



Security Classification / Classification de sécurité
Unclassified

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLETBS/SCT 350-103(2004/12)

Canada



Government
of Canada

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du Canada

Contract Number / Numéro du contrat

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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area. The Contractor will also be required to destroy/shred Protected A, Protected B, and NATO Restricted paper documents.

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☐ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui



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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C			
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
John MacDonald, CAPS	64071	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
(403) 544-4487 x5250	(403) 544-5052	John.Macdonald@ccrc.gc.ca	Aug. 27/2013

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

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

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

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

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

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

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

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

Statement of Requirements
Mobile Shredding Service

Statement of Work

For the provision of an “On-Site” Mobile Shredding Service for documents, media and other items as listed herein and using the recommended process, for the Department of National Defence **including** the British Army Training Unit (BATUS) at Canadian Forces Base Suffield, Ralston, Alberta on an as and when required basis.

Background

CFB Suffield requires a secure Mobile Shredding service to destroy documents; various forms of computer media (including drives etc.) and some textiles in the form of specific classes of uniform or other product suitable for destruction by shredding, The service will be managed by the G4 Supply Repair and Disposal Section.

Objective

The aim of this project is to set up a contract, through Public Works Government Services Canada, (PWGSC).

Period

Contract is sought for **two year period commencing April 1 2014, with two (two) one year options** to extend the contract.

Scope

The service requested shall be, to provide a shredding service monthly and on an as required basis as per each individual call-up against the contract.

Deliverables

Provide truck type shredder with operator as required suitable for shredding documents of recyclable material.

As required, provide truck with hammer-mill type shredder (super shredder) with operator. This equipment should pulverize and screen non-paper product to a size of 1 inch maximum to fine powder for the destruction of computer media (i.e. hard drives, CD/DVD etc.)

The following safeguards must be taken for the destruction of Protected A and Protected B documents.

- a. the information **MUST** be destroyed on the DND site;
- b. a DND/CF member must ensure that the equipment used provides the necessary shred size (Protected A – max 10mm wide by any length, Protected B – Bulk destruction only - max 6mm wide x 50mm long);

- 1) Lump sum price per collection bin per month, as well as up to 500 banker boxes per year. Rate will include destruction service for the material collected in the bin and banker boxes.
 - a) Rental of bin @ \$_____/month/bin. Bin size ____ H x ____ W x ____ D
 - b) \$_____/standard size banker box 15"x10"x15" for documents.
Plus (if required)
- 2) Bulk service rates for destruction of material other than regular bin service and banker boxes will be charged as a separate line item in addition as follows:
 - a) \$_____/____ Gal cont for documents. Standard container size ____ gal
 - b) \$_____/____ Gal cont for computer media. Standard container size ____ gal

SECURITY:

This contract(s) will cover the destruction of PROTECTED LEVEL A and B material. These levels of protected material must be destroyed by approved destruction standards and equipment.

It is understood that the OPERATORS (contractors) are also SECURITY CLEARED as per the SRCL.

INSPECTION:

Contractor must be able to recover, sample, or otherwise demonstrate 'on-site' that shredded material has been satisfactorily and sufficiently destroyed as per the destruction standards outlined in the two requirements detailed below.

WASTE DISPOSAL:

The Contractor must agree that they will have full responsibility for disposing of the shredded waste identified herein according to the requirements set out in the period contract, or, if no such requirements are set out, according to the laws and regulations that are applicable, whether Federal, Provincial, or Municipal, and that from the time the shredded waste identified herein is picked up by the Contractor pursuant to the period contract, title to the shredded waste passes to the Contractor.

REQUIREMENT 'A' – RECORDS AND ARCHIVE DOCUMENTS

Service Type:

A shredding service required on a monthly basis for recyclables.

RECORDS AND ARCHIVE DOCUMENTS include:

Files, records or folders containing paper – 'Acco' or other similar fasteners will be removed however staples and paperclips must be capable of being destroyed without being removed from these items.

Destruction Standards:

Miniature drives or EEPROM/Flash devices: reduce the device to pieces, each with maximum area < 40mm² in area (e.g., 1/4" x 1/4").

This according to Security Equipment Guide, Royal Canadian Mounted Police. (http://www.rcmp-grc.gc.ca/tsb-genet/seg/html/home_e.htm)

Textiles include:

- 1) Uniforms - of various classifications
- 2) Composite or layered textiles - Kevlar, canvas or other materials including body armour
- 3) Other - textile materials suitable for shredding

Destruction Standards:

There are no emphasized size standards for the destruction of textiles.

Deliverables:

Provide a commercial, truck type, 'hammer-mill', 'grinder', or 'disintegrator' with operator.

To provide secure, lockable container(s) for magnetic media and textiles storage at specified points at CFB Suffield.