



Solicitation #: 1920-0011273

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: **Statistics Canada**  
Propositions aux: **Statistique 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Solicitation No – N° de l'invitation :  
1920-0011273**

**Solicitation closes – L'invitation prend fin**

At – à : **14:00 heures** (Eastern Standard time / Heure avancée de l'est)  
On – le : 3 September 2014 / le 3 septembre 2014

**Name and title of person authorized to sign on behalf of vendor (type or print) –  
Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).**

**Name – Nom :**

**Title – Titre :**

**Date of Solicitation – Date de l'invitation:**

July 22<sup>nd</sup>, 2014

**Address inquiries to – Adresser toute demande de renseignements à:**

**macs-bids@statcan.gc.ca**

**Send proposals to:  
Statistics Canada  
MACS – Bids Receiving  
Distribution Centre  
Attn. of: Caleb Wallace  
Room 0702, Main Building  
150 Tunney's Pasture  
Driveway  
Ottawa, Ontario K1A 0T6  
RFP: 1920-0011273**

**Envoyer les propositions à :  
Statistique Canada  
SMC – Réceptions des  
soumissions  
Centre de distribution  
Attn. de : Caleb Wallace  
Immeuble Principal, pièce 0702  
150, promenade du Pré-Tunney  
Ottawa (Ontario) K1A 0T6  
DP : 1920-0011273**

**Instructions :**

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

**Vendor Name and Address – Raison sociale et adresse du fournisseur**

**Facsimile No – N° de télécopieur :**

**Telephone No – N° de téléphone :**

**Signature**

**Date**



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**TITLE: Maintenance and Update of Security Equipment and Software**

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form and any other annexes.

### **2. Summary**

Statistics Canada requires security systems maintenance and support services including supporting hardware equipment and software for a two (2) year period with two (2) one-year option periods.

Maintenance and repairs of hardware include security gates, cameras, card readers, hardware panels, monitor stations, video servers and access panels.

Software upgrades and maintenance are required for the LENEL security software.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.



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The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

**3. Debriefings**

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

**PART 2 - BIDDER INSTRUCTIONS**

**1. Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

**2. Submission of Bids**

Bids must be submitted only to the Statistics Canada Bid Receiving Unit 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 Statistics Canada will not be accepted.

**3. Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

**Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian



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Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

**Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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

**4. Enquiries - Bid Solicitation**

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All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered 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.

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

**PART 3 - BID PREPARATION INSTRUCTIONS****1. Bid Preparation Instructions**

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

Section I:	Technical Bid	(3) hard copies.
Section II:	Financial Bid	(1) hard copy.
Section III:	Certifications	(1) hard copy.

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

**Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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 criteria against which the bid will be evaluated. 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 under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II: Financial Bid**

- 1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule see Attachment 3.1 to part 3. The total amount of Applicable Taxes must be shown separately.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.



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**Attachment 1 to PART 3**  
**Pricing schedule**

1.0 The Bidder must provide their firm all inclusive prices as detailed in the table below. The all inclusive price will cover any costs incurred by the contractor including but not limited to: Word processing, reports, photocopy, courier services, cost associated with the software, telephone calls and the reception and transmission and delivery of the documents, and all other related expenses. No other fees, costs or amounts will be paid.

Table 1 - Preventive Maintenance and Minor and Major Repairs (Task Authorizations (TA))				
	Contract Period	All-inclusive Hourly Rate (\$)	Estimated hours of services	Estimated cost for services
A1	September 13 <sup>th</sup> , 2014 to September 12 <sup>th</sup> , 2016	\$	400	\$
B1	Option period 1 – September 13 <sup>th</sup> , 2016 to September 12 <sup>th</sup> , 2017	\$	200	\$
C1	Option period 2 – September 13 <sup>th</sup> , 2017 to September 12 <sup>th</sup> , 2018	\$	200	\$
D1	Total evaluated price for table 1 Maintenance (A1 + B1 + C1)			\$

**Notes:**

- The minimum charge per Task Authorization is one (1) hour of service.
- Parts, and shipping of parts will be reimbursed at cost, with no allowance for profit or overhead. The contractor is required to submit all receipts associated with parts with the invoice for reimbursement.

Table 2 – Software Annual Upgrade and repair/Maintenance support fee for Lenel Software		
	Contract Period	Cost(\$)
A2	September 13 <sup>th</sup> , 2014 to September 12 <sup>th</sup> , 2016	\$
B2	Option period 1 – September 13 <sup>th</sup> , 2016 to September 12 <sup>th</sup> , 2017	\$
C2	Option period 2 – September 13 <sup>th</sup> , 2017 to September 12 <sup>th</sup> , 2018	\$
D2	Total evaluated price for table 2 (Software Upgrade) (A2 + B2 + C2)	\$

**Example:**

Tables	Price for services during September 13 <sup>th</sup> , 2014 to September 12 <sup>th</sup> , 2016	Column B Multiplying Factor Estimated	Total (Column C = Column A x Column B)
Table 1(Maintenance)	\$100.00 / hour	400 hours	\$40,000.00
Table 2 (software support)	\$10,000.00	2 year	\$20,000.00
Total Evaluated Price:			\$60,000.00

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 1.1 Technical Evaluation

#### 1.1.1. Mandatory Technical Criteria

Ref No	Mandatory Technical Criteria (MTC)	Bid Page Number Cross Reference
MTC1	<p>The Bidder must demonstrate that they have at least five (5) years of experience in the last seven (7) years providing security system and Lenel software maintenance and repair services.</p> <p>Description of work performed by the Bidder; Date of Services Provided (Start Date: Month/Year – End Date: Month/Year); Contact name; Phone # and e-mail address of the contact.</p>	
MTC2	<p><b><u>Experience of the two proposed resources (Technicians)</u></b> The Bidder must propose two resources with a minimum of two (2) years recent experience each, in the maintenance and repair of the equipment listed in SOW (Appendix 1 - Equipment List). The experience must be demonstrated for each of the resources by providing the following information. (Referencing résumé is not sufficient).</p> <p>Description of work performed by the Resource; Date of Services Provided (Start Date: Month/Year – End Date: Month/Year); Contact name; Phone # and e-mail address of the contact.</p>	
MTC3	<p><b><u>Proposed Resource - Lenel Certification</u></b> The two (2) proposed resources in MTC2 must have a minimum of two years experience each in the support of LENEL Software. The experience must be demonstrated for each of the resources using the following format.</p> <p>Description of work performed by the Bidder; Date of Services Provided (Start Date: Month/Year); Contact name; Phone # and e-mail address of the contact.</p> <p>The bidder must also provide the valid LENEL Software Certificate for each of the proposed resources.</p>	



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MTC4	<p><b><u>Proposed Resource - ASA Certification</u></b></p> <p>The two (2) proposed resources in MTC2 must have a minimum of two years experience in ASA support. The experience must be demonstrated for each of the resources using the following format.</p> <p>Description of work performed by the Bidder; Date of Services Provided (Start Date: Month/Year); Contact name; Phone # and e-mail address of the contact.</p> <p>The bidder must also provide the valid ASA Certificate for each of the proposed resources.</p>	
MTC5	<p><b><u>Proposed Resources - "Specialist"</u></b></p> <p>The Bidder must propose one resource with a minimum of five (5) years of experience within the last seven (7) years that will act as a "specialist" for the equipment listed in SOW (Appendix 1 - Equipment List) or equivalent in order to provide additional support. In order to demonstrate, the bidder must provide the following information.</p> <p>Description of work performed by the Specialist; Date of Services Provided (Start Date: Month/Year – End Date: Month/Year); Contact name; Phone # and e-mail address of the contact.</p> <p>The proposed specialist resource must possess a valid LENEL and ASA certifications and the Bidder must provide the LENEL and ASA Certificates of the proposed resources.</p> <p>The Bidder must also provide the business e-mail and phone numbers of the "specialist".</p>	

**2. Basis of Selection**

Bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest total evaluated price will be recommended for award of a contract.

**PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.



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## 1. Mandatory Certifications Required Precedent to Contract Award

### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Subsection 1 of Section 1 Integrity Provisions - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

## 2. Additional Certifications Precedent to Contract Award

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

### 2.2 Status and Availability of Resources

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

### 2.4 Education and Experience

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

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

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 7 - 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 7 - 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;



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For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



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Attachment 1 to Part 6  
Table to complete for Security Requirements

The following tables **MUST** be completed by the Bidder:

Resource # 1: \_\_\_\_\_

Security Information	Supplier to Insert Data
Name of individual as it appears on security clearance application form - <b>MANDATORY</b>	
Date of birth – <b>MANDATORY</b>	
Level of security clearance obtained – <b>MANDATORY</b>	
Validity period of security clearance obtained – <b>MANDATORY</b>	
Security Screening Certificate and Briefing Form file number – <b>MANDATORY</b>	
Name of Federal Government Department under which security clearance was obtained. If the Federal Government Department is other than PWGSC, provide the name, telephone and fax numbers of the security clearance contact person within that department – <b>MANDATORY</b>	

Resource # 2: \_\_\_\_\_

Security Information	Supplier to Insert Data
Name of individual as it appears on security clearance application form - <b>MANDATORY</b>	
Date of birth – <b>MANDATORY</b>	
Level of security clearance obtained – <b>MANDATORY</b>	
Validity period of security clearance obtained – <b>MANDATORY</b>	
Security Screening Certificate and Briefing Form file number – <b>MANDATORY</b>	
Name of Federal Government Department under which security clearance was obtained. If the Federal Government Department is other than PWGSC, provide the name, telephone and fax numbers of the security clearance contact person within that department – <b>MANDATORY</b>	

Specialist: \_\_\_\_\_

Security Information	Supplier to Insert Data
Name of individual as it appears on security clearance application form - <b>MANDATORY</b>	
Date of birth – <b>MANDATORY</b>	
Level of security clearance obtained – <b>MANDATORY</b>	



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Validity period of security clearance obtained – <b>MANDATORY</b>	
Security Screening Certificate and Briefing Form file number – <b>MANDATORY</b>	
Name of Federal Government Department under which security clearance was obtained. If the Federal Government Department is other than PWGSC, provide the name, telephone and fax numbers of the security clearance contact person within that department – <b>MANDATORY</b>	



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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### **1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the project authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$\_\_\_\_\_, Applicable Taxes included, inclusive of any revisions.  
Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means 2.5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.





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3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

**1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report. The data must be submitted on a Quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

**2. Standard Clauses and Conditions**

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

**2.1 General Conditions**

2035 (2014-06-26), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**3. Security Requirement**

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

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.



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3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide, attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

**4. Term of Contract**

**4.1 Period of the Contract**

The period of the contract is from September 13<sup>th</sup>, 2014 to September 12<sup>th</sup>, 2016, inclusive.

**4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period 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 the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Caleb Wallace  
Contracting Advisor  
Statistics Canada  
Corporate Support Services Division  
150 Tunney's Pasture Driveway  
Main Building, Room 1405  
Ottawa, ON K1A 0T6  
Telephone : 613-951-5071  
Facsimile: 613-951-2073  
E-mail address: MacsBids@statcan.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.

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## **5.2 Project Authority** (to be determined at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **5.3 Contractor's Representative** (to be determined at contract award)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## **6. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## **7. Payment**

### **7.1 Basis of Payment - Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of (\$\_\_\_\_\_). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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

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- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

**7.2 Method of Payment - Approved TA - Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

**8. Invoicing Instructions**

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

Invoices distributed as follows:

- a. **One (1) copy must be forward to:**  
Finance Counter  
Financial & Administrative Services Division  
RH Coats Bldg., Finance Counter (RHC6L)  
100 Tunney's Pasture Driveway  
Ottawa, ON, K1A 0T6, Canada  
**[FinanceCounter@statcan.gc.ca](mailto:FinanceCounter@statcan.gc.ca)**
- b. **One (1) copy must be forward to the Contracting Authority identified under the section entitled "Authorities" of Contract**
- c. **One (1) copy must be forward to the Project Authority identified under the section entitled "Authorities" of Contract**

**9. Certifications****9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.



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**10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**11. Priority of Documents**

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

- (a) The Articles of Agreement;
- (b) The general conditions 2035 (2014-06-26) General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, The Task Authorization Form
- (g) The signed Task Authorizations (including all of its annexes, if any).
- (h) The Contractor's bid dated \_\_\_\_\_,

**12. Insurance**

SACC *Manual* clause G1005C (2008-05-12) Insurance



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## **ANNEX A STATEMENT OF WORK**

Maintenance and Update of Security Equipment and Software

### **SW.1.0 BACKGROUND**

Statistics Canada is presently running the Lenel software, OnGuard PRO, version 6.5.624. An update to the software is required to ensure compatibility with Lenel and to ensure that any updates, bug corrections, are updated and to ensure that the system, including videos, card readers, protection points, etc are running as intended.

### **SW.2.0 OBJECTIVES**

To put in place a contract for the maintenance and update of security equipment and software.

### **SW.3.0 PROJECT REQUIREMENTS**

Tasks, Deliverables, Milestones and schedule.

- Update of Lenel software (see Appendix "A" for present version of software)
- Firmware Upgrade on Reader Boards
- 200 hours of labour only service agreement to be used for troubleshooting, maintenance, cleaning and repair on turnstiles, cameras, software and firmware.
- Parts for any and all repairs required during service calls.
- Infrastructure support on hardware and software with a single point of contact/liaison officer
- Statistics Canada to be made aware of all, and have the option of accepting or refusing, any recommended hardware updates

#### **SW.3.1 LIST OF EQUIPMENT**

See Appendix "A" for list of equipment.

### **SW.4.0 REPORTING REQUIREMENTS**

The project authority will ensure the contract will be brought in on time, on budget and of an acceptable quality by monitoring progress, acceptance testing and the completed/signed task authorization forms.

### **SW.5.0 METHOD AND SOURCE OF ACCEPTANCE**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

### **SW.6.0 OTHER TERMS AND CONDITIONS OF THE SOW**

#### **SW.6.1 CONTRACTOR'S OBLIGATIONS**

In addition to the requirements outlined in SW.3.0 of this Statement of Work, the Contractor shall:

- Submit written reports to outline troubleshooting and repairs in hard copy and electronic Microsoft Office Word format.
- Attend meetings at Statistics Canada sites, if and when necessary.



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## **SW.6.2 STATISTICS CANADA OBLIGATIONS**

Statistics Canada shall:

- Arrange for access to facilities and equipment
- Provide access to a staff member who will be available to coordinate activities
- Provide other assistance or support

## **SW.6.3 LOCATION OF WORK, WORK SITE AND DELIVERY POINT**

The work is expected to be completed / delivered to the following addresses as required:

- Jean Talon Building, 170 Tunney's Pasture Driveway, Ottawa, Ontario K1A0T6
- Main Building, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6
- R.H. Coats Building, 100 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6
- 200 boul. De la Technologie, Gatineau, Quebec

## **SW.9.0 ENVIRONMENTAL CONSIDERATIONS**

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.

All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be a black and white format unless otherwise specified.



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## APPENDIX "A" EQUIPMENT LIST

### SOFTWARE:

**LOCATION:** R.H. Coats building, Main building and Jean Talon building, Tunney's Pasture, Ottawa, Ontario

**SERVICE:** Lenel software support – OnGuard PRO, version 6.6.287

**OPERATING:** 320 card readers and 82 cameras

**LOCATION:** 200 boul de la Technologie, Gatineau, Quebec

**SERVICE:** Lenel software support – OnGuard PRO, version 6.6.287

**DONGLE:** 49018

**OPERATING:** 10 card readers and 4 cameras /

### CARD READERS

320 card readers (Ottawa)

10 card readers (Gatineau)

### GATES

1 Turnstiles – Full Height Turnstiles (Ottawa)

21 Barriers – ASA (Automatic Systems) Optical Portals (Ottawa)

2 Barriers – ASA (Automatic Systems) Optical Portals (Gatineau)

**CAMERAS** - AXIS 216FD Fixed Dome Network IP Camera / CCTV monitoring (digital and Analog)

82 cameras (Ottawa)

4 cameras (Gatineau)

### HARDWARE PANELS

12 (Ottawa)

1 (Gatineau)

### MONITOR STATIONS

17 (Ottawa)

1 (Gatineau)

### VIDEO SERVERS

2 (Ottawa)

1 (Gatineau)

### ACCESS PANELS

10 (Ottawa)

1 (Gatineau)



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**ANNEX “B”  
BASIS OF PAYMENT**

The contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Duty included, and GST/HST extra, where applicable

Table 1 - Preventive Maintenance and Minor and Major Repairs (Task Authorizations (TA))		
	Contract Period	All-inclusive Hourly Rate (\$)
A1	September 13 <sup>th</sup> , 2014 to September 12 <sup>th</sup> , 2016	\$
B1	Option period 1 – September 13 <sup>th</sup> , 2016 to September 12 <sup>th</sup> , 2017	\$
C1	Option period 2 – September 13 <sup>th</sup> , 2017 to September 12 <sup>th</sup> , 2018	\$

**Notes:**



- The All-inclusive firm hourly rate will cover any costs incurred by the contractor. The firm all-inclusive hourly rate must include all expenses associated with the provision of the services required under this Contract, including but not limited to: reports, photocopy, courier services, telephone calls and the reception and transmission and delivery of the documents, travel and all other related expenses. No other fees, costs or amounts will be paid.
- The minimum charge per Task Authorization is one hour of service.
- Parts, and shipping of parts will be reimbursed at cost, with no allowance for profit or overhead, the contractor is required to submit all receipts associated with parts with the invoice for reimbursement.

Table 2 – Software Annual Upgrade and repair/Maintenance support fee for Lenel Software		
	Contract Period	Cost(\$)
A2	September 13 <sup>th</sup> , 2014 to September 12 <sup>th</sup> , 2016	\$
B2	Option period 1 – September 13 <sup>th</sup> , 2016 to September 12 <sup>th</sup> , 2017	\$
C2	Option period 2 – September 13 <sup>th</sup> , 2017 to September 12 <sup>th</sup> , 2018	\$



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ANNEX "C"  
SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		<b>RECEIVED</b> APR 11 2014	Contract Number / Numéro du contrat SR01235350																												
			Security Classification / Classification de sécurité UNCLASSIFIED																												
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>																															
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>																															
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Statistics Canada		2. Branch or Directorate / Direction générale ou Direction CSSD - Security																													
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant																													
4. Brief Description of Work / Brève description du travail software maintenance including 200 hours for a service agreement																															
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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																															
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Solicitation #: 1920-0011273



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

SR01235350

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Solicitation #: 1920-0011273



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

SR01235350

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No  
Non ☐ Yes  
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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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)

Title - Titre

Signature

Rae, Frances

SO

Telephone No. - N° de téléphone  
613-951-6504

Facsimile No. - N° de télécopieur  
613-951-2534

E-mail address - Adresse courriel  
frances.rae@statcan.gc.ca

Date  
2014/04/11

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Rae, Frances

SO

Telephone No. - N° de téléphone  
613-951-6504

Facsimile No. - N° de télécopieur  
613-951-2534

E-mail address - Adresse courriel  
frances.rae@statcan.gc.ca

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

14-APRIL-2014

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171



Solicitation #: 1920-0011273

ANNEX "D"  
TASK AUTHORIZATION FORM

TASK AUTHORIZATION			
Contractor: _____		Contract Number: _____	
Task Number: _____		Date: _____	
1. TA Request (For completion by Technical Authority)			
2. Technical Report information – Description of work completed (For completion by technician)			
3. PERIOD OF SERVICE	From: _____	To: _____	
4. Work Location			
5. Software Update/Maintenance – Labour Included	[ ] Yes [ ] No Specify: _____		
6. Hardware Repairs	[ ] Yes [ ] No Specify: _____		
7. Firmware Update/Maintenance	[ ] Yes [ ] No Specify: _____		
8. Task Cost Estimate	Estimated time: __ Hours at Firm rate.	Estimated parts Price \$ _____	Total Estimated Cost \$ _____
9. Name and Signature of Contractors Representative (Cost Estimate)	Printed Name: _____	Signature: _____ Date: _____	
10. Name and Signature of Project Authority (Work Approval)	Printed Name: _____	Signature: _____ Date: _____	
11. Name and Signature of Contracting Authority (Financial Approval)	Printed Name: _____	Signature: _____ Date: _____	