

TITLE: OFFICE RELOCATION SERVICES, EDMONTON, ALBERTA

This document will serve to REFRESH Request for Supply Arrangement ("RFSA") EW038-091003. The Refresh will allow new suppliers to become qualified and existing qualified suppliers to refresh their rates, security clearance status, and office system certification(s). Pre-qualified Suppliers do not need to submit an arrangement in order to remain pre-qualified.

New fully compliant suppliers will be issued Supply Arrangements and their names will be added to the existing Supply Arrangement Holder list on the condition that they meet all of the requirements of the original Request for Supply Arrangements, which are included in this document. Current Supply Arrangement Holders will receive an amendment to their existing Supply Arrangement.

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Supplier Instructions;
- (iii) Part 3, Arrangement Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
 - 6A, Supply Arrangement,
 - 6B, Bid Solicitation,
 - 6C, Resulting Contract Clauses; and,
 - the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSA and states that the Supplier agrees to be bound by the clauses and conditions contained in all parts of the RFSA;

Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
6B, includes the instructions for the bid solicitation process within the scope of the SA;
6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

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

2. Summary

The Request for Supply Arrangement (RFSA) covers requirements for the Government of Canada involving Office relocation services in accordance with Annex "A" - Statement of Requirement. These services will take place in Edmonton, Alberta on an "as and when requested" basis by authorized Public Works and Government Services Canada representatives. These services will not take place in land claims areas. The period of the Supply Arrangement will be in effect from date of issue to June 30, 2015.

There is no maximum to the number of Supply Arrangements that may be awarded as a result of this RFSA.

The requirement is subject to the provision of the Agreement on Internal Trade (AIT).

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

A Supply Arrangement (SA) is a method of supply where the Client (Authorized User), under the framework of the arrangement, may solicit bids from a pool of pre-screened vendors. A SA is not a contract and neither party is legally bound as a result of the signing of this document alone. The intent of the SA is to establish a framework to permit the expeditious processing of legally binding contracts for goods or services. SA's include a minimum set of terms and conditions which would apply to each contract and they are issued by Public Works and Government Services Canada (PWGSC).

3. Security Requirement

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

4. Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

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

5. Communications Notification

As a courtesy, the Government of Canada requests that successful suppliers notify the Supply Arrangement Authority in advance of their intention to make public an announcement related to the issuance of a supply arrangement or the award of a contract resulting from the Supply Arrangement.

6. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of notification that their arrangement was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

7. Key Terms

"Pre-Qualified" SA Holder:

A Supply Arrangement Holder that holds valid certification for all furniture systems that are required in a specified Solicitation / Contract Against the SA.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-06-26) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 4.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty days (120) days

1.1 SACC Manual Clauses

S0005T Disclosure of Pricing 2007-11-30

S2003T Ceiling Prices and/or Rates 2008-12-12

2. Submission of Arrangements

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

3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on ESDC-Labour's website.

5. Enquiries - Request for Supply Arrangements

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

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy)
Section II: Financial Arrangement (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

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

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Evaluation Process**Step #1: Compliance with Mandatory Requirements**

Each proposal will be examined to determine that it meets all Mandatory Criteria (Technical and Financial) as stated below. Proposals which fail to meet the Mandatory Criteria will be given no further consideration and will be deemed non compliant. Proposals which meet all the Mandatory Criteria will proceed to Step 2.

Step #2: Conditions Precedent to Issuance of Supply Arrangement

Each compliant Offeror will be given written notification to provide the information required in Part 5 Certifications required as a Condition Precedent to Issuance of Supply Arrangement, by a specified date and time, unless the information has already been provided in the RFSA submission. Should the Offeror fail to provide all the information required by the date and time specified, the offer will be considered non-compliant and given no further consideration.

Step #3: Issuance of Supply Arrangements

Upon compliance with all of the Conditions Precedent to the Issuance of Supply Arrangements, the compliant Offeror will be issued a Supply Arrangement.

1.2. Technical Evaluation**1.2.1 Mandatory Technical Criteria**

The Offeror must have completed two or more office relocations in the previous four (4) years, each inclusive of the following minimum criteria:

- Office Relocation of at least 10 people
- Assembly and disassembly of interconnecting office panel systems

The Offeror must demonstrate the above by provision of supporting history / documentation describing the overall scope of work, location, and references. References may be contacted to verify and validate information supplied by the offeror.

FAILURE TO MEET THE MANDATORY REQUIREMENT AS STATED ABOVE WILL RESULT IN YOUR BID BEING DECLARED AS NON-COMPLIANT

1.2.2 Other Qualifying Criteria

Prior to issuance of the Supply Arrangement, the offeror must provide valid certificates for any of the office furniture systems specified in Annex C. Offerors may qualify for the Supply Arrangement based on Mandatory Technical in 1.2.1. However, invitations to subsequent Supply Arrangement Contracts and competitions will be determined by an offeror's valid certification to a required furniture system(s).

Certifications may be updated throughout the life of the Supply Arrangement.

1.3 Mandatory Financial Evaluation

1.3.1 Bidders must submit ceiling prices for all items listed in the Basis of Pricing, Annex "B" attached hereto.

2. Basis of Selection

2.1 SACC Manual Clause S1001T (2008-12-12), Basis of Selection - Mandatory Technical and Financial Evaluation Criteria

3. Security Requirement

3.1. Before issuance of a supply arrangement, the following conditions must be met:

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
- (b) the Supplier'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 6A - Supply Arrangement;
- (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2. For additional information on security requirements, suppliers should consult the "[Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders](#)" document on the Departmental Standard Procurement Documents Web site.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority may render the arrangement non-responsive, or constitute a default under the Contract.

1. Certifications Precedent to Issuance of a Supply Arrangement

1.1 Integrity Provisions - Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Canadian Content

This procurement is limited to Canadian services. The Bidder certifies that:

() the services offered are Canadian service as defined in paragraph 1 of clause A3050T.

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

1.3 Applicable Certifications to Carry Out Work

It is not mandatory for offerors to provide office furniture system certification in order to be issued a Supply Arrangement. However, subsequent competitions and Contracts that include the installation or modification of specific furniture systems will be limited to those SA holders that have been identified as holding any required certifications at the time of the requirement.

In order to participate in the maximum number of opportunities, prior to issuance of Supply Arrangement, the Offeror must provide valid certification for any and all office furniture systems listed in Annex C - Office Furniture System Certifications in their possession.

1.4 Status and Availability of Resources

1.4.1 SACC Manual Clause S3005T (2008-12-12) Status and Availability of Resources

1.5 Education and Experience

1.4.1 SACC Manual clause S1010T (2008-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Requirement at Annex A.

2. Security Requirement

2.1 The Offeror must, at all times during the performance of the Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.2 The Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Offeror personnel required by this Standing Offer has been completed satisfactorily by the CISD, PWGSC, the Offeror personnel **MAY NOT ENTER** sites without an escort.

2.3 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

2.4 The Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
- (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2020 (2010-01-11) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;

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3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from July 1, 2011 to June 30, 2015.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Lorraine Jenkinson
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Telus Plaza North, 5th Floor
10025 Jasper Ave
Edmonton, AB T5J 1S6

Telephone: (780) 497-3593 Facsimile: (780) 497-3510
E-mail: lorraine.jenkinson@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative *(To be filled in by the Offeror).*

Name: _____

Title: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

7. On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new suppliers to become qualified.

A Notice will be posted "once a year" on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement but will be permitted to refresh their rates, security clearance status, and office system certification(s).

8. Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2014-06-26), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Requirement
- (d) Annex B, Basis of Pricing
- (e) Annex C, Office Furniture System Certifications
- (f) Annex D, Supply Arrangement Reports
- (g) Annex E, Security Requirements Check List;
- (h) the Supplier's arrangement dated _____.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation templates 2T-LDV1 for low dollar value requirements; 2T-MED1 for medium complexity requirements; available in the *Standard Acquisition Clauses and Conditions* Manual based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed with certification and insurance requirements
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; or 2004, Standard Instructions - Goods or Services - Non-Competitive Requirements

- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications
- (h) conditions of the resulting contract.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.2. Establishment of Supply Arrangement for Rotational Sourcing

The list of all Contractors issued a Supply Arrangement will be included in the Supply Arrangement document located on the following website for use by PWGSC within the Western Region. List will be provided at

<http://soi.pwgsc.gc.ca/app/index.cfm?Fuseaction=prg.main&&altlang=-e>

2.2.1. For all requirements up to an estimated cost of \$24,999.00 (GST included)

The Authorized User will contact at least one SA Holder that is identified as being "pre-qualified", as per the table in Section 2.3, with a Request for Quotation (RFQ). Prices will not exceed the ceiling prices as identified in the SA Holders Basis of Pricing, Annex B.

2.2.2. For all requirements from \$25,000.00 up to the Maximum limit of \$200,000.00 (GST included)

The Authorized User will contact **ALL** SA Holders that are identified as "pre-qualified" (holding valid certification for all furniture systems in the requirement) with an Request for Proposal (RFP). The SA Holder who provides the lowest total price and can meet delivery requirements clearly identified in the Request for Proposal will receive the Contract against the SA. Prices will not exceed the ceiling prices as identified in the SA Holders Basis of Pricing, Annex B.

2.2.3 For all requirements from \$200,000.00 to \$400,000.00 (GST included)

The Authorized User will submit the request to PWGSC, Contracting Authority for action. A notice will be posted on the Government Electronic Tendering System (GETS) MERX and only the "pre-qualified" SA Holders will be eligible to bid. SA Holders will be required to obtain a copy of the Request for Proposal (RFP) for submission of pricing from MERX. The SA Holder who provides the lowest total price and can meet delivery requirements clearly identified in the Request for Proposal will receive the Contract against the SA. Prices will not exceed the ceiling prices as identified in the SA Holders Basis of Pricing, Annex B.

2.2.4 For all requirements that exceed \$400,000.00 (GST included)

Any requirement which exceeds \$400,000.00 will not be applicable to this Supply Arrangement and will be handled as a separate requirement by a PWGSC Contracting Authority.

2.3 Certification Matrix of Supply Arrangement Holders

SA Holder	Security Clearance	Office Furniture System Certification			
		Teknion	Global	Steelcase	Haworth

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) 2T-LDV1 (for low dollar value requirements), 2029 General Conditions - Goods or services (Low Dollar Value) will apply to the resulting contract;
- (b) 2T-MED1 (for medium complexity requirements), 2010C General Conditions - Services (Medium Complexity) will apply to the resulting contract;

The above templates are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

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ANNEX "A"

STATEMENT OF REQUIREMENT

**OFFICE RELOCATION SERVICES
EDMONTON, ALBERTA**

ANNEX "A" - STATEMENT OF REQUIREMENT

Office Relocation Services

A Supply Arrangement is required in order to compile a pool of pre qualified contractors who are capable of providing all labour, materials and equipment necessary to perform relocation services.

For General Office Relocation, if required, the Contractor will:

- Dismantle all workstations components, screens, furniture, shelving, fixtures and effects, including office equipment such as white boards, bulletin boards, and other parts of equipment that are affixed to walls and other parts of existing facilities where required;
- Pack all identified items, except those packed by user departments, into boxes or other suitable containers (these will typically include files in shelving units, supplies from supply rooms and similar items);
- Move all items, including those packed in boxes and other containers from their locations and load them onto transporting equipment and/or vehicles where required;
- Transport or move all items to the new location;
- Install new workstation and components, reassemble previously dismantled workstations and components, furniture, fixtures and effects excepting those which are to be mounted on walls
- Modify existing work surfaces as required and in consultation by the Technical Authority;
- Install electrical harnesses for the integrated systems. Electrical connection to base building power and cabling and installation of voice/data outlets will be arranged by the Technical Authority. Coordinate all workstation installation work with electrical and voice/data contractors.
- Replace those items previously removed from shelves and racks;
- Relocate all contents of the existing facilities, except as specifically excluded from the work as described in each Request for Proposal and subsequent Contract against the Supply Arrangement.

Insurance

Insurance will a) form part of the competitive requirement arising from this Supply Arrangement and b) apply to subsequent Contracts. As each requirement relocation is unique, specific insurance requests cannot be made at this time. Upon request, SA holders should be prepared to obtain and provide any of (but not limited to) the following insurance requirements that may be included in SA competitions and / or Contracts:

- G1001C Insurance Requirements (2008-05-12)
- G1005C Insurance (2008-05-12)
- G2001C Commercial General Liability Insurance (2008-05-12)
- G2020C Automobile Liability Insurance (2008-05-12)
- G2052C Warehouseman's Legal Liability Insurance (2008-05-12)
- G3001C All Risk Property Insurance (2008-05-12)
- G3010C All Risk in Transit Insurance (2008-05-12)

Please refer to the SACC Manual for details @ <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

"SAMPLE" SCOPE / STATEMENT OF WORK (SOW)

The intent of this sample SOW is to demonstrate the average scope of work for Office Relocation Services related to this Supply Arrangement. Please note that SOW for a specific requirement may include, but are not limited to the following sample.

1. Other Contractors:

- A. Power - Technical Authority will arrange to have power disconnected prior to dismantling and will also arrange to have power connected for reinstalled cubicles.
- B. Voice/data - Technical Authority will arrange to have voice and data disconnected prior to dismantling and will also arrange to have voice and data connected for reinstalled cubicles.

2. General Office Contents

- A. The Contractor will confirm the status of all general office contents with respect to the final disposition of such assets. Specifically, the Contractor will make themselves aware of the final delivery location of every piece.
- B. The Contractor will relocate all designated contents in strict accordance with the move schedule as provided by the Technical Authority for each Request for Proposal and subsequent Contracts against the Supply Arrangement.
- C. The Contractor will place all relocated items in areas identified on layouts.
- D. The Contractor will protect all contents from physical damage and/or loss, and will take all precautions to protect from weather conditions prevalent at the time of the relocation.
- E. The Contractor will not leave any items unattended throughout the relocation process.
- F. The Contractor will immediately communicate any problems or foreseeable problems with the Technical Authority

3. Designated Room(s) (Example: Central Registry File rooms)

- A. The Contractor will pack all contents of designated rooms into suitable enclosed cartons or containers capable of containing one (1) complete shelf of contents or as directed. One shelf per carton/container. Packing may be carried out during regular working hours at a mutually agreed time.
- B. The Contractor will relocate such packed materials, taking appropriate measures to ensure both reasonable access and the absolute maintenance of sequencing throughout the process.
- C. The Contractor is to unpack and shelve these items to the satisfaction of the User Representative during regular working hours.

4. Server Room & Communication Room Equipment

- A. Specific client IT inventories will be provided for each Request for Proposal and subsequent Contract against the Supply Arrangement where these services are to be provided. Extra precautions must be taken with the movement of specialized IT network equipment.

- B. Equipment may include, but is not limited to servers, UPS devices, tape storage devices, switches, routers, CSU/DSU, modems, computers, monitors, keyboard and mouse, network printers, plotters, stand alone printers, faxes and photo copiers.
- C. The Contractor must provide an explanation of how the specialized IT equipment will be moved and provide assurance that certified persons/companies will be performing the work.
- D. The Contractor must coordinate with the client IT Reps between physical moves of network equipment and the moving of data circuits to the new location. The moving of data circuits is arranged by the Technical Authority.
- E. Disconnecting and reconnecting of communications equipment, as well as the un-racking and re-racking of network IT equipment will be performed by PWGSC or User Department IT Staff. It is the responsibility of the Contractor to contact the Technical Authority to schedule these activities into the move schedule.
- F. The Contractor will confirm with the Technical Authority that all such equipment and components have been decommissioned by IT Staff prior to relocating any of these items.
- G. Once disconnects and unracking have been performed, the Contractor may be required to pack the specialized equipment (this will be identified in the Request for Proposal and subsequent Contract against the Supply Arrangement). Move equipment to the new location.
- H. Miscellaneous furnishings may be included in server rooms (desks, shelves, equipment racks, cabinets, workstations etc) and are to be moved as directed in the scope of work.

5. **Electronic and Computer Related Equipment**

- A. The Contractor will confirm with the Technical Authority that all such equipment and components have been decommissioned by others prior to relocating any of these items.
- B. All peripherals connected to computer workstations (keyboard, mouse, PDA) will be disconnected by User Designated IT staff. Some User IT staff will bag these items, however, some Departments may require the mover to bag the peripherals. This will be described in the scope of work.
- C. The Contractor will relocate all of the components of all PC's, workstations, printers, network apparatus, keyboards and peripheral devices in enclosed carts;
- D. The Contractor will ensure that all components of any single system, workstation or configuration remain with that system, workstation or configuration upon delivery.

6. **Quality Control:**

- A. The Contractor is be qualified to disassemble, move, and reassemble 'X2' rotating file cabinets.
- B. The Contractor will provide the services of a dedicated project manager and other qualified personnel as required, to assess the magnitude of the project and to assist the technical authority with the planning of the move.
- C. The Contractor will provide the services a minimum of one Crew Leader for each six persons involved in a move.

-
- D. The Contractor will provide the services of a qualified System Installer certified in the furniture system to be disassembled and/or installed at a ratio of one System Installer for each five persons involved in the disassembly and/or assembly of the furniture systems.

7. Schedule

- A. Time is of the essence. PWGSC will not be responsible for schedule delays encountered by the Contractor except when any such delay is the direct result of the actions of PWGSC or its designated personnel.
- B. The Contractor will develop in consultation with the Technical Authority, a phased relocation schedule in accordance with the move schedule. Once finalized, schedule to be maintained on an uninterrupted basis until completion.
- C. The Contractor will provide PWGSC with an overall plan for the relocation activities and with fully detailed plans for each activity including written instructions for individual areas, departments and sections. In addition, the Contractor will, when requested, provide User Departments with instructions, actual demonstrations and training in the packing of those goods for which the client is responsible.
- D. Working time frames will be as indicated in the Request for Proposal and subsequent Contract against the Supply Arrangement.

8. Contractor's General Responsibilities:

The Contractor will properly assess the magnitude of the work and mobilize sufficient qualified and trained personnel, flat dollies, library carts, panel dollies, furniture pads and tools (drills, bars, levels, etc.) to meet any reasonable demand, circumstance or situation.

- A. The Contractor will supply and deliver to each User department a suitable quantity of boxes and other containers and packing materials including tape and tape guns. These materials must be delivered to each client department site a minimum of 10 (ten) days in advance of the scheduled move dates or other designated time frame as determined by the Technical Authority.
- B. The Contractor will liaise with the Technical Authority and other such contractors as deemed necessary to ensure that specific items of equipment such as copying machines, computers, communications equipment, laboratory equipment, various file cabinets and other items designated, are packed and moved in accordance with manufacturer's specifications so as to preserve the integrity and warranty provisions of equipment.
- C. The Contractor will advise the local authorities of the details of the relocation and obtain all permits, licenses and approvals as may be required.
- D. Where cubicles and/or workstations are removed any garbage removal not related to cubicle and/or workstation disassembly will be the responsibility of the Canada. When creating the schedule (section 9), allow at least one working day for cleaning prior to reassembling cubicles in an area.
- E. Upon completion of each stage, the Contractor will walk through the installation area with the Technical Authority to verify the operating condition of all installed product.
- F. The Contractor will ensure that all the employees and subcontractors wear visible identification cards at all times while working on site.

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- G. All workers must be security cleared to the level required by the User Department. At a minimum all workers must have a valid PWGSC Security Clearance unless a higher level is required in the Request for Proposal and subsequent Contract against the Supply Arrangement.
 - H. All subcontractors to be engaged by the Contractor must be identified and obtain prior approval by Technical Authority.

9. Green Practices

- A. The Contractor is responsible for removing all packing material. The Contractor is to work with the Property Manager at each location to determine what recycling facilities are available. All paper, cardboard, wood and metal items are to be sorted and recycled in the appropriate bins. Any remaining garbage is to be taken to an appropriate container as directed by the Property Manager in each building. If required by the Property Manager, the Contractor is to supply and pay for appropriate bins for garbage and/or recycling purposes or is responsible for taking the material off site for disposal.
- B. The Contractor will have a plan in place to manage the cardboard boxes supplied to Canada for packing. In conjunction with the Technical Authority, the client will break down the boxes and place them in a centralized location for pickup.
- C. The Contractor will use, where possible, reusable containers, blankets, and other industry acceptable practices that will reduce the amount of consumables used for this project. However, the main priority of this move will be on the safe and secure handling Canada property. Therefore practices, equipment, and tools that are required for the safety and security of the equipment and personnel take precedence over Green Practices.

ANNEX "B" - BASIS OF PRICING

For each section, It is MANDATORY that bidders submit firm ceiling prices/rates for **every position**

- **Rates quoted are ceiling rates.** Personnel substituted, with the prior approval of the Technical Authority, are to be charged out at their standard rate which cannot exceed the ceiling rate of the personnel that they are substituted for.
- Rates higher than the MAXIMUM CEILING rates will not be accepted for any Contract issued against a Supply Arrangement, however rates can be lower in any ensuing contract.
- Goods and Services Tax (GST) / Harmonized Sales Tax (HST): prices are exclusive of GST/HST.
- Payment will be made for time expended in accordance with the following:

SECTION 1 - Office Relocation

Item	Description	Hourly Labour Rate(ceiling rate)
A.	Rates during regular working hours (0800 - 1700, Monday thru Friday)	
01	Dedicated Project Leader	/ hour
02	Crew Leader (applicable for crew of 6 or more)	/ hour
03	Certified Systems Installer (1 per crew of 5-certified for type of system)	/ hour
04	Systems Installer - not certified	/ hour
05	Mover	/ hour
06	Packer	/ hour
07	Driver	/ hour
B.	Rates outside regular working hours (1700 - 0800, Monday thru Friday, and weekends or holidays)	
01	Dedicated Project Leader	/ hour
02	Crew Leader (applicable for crew of 6 or more)	/ hour
03	Certified Systems Installer (1 per crew of 5-certified for type of system)	/ hour
04	Systems Installer - not certified	/ hour
05	Mover	/ hour
06	Packer	/ hour
07	Driver	/ hour

BASIS OF PAYMENT REVISIONS - SUPPLY ARRANGEMENT REFRESH

Supply Arrangement Holders may apply to revise their rates on an annual basis (at the time of the SA refresh), as follows and subject to the acceptance and approval of the PWGSC Contracting Authority:

If rate adjustments are accepted, the approved rates will be applied to subsequent years of the Supply Arrangement. Rate increases will be applied on June 1st of each year.

Firms who do not apply for a rate adjustment, will continue using the rates already contained in the Supply Arrangement.

Solicitation No. - N° de l'invitation

EW038-091003/I

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

EW038-9-1003

File No. - N° du dossier

EDM-8-25274

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C" - OFFICE FURNITURE SYSTEM CERTIFICATIONS

Bidders must indicate which Office Furniture Systems they hold valid certifications:

Teknion Yes ____ No ____

Haworth Yes ____ No ____

Global Yes ____ No ____

Steelcase Yes ____ No ____

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CCC No./N° CCC - FMS No/ N° VME

ANNEX "D" - Supply Arrangement Reporting

Contractors will provide a quarterly report on usage of the Supply Arrangement in the format as show below. The Offeror undstands that failure to complay may result in the setting aside of the Supply Arrangement.

Please e-mail the information, for this Supply Arrangement you hold with Canada to the following email address: wst.pa-edm@tpsgc-pwgsc.gc.ca

Please use the Supply Arrangement number in the Subject line and clearly indicate:

- The supply arrangement number for which the data is submitted
- The period for which the data has been accumulated (start date to end date);
- The Total Spend to date by Canada

Supply Arrangement - EW038-091003		Start Date of SA (DD/MM/YYYY)	End Date of SA (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period. (DD/MM/YYYY)

Invoice #	Description / Location	Date of Contract Award	Date of Relocation	Value of Contract

Solicitation No. - N° de l'invitation

EW038-091003/I

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-8-25274

Buyer ID - Id de l'acheteur

edm607

CCC No./N° CCC - FMS No/ N° VME

EW038-9-1003

ANNEX "E" - SECURITY REQUIREMENTS CHECK LIST

Please see attached document.

Solicitation No. - N° de l'invitation

EW038-091003/I

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-8-25274

Buyer ID - Id de l'acheteur

edm607

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

EW038-9-1003

CCC No./N° CCC - FMS No/ N° VME

ANNEX "F" - QUESTIONS AND ANSWERS

Question 1): The Basis of Pricing in the Supply Arrangement currently addresses unit prices for normal working hours and for weekend/evenings, but doesn't address hours worked on Statutory Holiday. Will the RFSA be amended to address this?

Answer: Based on the history of this requirement, it is unlikely that work will be required on a Statutory Holiday. The Basis of Pricing in the RFSA will remain the same.

If a requirement does occur with work to occur on a Statutory Holiday, additional line items will be used in resulting RFPs / Contracts to reflect such dates. For items not supported by ceiling prices, additional price support may be requested.

Question 2): How will WCB be addressed in this requirement?

Answer: WCB will not be requested for the Supply Arrangement. However, as required, proof of valid WCB status and standing will be requested in subsequent RFPs / Contracts throughout the duration of the SA.

Question 3): How long do Security Clearances take with CISD?

Answer: Timelines to complete clearances for both Designated Organization Security (DOS) and Individual Screening will vary from organization to organization. Please review the CISD website @ <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> regarding the process and to find contact information for further inquiries.



Contract Number / Numéro du contrat EW038-091003
Security Classification / Classification de sécurité

**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 PWGSC		2. Branch or Directorate / Direction générale ou Direction PTS
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBD	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work - Brève description du travail Moving Standing Offer for relocation of workstations and office contents and relocation of warehouse racking and files.		
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 checked="" type="checkbox"/> No / Non <input 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. L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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

Security Classification / Classification de sécurité



Contract Number / Numéro du contrat
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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 Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret		
											A	B	C					
Information / Assets / Renseignements / Biens																		
Production																		
IT Media / Support TI																		
IT Link / Lien électronique																		

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
 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.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
 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).

Security Classification / Classification de sécurité
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