below

METADATA

Required but not limited to:

- Unique digital image identifier
- Date and time of digitization
- Name of Contractor providing the digitization
- Capture device
- Processing agent ID
- Calibration settings (colour correction settings on monitor and for output)
- Date of last calibration
- Item and /or filename
- Item and/or file resolution, colour depth and compression
- Collection identification (CGP)

Folder Structure

The folder will follow the following structure:

- Citizenship
 - Citizenship Processing
 - Grants & Proofs
 - Year (*actual year representing the year of images*)
 - Image files with file name as identified

No more than 1000 files should be in a single folder. Files should be placed in the folders *using numeric sorting from lowest to highest*. Sublevels should be identified by an number indicating sequence of the folder sublevel (1, 2,3) and then by the first file number and the last file number that appear in that folder. For example:

- Citizenship

- Citizenship Processing
 - Grants & Proofs
 - Year_1_187320-465020 *For first set of 1000 files*
 - Image files with file name as identified (image id #)
 - The first number in this folder is 187320
 - The last number in this folder is 465020
 - Year_2_465030_7280157 *For 2nd set of 1000 files*
 - Image files with file name as identified (image id #)
 - The first number in this folder is 465030
 - The last number in this folder is 7280157
 - Year_3_729001_1000045 : *For 3rd set of 1000 files*
 - Image files with file name as identified (image id #)
 - The first number in this folder is 729001
 - The last number in this folder is 1000045

Camera Operator’s Certificates

- Citizenship
 - Citizenship Processing
 - Camera Operators Certificate

**EG.
Citizenship/Citizenship Processing/Camera Operators Certificates**

Filename

Vendor shall provide a full filename for each Citizenship Grant, Proof, and Camera Operator’s Certificate image.

File	Filename structure
Grant & Proof	File number + Year (please note: number of digits in year will vary from 2-4 depending on the year. Further instruction to be provided at Project Design process)
Camera Operator’s Certificate	YEAR_REEL#_CAMCERT_CGP

APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty and applicable taxes are included.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$2,000,000, including all options and applicable taxes.**

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive unit price (in Cdn \$), as per pricing table below.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
 - b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

Pricing table for Initial Contract Period and Options to extend the contract period only, with no increase to the value of the contract.

Description (A)	All-inclusive price per Page Initial Contract Period and options (B)	Extended Price (A) X (B) = (C)
Digitalize 4.5 million documents, as per Appendix D – Statement of Work.	<i><<to be completed by bidder>></i>	<i><<to be completed by bidder>></i>

Initial Contract – Contract award to March 31st, 2016

Option Period 1 – April 1st to September 30th, 2016, to extend the period of the contract only

Option Period 2 – October 1st, 2016 to March 31st, 2017, to extend the period of the contract only

APPENDIX "F", SECURITY REQUIREMENTS CHECKLIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat CIC - 142313
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 CIC	2. Branch or Directorate / Direction générale ou Direction CPR	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Imaging requirement of Citizenship and Immigration records in microfilm reels		
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 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 checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: CANADA	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

DEP



Contract Number / Numéro du contrat CIC - 142313
Security Classification / Classification de sécurité Unclassified

RT A (continued) / PARTIE A (suite)

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 :

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 :

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

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.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

i. 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

i. 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

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)

i. 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

i. 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



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		✓				DS										
IT Media / Support TI		✓				DS										
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).



Contract Number / Numéro du contrat CIC - 142313
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Connie Iatauro	Title - Titre Director	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date APR 02 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dannick St-Pierre	Title - Titre SENIOR SECURITY ANALYST	Signature 	
Telephone No. - N° de téléphone 819-997-0755	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date MAR 31 2014
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 type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Stephanie Medeiros	Title - Titre Team leader - Procurement	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 31/03/2014
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) DANNICK ST-PIERRE	Title - Titre SENIOR SECURITY ANALYST	Signature 	
Telephone No. - N° de téléphone 819-997-0755	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date MAR 31 2014

APPENDIX "G", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

GST or HST Registration Number and/or Procurement Business Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.