

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Quebec
K1A 0S5
Bid Fax: (819) 997-9776

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Services Procurement-Instruments Management
Division/Approvisionnement de services-Gestion des
instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

Title - Sujet RELIABILITY SCREENING PROCESS	
Solicitation No. - N° de l'invitation W8484-14P2MF/A	Date 2014-08-04
Client Reference No. - N° de référence du client W8484-14P2MF	GETS Ref. No. - N° de réf. de SEAG PW-\$\$\$Q-005-27845
File No. - N° de dossier 005zq.W8484-14P2MF	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-18	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: St-Amour, Alain	Buyer Id - Id de l'acheteur 005zq
Telephone No. - N° de téléphone (819) 956-1675 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. ATTN: MAJOR CYNDA LAVOIE CO CFRG HQ OTTAWA Ontario K1A0K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

W8484-14P2MF/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005zq

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

W8484-14P2MF

File No. - N° du dossier

005zqW8484-14P2MF

CCC No./N° CCC - FMS No/ N° VME

See attached RFI

**THIS IS NOT A SOLICITATION DOCUMENT
THIS IS A REQUEST FOR INFORMATION (RFI) FROM INDUSTRY**

The intent of this new Request for Information (RFI) is to solicit feedback on all aspects detailed herein of the draft Statement of Work and Technical Criteria. This is to enable Canada to consider industry's perspective regarding the procurement strategy, and to provide industry with reasonable planning lead time to prepare for any resulting Request for Proposal (RFP).

Overview

Public Works and Government Services Canada (PWGSC), acting on behalf of the Department of National Defense (DND) is seeking herein to obtain feedback on the proposed requirement to establish a contract with a qualified Contractor to perform portions of the Reliability Screening process for applicants to the Canadian Armed Forces (CAF) to provide support to the Canadian Forces Recruiting Group (CFRG). The information provided by the Contractor, in an efficient and cost effective manner, should be of sufficient quantity and quality to allow the CFRG to make an informed decision in granting or denying Reliability Status.

NOTE TO POTENTIAL RESPONDENTS

Responses

The material in this RFI package is for the solicitation of **feedback only**. Responding to this RFI is not a prerequisite to receiving any resulting Request for Proposal for the provision of performing portions of the Reliability Screening process for applicants to the CAF. However, all suppliers are encouraged to indicate their level of interest by responding to the questions, in order to facilitate a better understanding of requirements and capabilities from both PWGSC and industry perspectives.

The publication of this RFI must not be construed as a commitment on Canada's part to issue a subsequent "Request for Proposal" for PWGSC's requirement and no contract or other form of commitment will be entered into with any Respondent based on responses to this RFI.

This RFI must in no way be considered as authorization by Canada for Respondents to undertake any work, which would result in costs to Canada.

Canada will not be liable for, nor shall it reimburse any Respondents for any costs, fees or expenses, which any Respondent incurs in the preparation or submission of its response to this RFI. Canada will not be bound by anything stated herein. Canada reserves the right to change, at any time, any or all parts of the requirement as it deems necessary. Respondents are advised that any information submitted to Canada in response to this RFI may be used in development of a subsequent RFP.

Respondents will not be bound by any aspect of their response to this RFI. All responses to this RFI will be held by Canada on a confidential basis (subject to applicable legislation), and remain the property of Canada **once they have been received**.

ENQUIRIES

Any questions from Respondents concerning this RFI must be made in writing to the Contracting Authority stated below, via e-mail on or before the closing date of this RFI. Respondents are to assume all responsibility for the successful delivery and receipt of all questions to the Contracting Authority stated below. Questions submitted to any other person but the Contracting Authority, or in any other form, will not be answered. Responses given in any other manner than that which is outlined above will not be binding upon any party.

Canada reserves the right not to respond to questions received after the closing date of this RFI, or to any question not related to this RFI. Enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the responses will be made publicly available through Buy & Sell web site (<https://buyandsell.gc.ca/>). Enquiries not submitted in a form that can be distributed to all

Respondents may not be answered by Canada. If a question is determined to be proprietary, in Canada's sole discretion, Canada reserves the right to respond only to that party.

SECURITY REQUIREMENT

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached;
 - (b) Industrial Security Manual (Latest Edition).

CLOSING DATE

Responses to this RFI will be accepted until **2:00 PM Daylight Saving Time on August 18, 2014**. Responses are to be submitted by fax or electronically to the Contracting Authority stated below. The information received after that date will be considered only to the extent reasonable, in the sole opinion of Canada, given the progress of the Work at the time of receipt of the said information.

CLARIFICATION

PWGSC may require clarification of written responses and/or comments received as a result of the responses to this RFI. If required, any clarification will be requested by the Contracting Authority after the closing date of the RFI. Requests for clarification will be submitted in writing (by email only) and a response will be requested within two (2) working days of transmission of the clarification questions. Canada will not provide any guidance on how to prepare the responses or of any acceptable response strategy.

FORMAT OF RESPONSE

Respondents should review and provide comments to the attached draft documents and respond to the set of questions of below.

RESPONSES REGARDING THIS REQUIREMENT ARE TO BE SUBMITTED VIA EMAIL TO THE FOLLOWING PWGSC CONTRACTING AUTHORITY:

Alain St-Amour
Spécialiste en approvisionnement p.i. | A/Supply Specialist
Division de l'approvisionnement de services | gestion des instruments (ZQ)
Services Procurement | Instruments Management Division (ZQ)
Direction des acquisition de services professionnels | Professional Services Procurement Directorate
Direction générale des approvisionnements | Acquisition Branch
11, rue Laurier, Gatineau (Québec) K1A 0S5 11C1, Place du Portage, Phase III
TPSGC | PWGSC
Tel: (819) 956-1675 Fax: (819) 997-2229
Alain.St-Amour@pwgsc-tpsgc.gc.ca

Questions to the RFI

Please refer to the attached draft Statement of Work and the Mandatory Evaluation Criteria and provide the information requested in the tables below, Table 1 – Response to Questions and Requested Information.

TABLE 1 – RESPONSE TO QUESTIONS AND REQUESTED INFORMATION	
QUESTIONS	RESPONSE
1. Are the requirements as stated in the attached draft Statement of Work clear? Could you identify the areas that require clarification?	
2. Do you understand how the technical evaluation of your bid, as described in the Evaluation Criteria section, will be conducted? Could you identify the areas that require clarification?	
3. Could you propose an applicable Pricing Schedule example which would include: <ul style="list-style-type: none">• Canadian Data Verification• International Data Verification• Special consideration for Education verification costs with the Ministère de l'Éducation, du Loisir et du Sport du Québec or other similar costs from other Canadian institutions.	
4. Additional comments	

See attached Statement of Work, Technical Evaluation Criteria and Security Requirements Check List

STATEMENT OF WORK

1. Background

- 1.1 The Department of National Defense (DND) Canadian Forces Recruiting Group (CFRG) is responsible for the development and maintenance of performance standards for the recruiting process, to select and train Canadian Armed Forces (CAF) members who are involved in the recruiting process, and to coordinate the attraction, processing, selection and enrolment of eligible and suitable applicants to the CAF. The mission of CFRG is twofold:
 - 1.1.1 To support the operational capability of the Canadian Armed Forces by recruiting (attracting, processing, selecting and enrolling) Canadian citizens to join the Regular Force; and
 - 1.1.2 To process the requests of Canadian citizens who wish to join the Primary Reserve or the Cadet Instructors Cadre.
- 1.2 In order for the Department of National Defense (DND) to achieve its goal and to retain the confidence of Canada's citizens and allies, each applicant must meet established operational standards for reliability. The Policy on Government Security (PGS) Article 3.2 states that there is a need within government to ensure that those having access to government information, assets and services are trustworthy, [and] reliable. The PGS requires that individuals undergo a screening process if their duties or tasks necessitate access to sensitive information and assets. The Personnel Screening Standard (PSS) within the PGS also details the criteria under which a reliability screening be carried out and the procedure to be followed.
- 1.3 The National Defense Security Policy (NDSP) Article 35.02 states that the PGS applies to all government institutions including the CAF. DND is responsible for conducting the reliability screening program with respect to prospective applicants to the CAF. The PGS assigns full authority for the application of all aspects of security to the Chief of the Defense Staff (CDS) for all CAF members. Article 35.24 of the NDSP further states that the Reliability Status (RS) is a mandatory condition for enrolment in the CAF, thus every CAF applicant must complete the reliability screening process and be conferred with RS prior to enrolment.
- 1.4 RS is a systematic method of confirming that an individual can be expected to be reliable and trustworthy in the performance of their duties and in the protection of the assets and interests of the CAF and its personnel. As indicated in the PGS, RS indicates the successful completion of reliability checks which allows regular access to government assets and with a need to know to protected information. The RS process is not to be confused with the Security Clearance process.
- 1.5 As stated in the PSS Article 2.3, RS for the purposes of enrolment in the CAF involve the verification of enhanced reliability checks, including personal data, education qualifications, employment data and reference check(s).
- 1.6 A decision to grant or deny RS must be based upon adequate information. Where such information does not exist, is not provided or cannot be obtained, RS cannot be conferred. Approving authorities for granting or denying RS, a condition of enrolment in the CAF, are the Recruiting Centres' Commanding Officers (COs), Detachment Commanders (Det Comds), and Commanding Officers (COs) of enrolling units.
- 1.7 The Personnel Security Screening Office (PSSO) within the Deputy Provost Marshall Police and Security (DPM Police and Security) oversees the certification aspect of the DND/CAF Security Screening Program, which includes both the Reliability Screening and the Security Clearance. The PSSO is responsible for conducting the Criminal Records Name Check (CNRC), the background credit check, and holding all files related to security screening provides fingerprints as required through the RCMP. .

2. Objective

- 2.1 To perform portions of the Reliability Screening process for applicants to the CAF. The information provided by the Contractor, in an efficient and cost effective manner, should be of sufficient quantity and quality to allow the CFRG to make an informed decision in granting or denying RS.

3. Scope and Timelines

- 3.1 The Contractor will be required to conduct both Canadian and International verifications of data to the CAF, detailed as paragraphs 4.1, in accordance with the following timelines; these timelines are not applicable for Cadet Instructors Cadre (CIC) / Cadet Organizations Administration and Training Support (COATS) applicants:
- 3.1.1 For Canadian (or National) reliability checks, returns must be made within ten (10) working days upon reception of the request; and
- 3.1.2 For International checks, returns must be made within fourteen (14) working days upon reception of the request.
- 3.1.3 After the timeline indicated in paragraph 3.1.1 or 3.1.2 is elapsed, the report will be finalized and submitted to the CFRC/Det RS Approving Authority. The CFRC staff will complete the checks that have not been conducted by the Contractor.

4. Tasks

- 4.1 The Contractor must:
- 4.1.1 Verify Personal Data submitted by the applicant to the CAF on form PVF 2014 for accuracy (refer to **Appendix 2**) as requested;
- 4.1.2 Verify all Employment History Data submitted by applicant for accuracy for the previous five (5) continuous years (refer to **Appendix 3**) as requested;
- 4.1.3 Verify all relevant Education/Professional/Vocational Qualifications Data submitted by the applicant (refer to **Appendix 4**) as requested;
- 4.1.4 Contact valid Educational, Professional or Personal References submitted by applicant for detailed information, as many as necessary to cover the previous five (5) continuous years (refer to **Appendix 5**) as requested;
- 4.1.5 Provide detailed reports in accordance with the deliverables in paragraph 5. The reports are to be prepared in Microsoft Word format and are to be submitted electronically, via secure Internet, to the respective CFRC/Det RS Approving Authority;
- 4.1.6 Operate in compliance with all applicable provincial and/or federal laws regarding the collection, safeguard, use and disclosure of personal information, including the provisions of the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Privacy Act; and
- 4.1.7 Maintain open communication, regularly liaising with the CFRC/Det RS Approving Authority (or their representatives) as well as with the CFRG Headquarters (CFRG HQ) Recruiting Personnel Selection Officer (RPSO) ensuring that they are readily available for discussion at least twice a week and as problems arise.
- 4.2 Whenever there is a need for sensitive information to be shared electronically, this must be completed via secure internet or via the Contractor's secure website, using secure online delivery and reporting systems. The Contractor must also provide training to the Client at no cost to Canada, on the particularities of its secure website. The Contractor website must also allow for electronic interface with the respective CFRC/Dets via the Defense Wide Area Network (DWAN).

5. Deliverables

- 5.1 Deliverables from the Contractor must consist of the following (refer also to Appendices 2 to 9 to Annex A):
- 5.1.1 A comprehensive Reliability Screening Report (RSR) sent in accordance with Appendix 6, within the allocated time period (i.e., National checks and International checks), to the respective CFRC/Det's RS Approving Authority for each and every application. The RSR must contain data listed in Appendices 2, 3, 4 and 5 to Annex A, as applicable, and must confirm that all required reliability checks were completed, including observations and any discrepancies for both Canadian and International checks. Each part verified (i.e., Personal Data; Employment History Data; Education/Professional/Vocational Qualifications Data; and Educational, Professional or Personal References Data) must be assessed, based on the amount of information that has been gathered, and each part of the RSR be labelled as follows:
- 5.1.1.1 Whether the data was verified (completely verified or partially verified):
- 5.1.1.1.1 Conclusive and Favorable: all information has been verified (conclusive) and does not present any discrepancies, inconsistencies, incongruities or divergences (Favorable). A favorable assessment is also noted as absence of any "red flag" – a warning signal that requires any sort of attention or consideration from the RS Approving Authority.
- 5.1.1.1.2 Conclusive and Unfavorable: all information has been verified (conclusive) and presents any sort of discrepancies, inconsistencies, incongruities or divergences (Unfavorable), including any type of red flags, as described in the paragraph 5.1.1.1.1.
- 5.1.1.1.3 Inconclusive: information has not all been verified.
- 5.1.1.2 Whether the data was not verified.
- 5.1.2 Details and/or comments must be provided for each unfavorable check and for all other checks conducted, if required, and an explanation must also be provided for any of the information that was inconclusive and/or not verified;
- 5.1.3 A summary of findings containing an overall analysis of the compiled data for each part of the report (refer to **Appendix 6**) must be submitted via secure internet to the respective CFRC/Det RS Approving Authority no later than 9:00 AM on the deadline;
- 5.1.4 The Contractor secure Website must be able to generate on-demand daily and weekly reports containing the Service Number (SN), name of applicant and details as to the cause of the delay for the cases within Canada and International, with an estimated return time (refer to **Appendix 7**);
- 5.1.5 On a monthly basis, provide a detailed "CAF Recruiting Reliability Screening Report" to the respective CFRC/Det Commander with an information copy to the CFRG HQ Ops and CFRG HQ RPSO (refer to **Appendix 8**). This report must contain the information for the respective CFRC/Det under its respective Area of Responsibility (AOR) for the previous month;
- 5.1.6 On a quarterly basis, provide a detailed "CAF Recruiting Reliability Screening Quarterly Report" to the CFRG HQ RPSO (refer to **Appendix 9**). This report must contain the information by CFRC/Dets and National Level, for the previous quarter;
- 5.1.7 CFRC/Det RS Approving Authority and/or the CFRG HQ RPSO may go back as required to the Contractor in order to seek any additional details and raise any required queries on any data fields within any of the reports. The Contractor must identify a suitable point of contact (POC) to provide information to the CFRG HQ RPSO in addition to each of the CFRC/Dets and their Det RS Approving Authorities.

- 5.1.8 Reports which contain errors or other discrepancies will be sent back to the Contractor for correction and additional checks at no cost to Canada. The corrections, amendments or additional checks must be re-sent to the respective CFRC/Det RS Approving Authority in accordance with Appendix 6, within the allocated time period.

6. Reference Documents

- 6.1 The screening process entails the review of personal information and, as such, is governed by various provisions of the following Acts and policy documents which also provide additional background information:

- 6.1.1 Policy on Government Security (PGS) – Personnel Screening Standard (PSS);
- 6.1.2 National Defense Security Policy (NDSP) (*Internal CAF Policy*);
- 6.1.3 Canadian Charter of Rights and Freedoms;
- 6.1.4 Canadian Human Rights Act;
- 6.1.5 Access to Information Act;
- 6.1.6 Privacy Act;
- 6.1.7 Personal Information Protection and Electronic Documents Act (PIPEDA);
- 6.1.8 Criminal Code of Canada;
- 6.1.9 Youth Criminal Justice Act (which replaced the Young Offenders Act);
- 6.1.10 Criminal Records Act;
- 6.1.11 Canadian Security Intelligence Services Act;
- 6.1.12 Public Service Employment Act; and
- 6.1.13 Defense Production Act.

7. Location of Work

- 7.1 The work must be performed at the Contractor's site within Canada.

8. Travel

- 8.1 There is no travel required.

9. Official Languages

The work must be performed in the language applicable to the school, employer, reference being contacted. The contractor must also supply the deliverables and communicate in the official language of the CFRC/Det which submitted the request.

10. List of Appendices - Details on Deliverables

- 10.1 Appendix 1 – Addresses of Canadian Forces Recruiting Centres (CFRCs) and their Detachments;
- 10.2 Appendix 2 – Requirements for Personal Data;
- 10.3 Appendix 3 – Requirements for Employment History Data;
- 10.4 Appendix 4 – Requirements for Education/Professional/Vocational Qualifications Data;
- 10.5 Appendix 5 – Educational, Professional or Personal References Data;
- 10.6 Appendix 6 – Reliability Screening Report (RSR);
- 10.7 Appendix 7 – National/International Daily and Weekly Report;
- 10.8 Appendix 8 – CAF Recruiting Reliability Screening Monthly Report; and
- 10.9 Appendix 9 – CAF Recruiting Reliability Screening Quarterly Report.

Appendix 1

Addresses of Canadian Forces Recruiting Centres (CFRCs) and their Detachments

CFRC Atlantic (Halifax)			
Detachment Charlottetown 119 KENT ST SUITE 320 CHARLOTTETOWN PE C1A 1N3	Detachment Cornerbrook 9 MAIN ST, SUITE 203 CORNERBROOK NFLD A2H 6H6	Detachment Fredericton PRIESTMAN CENTRE, SUITE 402 565 PRIESTMAN ST FREDERICTON NB E3B 5X8	Detachment Halifax MUMFORD PROFESSIONAL CENTRE 6960 MUMFORD ROAD SUITE 130 HALIFAX NS B3L 4P1
Detachment Moncton 910 MAIN STREET, SUITE 100 MONCTON NB E1C 1G6	Detachment St John's 165 DUCKWORTH STREET, 5 TH FLOOR ST. JOHN'S NL A1C 6B5	Detachment Sydney PRINCE STREET PLAZA, 325 PRINCE STREET SYDNEY NS B1P 5K6	
CFRC Québec (Québec City)			
Detachment Chicoutimi 345 DES SAGUENEENS SAGUENAY QC G7H 6K9	Detachment Montréal 1420 SAINTE-CATHERINE W MONTRÉAL QC H3G 1R3	Detachment Québec 2960 BOUL LAURIER, SUITE 102 QUÉBEC QC G1V 4S1	Detachment Rimouski 70 ST-GERMAIN E SUITE 025 RIMOUSKI QC G5L 7J9
Detachment Sherbrooke 50 PLACE DE LA CITÉ 315 KING ST W SUITE 112 SHERBROOKE QC J1H 4G9			
CFRC Northern and Eastern Ontario (Ottawa)			
Detachment Kingston 255 BAGOT ST KINGSTON, ON K7L 3G4	Detachment Ottawa 66 SLATER STREET OTTAWA ON K1A 0K2	Detachment Sudbury BRADY SQUARE 233 BRADY ST E SUDBURY ON P3B 4H5	
CFRC Southern Ontario (Toronto)			
Detachment Barrie 14 CEDAR POINT DRIVE, UNIT 1509 BARRIE ON L4N 5R7	Detachment Hamilton FEDERAL BUILDING 55 BAY ST N HAMILTON ON L8R 3P7	Detachment London 250 YORK STREET, UNIT 100A LONDON ON N6A 6K2	Detachment Oshawa 200 JOHN ST W OSHAWA ON L1G 2B4
Detachment Toronto 4900 YONGE ST SUITE 100 NORTH YORK ON M2N 6A4			
CFRC Prairies and the North (Calgary)			
Detachment Calgary BANTREL TOWER 700 6TH AVE SW SUITE 100 CALGARY AB T2P 0T8	Detachment Edmonton CANADA PLACE 9700 JASPER AVE ROOM 125 EDMONTON AB T5J 4C3	Detachment Regina SUITE 220 1870 ALBERT ST REGINA SK S4P 4B7	Detachment Winnipeg 391 YORK AVE SUITE 465 WINNIPEG MB R3C 0P4
CFRC Pacific (Vancouver)			
Detachment Vancouver 620 ROYAL AVE NEW WESTMINSTER BC V3M 1J2	Detachment Victoria 827 FORT STREET – MAIN FLOOR VICTORIA BC V8W 1H6		
CFRG HQ (CFB Borden)			
25 CENTURION CLOSE CANADIAN FORCES BASE BORDEN ON L0M 1C0			

Note 1: Should physical addresses change the amendment will be provided by CFRG HQ R4.

Note 2: For each Detachment, a generic email address and phone number to reach the CFRG/Det RS Approving Authority will be provided upon contract award.

Appendix 2

Requirements for Personal Data

PERSONAL DATA

A2-1.0 This section represents 10% of the overall checks that are conducted. Verification of the following personal data with the appropriate registrar includes:

A2-1.1 Full name;

A2-1.2 Date of birth;

A2-1.3 Place of birth; and

A2-1.4 Current and former addresses for the previous 5-year period (only for applicants above 18 years of age).

Appendix 3

Requirements for Employment History Data

EMPLOYMENT HISTORY

A3-1.0 This section represents 45% of the overall checks that are conducted. Employment history will be verified for the five (5) years previous to the application:

A3-1.1 Current employer. The current employer will be contacted unless the applicant indicates not to contact:

- a. Job title;
- b. Job description/responsibilities;
- c. Full time/part time and number of hours per week;
- d. Start date; and
- e. Level of performance.

A3-1.2 Previous employer(s). All previous employer(s) will be contacted, an applicant cannot indicate that we are not allowed to contact former employers:

- a. Job title;
- b. Job description/responsibilities;
- c. Full time/part time and number of hours per week;
- d. Period;
- e. Reason employment ended; and
- f. Eligibility for re-hire.

Appendix 4

Requirements for Education/Professional/Vocational Qualifications Data

EDUCATION/PROFESSIONAL/VOCATIONAL QUALIFICATIONS

A4-1.0 This section represents 15% of the overall checks that are conducted. Verification of the highest level of education completed:

A4-1.1 Degree/diploma/certificate;

A4-1.2 Period;

A4-1.3 Name(s) of institution(s); and

A4-1.4 Location.

A4-2.0 Education Details (High School and/or College and/or University) if not indicated at paragraph A4-1.0:

A4-2.1 Diploma/certificate/level;

A4-2.2 Period;

A4-2.3 Name(s) of institution(s); and

A4-2.4 Location.

A4-3.0 Professional/Vocational qualifications if not previously detailed at paragraphs A4-1.0 or A4-2.0:

A4-3.1 Qualification/designation;

A4-3.2 Period;

A4-3.3 Name(s) of institution(s); and

A4-3.4 Location.

Appendix 5

Educational, Professional or Personal References Data

A5-1.0 This section represents 30% of the overall checks that are conducted (i.e., for one reference check). The Contractor must contact at least one (1) valid reference for each applicant and three (3) valid references for each CIC/COATS applicant. A valid reference is defined as an adult (18 years of age or older) that knows the applicant well enough to provide a worthwhile, fair and adequate assessment, from a variety of different perspectives, about the applicant's personal character. Members of the family or a relative, family friends, friends, neighbors, co-workers or peers are not considered valid references. The number of references contacted must cover at least the last five (5) years (or to age 16, whichever comes first). In order to conduct these checks, the Contractor will be provided with three (3) references; only the most valid will be contacted for each applicant (the recruiting staff will indicate on the PVF the priority of each reference, stating which reference is the most valid), and all three must be contacted for CIC/COATS applicants. The references can be categorized as follows:

- A5-1.1 Educational References: These persons are former or current teachers, professors, coaches, instructors or trainers;
- A5-1.2 Professional References: These persons are former or current supervisors, managers, overseers, advisors, or employers; and
- A5-1.3 Personal References: These persons can be a minister, clergyman, mentor, counselor, community leader, etc.

A5-2.0 When conducting a reference check, the interview will be conducted as follow:

- A5-2.1 Opening statement (i.e., name, function, organization and purpose of the interview);
- A5-2.2 Ask if the reference if they are willing to serve as a reference for the applicant;
- A5-2.3 Check if the timing is good and if reference is available for the time of the interview;
- A5-2.4 Explain the importance of the check (i.e., explain the purpose of the check, importance for employment in the CAF, and requirement for hiring) ;
- A5-2.5 Explain protection and confidentiality of information and Privacy Act requirements (i.e., legal consideration);
- A5-2.6 Confirm if the reference is an adult (18 years of age or older);
- A5-2.7 Confirm if the reference is a valid reference (as per paragraph A5-1.0);
- A5-2.8 What is the relationship with the applicant (i.e., type of reference: educational, professional or personal);
- A5-2.9 Confirm if the reference knows the applicant well enough to provide a worthwhile assessment;
- A5-2.10 Proceed with the checks in accordance with paragraphs A5-3.0 to A5-6.0; and
- A5-2.11 Concluding remarks (i.e., thank the reference, remind the reference about the protection of information and invite the reference to call back should they have additional information related to the applicant).

EDUCATIONAL REFERENCES

A5-3.0 In conducting a verification of the applicant's educational references, the following information is to be collected, as well as information in paragraph A5-6.0:

- a. Type of relationship with the applicant (i.e., teacher/professor/coach, etc.);

- b. Confirm what course/program was taught to the applicant, or the applicant is undertaking; and
- c. How does the applicant get along with other people? Provide examples.

PROFESSIONAL REFERENCES

A5-4.0 In conducting a verification of the applicant's professional references, the following information is to be collected, as well as information in paragraph A5-6.0:

- a. Status of employment (i.e., is the applicant currently being employed by the reference? – Y/N;
 - (i) If the applicant is currently employed with this reference, confirm whether the interview will jeopardize the applicant's employment status. If the response is yes, cease interview and thank the reference.
- b. Type of relationship with the applicant (e.g., supervisor/manager, etc.);
- c. Applicant's position of employment (e.g., worker/supervisor/staff/manager, etc.);
- d. Length of employment;
- e. Reason(s) for the termination/resignation (if applicable);
- f. How does the applicant get along with other people? Provide examples; and
- g. Performance factors:
 - (i) Quality of work;
 - (ii) Level of supervision required;
 - (iii) Ability to work with others;
 - (iv) Initiative;
 - (v) Perseverance;
 - (vi) Performance under stress;
 - (vii) Acceptance of criticism; and
 - (viii) Eligibility for re-hire or recommendation for hiring. If not recommended, the reasons why.

PERSONAL REFERENCES

A5-5.0 In conducting a verification of the applicant's personal references, the following information is to be collected, as well as information in paragraph A5-6.0:

- a. Type of relationship with the applicant (i.e., minister, counselor, etc.); and
- b. How does the applicant get along with other people? Provide examples.

PROFESSIONAL, EDUCATIONAL OR PERSONAL REFERENCES

A5-6.0 In conducting a verification of the applicant's professional, educational or personal references, in addition to the information verified in paragraphs A5-3.0, A5-4.0 or A5-5.0, the following information is also to be verified:

- a. Personal strengths and/or skills;
- b. Personal weaknesses and/or tasks they may have difficulty with;
- c. Personality and temperament of applicant (e.g., easy-going, hard to get along with, high-strung, cranky, or has a sense of humour, etc.);
- d. Demonstrated characteristics that may cause a problem if applicant were to become a member of the Canadian Armed Forces (If yes, explain);
- e. Reference's attestation to the applicant's:
 - (i) Honesty (Y/N – If no, why not?);
 - (ii) Trustworthiness (Y/N – If no, why not?);
 - (iii) Maturity (Y/N – If no, why not?);
 - (iv) Responsibility (Y/N – If no, why not?);

- (v) Reliability (Y/N – If no, why not?);
- (vi) Punctuality (Y/N – If no, why not?); and
- (vii) Aggressiveness (Y/N – If yes, why?).
- f. Applicant's association with persons of questionable character (Y/N – if yes, what is the nature of the relationship? Provide an example.);
- g. Reference's recommendation for employment with the Canadian Armed Forces (Y/N – If no, why not?); and
- h. Confirm any other information that relates to applicant's trust and reliability.

ONLY FOR CIC/COATS APPLICANTS

A5-7.0 In conducting a verification of references for CIC/COATS applicants the following information is also to be verified in addition to the information verified for professional, educational or personal references:

- a. If the applicant is an appropriate role model for youth;
- b. Applicant's work or volunteer experience with child/youth organizations. If left, reasons for leaving;
- c. Applicant's friendship patterns (i.e., has few or many friends, are they generally younger or older than the applicant). If an unusual pattern, provide any explanations for this pattern;
- d. Applicant's residency history (i.e., stays in one place to moves frequently);
- e. Potential applicant's problem with drug or alcohol abuse. If so, explain and provide examples;
- f. Level of comfort in leaving the applicant in direct contact with children and being entrusted with their care;
- g. Knowledge of any inappropriate behaviour that the applicant may have directed toward children/youth entrusted to their care. If so, explain and provide examples; and
- h. Knowledge of any background information that may indicate the potential for the emotional, physical and/or sexual abuse of children/youth entrusted to the applicant's care. If so, explain and provide examples.

Appendix 6

Reliability Screening Report (RSR)

A6-1.0 Report requirements for Reliability Screening Report (RSR)

A6-1.1 The RSR for each applicant must contain the following information:

- a. Whether the data was verified (completely verified or partially verified)
 - 1) Conclusive and Favorable
 - 2) Conclusive and Unfavorable
 - 3) Inconclusive
- b. Whether the data was not verified. The Contractor must indicate date/time of the attempts for each check that is not verified.

A6-1.2 Details or comments must be provided for each criterion as required and an explanation must also be provided for any of the information that was not verified.

A6-1.3 Observations for each criterion must be provided in order to understand the circumstances during the check that could help with the determination of eligibility to join the Canadian Armed Forces (e.g., confusion or uncertainty expressed by the reference, elements that have been forgotten, doubt about any questions asked or hesitance, voice tone and unjustified pauses, or any indication that information provided could be in question).

A6-1.4 A summary of findings containing an overall analysis of the compiled data for each part of the report must be submitted via secure internet to the respective CFRC/Det RS Approving Authority no later than 9:00 AM on the deadline.

A6-2.0 Report requirements for Personal Data

A6-2.1 Verification of the following personal data including:

- a. Full name;
- b. Date of birth;
- c. Place of birth; and
- d. Current and former addresses for the previous 5-year period.

A6-3.0 Report requirements for Employment History

A6-3.1 Current employer. The current employer will be contacted unless the applicant indicates not to contact:

- a. Job title;
- b. Job description/responsibilities;
- c. Full time/part time and number of hours per week;
- d. Start date; and

- e. Level of performance.

A6-3.2 Previous employer(s). All previous employer(s) should be contacted:

- a. Job title;
- b. Job description/responsibilities;
- c. Full time/part time and number of hours per week;
- d. Period;
- e. Reason employment ended; and
- f. Eligibility for re-hire.

A6-4.0 Report Requirements for Educational/Professional/Vocational Qualifications

A6-4.1 Verification of the highest level of education completed:

- a. Degree/diploma/certificate;
- b. Period;
- c. Name(s) of institution(s); and
- d. Location.

A6-4.2 Education Details (High School and/or College and/or University) if not indicated at paragraph A6-4.1:

- a. Diploma/certificate/level;
- b. Period;
- c. Name(s) of institution(s); and
- d. Location.

A6-4.3 Professional/vocational qualifications if not previously detailed at paragraphs A6-4.1 or A6-4.2:

- a. Qualification/designation;
- b. Period;
- c. Name(s) of institution(s); and
- d. Location.

A-6-5.0 Report Requirements for Educational, Professional or Personal References

A-6-5.1 In conducting a verification of the applicant's educational references, the following information is to be collected:

- a. Type of relationship with the applicant (e.g., teacher/professor/coach, etc.);
- b. Confirm what course/program was taught to the applicant, or the applicant is undertaking; and
- c. How does the applicant get along with other people? Provide examples.

A-6-5.2 In conducting a verification of applicant's professional references, the following information is to be collected:

- a. Status of employment (i.e., is applicant currently being employed by the reference? – Y/N;
 - (i) If the applicant is currently employed with this reference, confirm whether the interview will jeopardize the applicant's employment status. If the response is yes, cease interview and thank the reference.
- b. Type of relationship with the applicant (e.g., supervisor/manager, etc.);
- c. Applicant's position of employment (e.g., worker/supervisor/staff/manager, etc.);
- d. Length of employment;
- e. Reason(s) for the termination/resignation (if applicable);
- f. How does the applicant get along with other people? Provide examples; and
- g. Performance factors:
 - (i) Quality of work;
 - (ii) Level of supervision required;
 - (iii) Ability to work with others;
 - (iv) Initiative;
 - (v) Perseverance;
 - (vi) Performance under stress;
 - (vii) Acceptance of criticism; and
 - (viii) Eligibility for re-hire or recommendation for hiring. If not recommended, the reasons why.

A-6-5.3 In conducting a verification of the applicant's personal references, the following information is to be collected:

- a. Type of relationship with the applicant (i.e., minister, counsellor, etc.); and
- b. How does the applicant get along with other people? Provide examples.

A-6-5.4 In conducting a verification of the applicant's professional, educational or personal references, in addition to the information verified in paragraphs A6-4.1, A6-4.2 or A6-4.3, the following information is also to be verified:

- a. Personal strengths and/or skills;
- b. Personal weaknesses and/or tasks they may have difficulty with;
- c. Personality and temperament of the applicant (e.g., easy-going, hard to get along with, high-strung, cranky, or has a sense of humor, etc.);

- d. Demonstrated characteristics that may cause a problem if the applicant were to become a member of the Canadian Armed Forces (If yes, explain);
- e. Reference's attestation to the applicant's:
 - (i) Honesty (Y/N – If no, why not?);
 - (ii) Trustworthiness (Y/N – If no, why not?);
 - (iii) Maturity (Y/N – If no, why not?);
 - (iv) Responsibility (Y/N – If no, why not?);
 - (v) Reliability (Y/N – If no, why not?);
 - (vi) Punctuality (Y/N – If no, why not?); and
 - (vii) Aggressiveness (Y/N – If yes, why?).
- f. Applicant's association with persons of questionable character (Y/N – if yes, what is the nature of relationship? Provide an example.);
- g. Reference's recommendation for employment with the Canadian Armed Forces (Y/N – If no, why not?); and
- h. Confirm any other information that relates to applicant's trust and reliability.

A-6-5.5 In conducting a verification of references for CIC/COATS applicants the following information is also to be verified in addition to the information verified for professional, educational or personal references:

- a. If the applicant is an appropriate role model for youth;
- b. Applicant's work or volunteer experience with child/youth organizations. If left, reasons for leaving;
- c. Applicant's friendship patterns (i.e., has few or many friends, are they generally younger or older than the applicant). If an unusual pattern, provide any explanations for this pattern;
- d. Applicant's residency history (i.e., stays in one place to moves frequently);
- e. Potential applicant's problem with drug or alcohol abuse. If so, explain and provide examples;
- f. Level of comfort in leaving the applicant in direct contact with children and being entrusted with their care;
- g. Knowledge of any inappropriate behavior that the applicant may have directed toward children/youth entrusted to their care. If so, explain and provide examples; and
- h. Knowledge of background information that may indicate the potential for the emotional, physical and/or sexual abuse of children/youth entrusted to the applicant's care. If so, explain and provide examples.

Appendix 7

National/International Daily and Weekly Report

A7-1.0 Requirements for the “National/International Daily and Weekly Report”

A7-1.1 Service Number of applicant;

A7-1.2 Name of applicant;

A7-1.3 Reason for delays; and

A7-1.4 Estimated return time.

A7-2.0 The daily or weekly report should be available on-demand through the Contractor's secure website. Recruiters must be able to extract them easily from a database query/button.

Appendix 8

CAF Recruiting Reliability Screening Monthly Report

A8-1.0 Requirements for the “CAF Recruiting Reliability Screening Monthly Report”

A8-1.1 Number of CAF applicants for the month by CFRC/Det;

A8-1.2 Number of checks completed by category (Personal Data, Employment History, Educational/Professional/Vocational Qualifications and Educational, Professional, Personal and CIC/COATS References) and by CFRC/Det;

A8-1.3 Number of checks unable to be completed by CFRC/Det; and

A8-1.4 Number of incomplete checks by category and by CFRC/Det.

A8-2.0 To be submitted to the respective CFRC/Det on a monthly basis with info to CFRG HQ Ops and CFRG HQ RPSO. Must contain the information in paragraph A8-1.0 for the respective CFRC/Det, by 9:00 AM the 2nd Monday of the month for the previous month.

Appendix 9

CAF Recruiting Reliability Screening Quarterly Report

A9-1.0 Requirements for the “CAF Recruiting Reliability Screening Quarterly Report”

A9-1.1 Number of CAF applicants by month and by CFRC/Det;

A9-1.2 Number of checks completed by category (Personal Data, Employment History, Educational/Professional/Vocational Qualifications and Educational, Professional, Personal and CIC/COATS References), by month and by CFRC/Det;

A9-1.3 Number of checks unable to be completed by month and by CFRC/Det; and

A9-1.4 Number of incomplete checks by category, by month and by CFRC/Det.

A9-2.0 To be submitted to the respective CFRC/Det on a quarterly basis with info to the CFRG HQ Ops and CFRG HQ RPSO. Must contain the information in paragraph A9-1.0 for the respective CFRC/Det, by 9:00 AM the 2nd Monday of July, October, January and April for the previous quarter.

TECHNICAL EVALUATION CRITERIA

Mandatory requirement

	Criteria	Met	Not Met
M.1	The bidder must have five (5) years of demonstrated experience directly related to pre-employment security screening.		

Point Rated Requirements

R.1	The bidder should describe how it proposes to process, store and protect the data in line with the provisions of the Government Security Policy (GSP), including any measures in place to ensure an efficient and quick data recovery in case of a natural disaster (e.g. Continuity or Disaster Recovery Plan). A complete data recovery plan should be provided.	<p>MAXIMUM 16 POINTS</p> <p>16 points:</p> <ul style="list-style-type: none"> Procedures are in place and well documented, and the Memorandum/matrix is precise, clear and of acceptable quality. <p>12 points:</p> <ul style="list-style-type: none"> Procedures are in place and well documented, but the Memorandum/matrix is not precise, or not clear or not of acceptable quality. <p>4 points:</p> <ul style="list-style-type: none"> Procedures are not in place or not well documented, but the Memorandum/matrix is precise, clear and of acceptable quality. <p>0 point:</p> <ul style="list-style-type: none"> Procedures are not in place or not well documented, and the Memorandum/matrix is not precise, or not clear or not of acceptable quality.
R.2	The bidder has a secure location, i.e. which is in conformity with the Government Security Policy (GSP) regarding Physical Security under the rules and regulations governing overall security for Information Systems (IS), within Canada to operate and service this contract and can provide this service on a national basis.	<p>MAXIMUM 12 POINTS</p> <p>12 points:</p> <ul style="list-style-type: none"> Secure location in Canada to operate the service required and can provide the service on a national level. <p>6 points:</p> <ul style="list-style-type: none"> Secure location in Canada to operate the service required and cannot provide the service on a national level. <p>0 point:</p> <ul style="list-style-type: none"> No secure location in Canada to provide the service and cannot provide the service

		on the national level.
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R.3	<p>The bidder should clearly demonstrate its experience acquired within the last five (5) years either in the public or private sector referring to a maximum of three (3) projects related to pre-employment screening that must have been conducted under contract for clients exterior to the Bidder's own organization.</p>	<p>MAXIMUM 15 POINTS</p> <p>15 points:</p> <ul style="list-style-type: none"> • Three (3) projects submitted related to pre-employment screening which is relevant to the work described to the SOW. <p>10 points:</p> <ul style="list-style-type: none"> • Two (2) projects submitted related to pre-employment screening which is relevant to the work described to the SOW. <p>5 points:</p> <ul style="list-style-type: none"> • One (1) project submitted related to pre-employment screening which is relevant to the work described to the SOW. <p>0 point:</p> <ul style="list-style-type: none"> • No project submitted related to pre-employment screening which is relevant to the work described to the SOW.
R.4	<p>The bidder should describe its comprehensive approach and methodology clearly detailing how the bidder intends to conduct pre-employment screening.</p>	<p>MAXIMUM 10 POINTS</p> <p>10 points:</p> <ul style="list-style-type: none"> • Matches all requirements of the SOW plus offers additional services and innovative suggestions beyond the basic service requirement. By the quality of the presentation and the experience cited, demonstrates an in-depth understanding of the design of the relevant methodology. Contains superior details in the work breakdown with supporting risk analysis to confirm that the approach and methodology is valid and has a high probability of success to conduct pre-employment screening. <p>8 points:</p> <ul style="list-style-type: none"> • Specific steps proposed and methods used, match all of the basic requirements of the SOW plus offers a proven approach and method. By the quality of the presentation and the experience cited,

		<p>demonstrates an understanding of the design of relevant methodology. Contains clear details in the work breakdown to confirm that the approach and methodology is valid to conduct pre-employment screening.</p> <p>6 points:</p> <ul style="list-style-type: none"> Specific steps and methods used match some but not all of the requirements of the SOW; suggest unworkable alternatives. Contains some details in the work breakdown to confirm that the approach and methodology is valid to conduct pre-employment screening. <p>4 points:</p> <ul style="list-style-type: none"> Specific steps and methods used match few of the requirements of the SOW; suggest unworkable alternatives. Proposed methodology claimed but not demonstrated. Presentation limited to generalities of the methodology. Does not contain sufficient detail in the work breakdown to confirm that the approach and methodology is valid to conduct pre-employment screening. <p>0 point:</p> <ul style="list-style-type: none"> Vaguely described steps and methodology used however lacks clarity. Approach and methodology very poor or lacking entirely; links between approach and methodology is very poor.
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R.5	<p>The bidder should provide a description of how they conduct a search process including what kind of databases are used and what sources are used for information and any other background information that will show the breadth and depth of the search methods.</p>	<p>MAXIMUM 10 POINTS</p> <p>10 points:</p> <ul style="list-style-type: none"> The bidder provides an excellent and in depth description of how they conduct a search process including what kind of databases are used and what resources are used for information that will show the breadth and depth of the search methods. <p>8 points:</p> <ul style="list-style-type: none"> The bidder provides a very good description of how they conduct a search process including what kind of databases are used and what resources are used for information that will show the breadth and depth of the search methods. <p>6 points:</p> <ul style="list-style-type: none"> The bidder provides a good description of how they conduct a search process including what kind of databases are used and what resources are used for information that will show the breadth and depth of the search methods. <p>4 points:</p> <ul style="list-style-type: none"> The bidder provides a partial description of how they conduct a search process including what kind of databases are used and what resources are used for information that will show the breadth and depth of the search methods. <p>0 point:</p> <ul style="list-style-type: none"> The bidder provides no description of how they conduct a search process and no information of what kind of databases are used and no details for what resources are used for information that will show the breadth and depth of the search methods.
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Total Overall Points: 63 points

Minimum Pass Mark: 38 points



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W8484-14P2MF

Security Classification / Classification de sécurité
UNCLAS

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		2. Branch or Directorate / Direction générale ou Direction	
DND / MDN		CMP CFRG / CPM GRFC	
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 Perform portions of the Reliability Screening process for applicants to the CAF. / Effectuer une partie des activités de vérification de la fiabilité visant les postulants des FAC.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> Yes 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"/> Yes Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLAS

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☒ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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? ☒ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ 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
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? ☒ No ☐ Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ 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? ☐ No ☒ Yes
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ Non ☒ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☒ No ☐ Yes
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ 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? ☒ No ☐ Yes
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ 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? ☐ No ☒ Yes
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? ☐ Non ☒ Oui

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W8484-14P2MF

Security Classification / Classification de sécurité

UNCLAS

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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
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).