



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions  
RCMP - F Division  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-3466

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

<b>Title – Sujet:</b> Pest Control, Regina, SK		<b>Date</b> 19 September 2014
<b>Solicitation No. – N° de l'invitation</b> M5000-5-1889/A		
<b>Client Reference No. - No. De Référence du Client</b> PW-14-00653933		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00 pm	Central Standard Time (CST)
<b>On / le :</b>	November 3, 2014	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Teresa Hengen		
<b>Telephone No. – No. de téléphone</b> 306-780-8179	<b>Facsimile No. – No. de télécopieur</b> 306-780-3466	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b> See Herein Voir aux présentes
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

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

### 2. Statement of Work

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

### 3. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on October 15, 2014 at 1:00 p.m. meeting at Works Building, accessible through the McCarthy Blvd gate. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment, but they will not be precluded from submitting a bid.

### 4. 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.

### 4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.



Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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 RCMP Bid Receiving Unit by facsimile or to the address on Page 1 by the date and time indicated on Page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by email to RCMP will not be accepted.

## **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **4. Applicable Laws**

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

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 sections as follows:

Type or legibly print the Bidder's full business name, address, telephone number, fax number and sign and date the offer form in the space provided for that purpose on page 1 of the Request for Proposal and submit along with the Financial Bid.

Section I: Financial Bid (one hard copy)

Section II: Certifications (one hard 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:

- 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: Financial Bid**

Bidders must submit their financial bid in accordance with the Annex C, Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) are extra.

#### **1.1 Exchange Rate Fluctuation**

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

#### **1.2 SACC Manual Clauses**

### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## **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 Financial Evaluation**

Year 1

$(1 \times 12) + (2 \times 12) + (3 \times 12) + (4.1 \times 15) + (4.2 \times 7) + (5.1 \times 3) + (5.2 \times 2) + (5.3 \times 2) = \text{Evaluated Price}$

Year 2

$(1 \times 12) + (2 \times 12) + (3 \times 12) + (4.1 \times 15) + (4.2 \times 7) + (5.1 \times 3) + (5.2 \times 2) + (5.3 \times 2) = \text{Evaluated Price}$

Year 3

$(1 \times 12) + (2 \times 12) + (3 \times 12) + (4.1 \times 15) + (4.2 \times 7) + (5.1 \times 3) + (5.2 \times 2) + (5.3 \times 2) = \text{Evaluated Price}$



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Year 1 Evaluated Price + Year 2 Evaluated Price + Year 3 Evaluated Price = Total Evaluated Price

The numbers of hours are estimated usage for evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under this contract.

*SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

## **2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. Bids will be addressed as follows as per Financial Evaluation.

## **3. Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Website.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **1. 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 the Standard Instructions identified in this solicitation. 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_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

## 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.

### 2.1 Former Public Servant Certification

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 FPSs, 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 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 FPSs 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.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

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

The contractor is required to have all persons working on site to be security cleared at the level of Facility Access as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP), escort will be required for all interior work, no escort required for exterior work. All persons will be required to pick up and drop off security identification tags at the Security Desk during the performance of all work on RCMP grounds.

The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).



## **2. Statement of Work**

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

## **3. 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)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

### **3.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from award of contract for the period of two (2) years.

### **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 one additional one 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 thirty (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:

Teresa Hengen  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 - 11th Ave  
Regina, SK S4P 3K7  
Telephone: 306-780-8179/Facsimile: 306-780-3466



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.

## 5.2 Project Authority (to be completed upon award of contract)

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 completed upon award of contract)

## 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

Refer to Annex B, Basis of Payment

### 7.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16) Limitation of Price

### 7.3 Multiple Payment

SACC *Manual* clause H1001C (2008-05-12) Multiple Payment

## 8. Invoicing Instructions

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



(a) The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

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

## **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 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Building List
- (e) Annex C, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_.

## **12. Procurement Ombudsman**

### **12.1 Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **12.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### **13. Destination of Services**

Services to be carried out as per contract at:

Depot Division, F Division Headquarters and Regina Laboratory Building located along Dewdney Ave, Regina, SK and the Regina Air Hanger located on Tiger Moth Lane, Regina, SK including all transportation, travel time, vehicle surcharge/costs, labour, supervision and equipment.

All work must be scheduled with the Project Authority.

### **14. SACC Manual Clauses**

A9068C (2010-01-11) Government Site Regulations

G1005C (2008-05-12) Insurance



## **Annex A Statement of Work**

To provide all materials, pesticides, chemicals, labour, equipment, tools, transportation and supervision to maintain, control and in some cases eradicate pests (including, but not limited to, all crawling, hopping, flying insects such as wasps, maple bugs, crickets, hornets, carpet beetles and ants) in and on all buildings and grounds located throughout the RCMP property between Courtney Street to the West, Wascana Creek to the East, from Dewdney Avenue to the southern most fence line of the property and the Regina Air Hanger. Premises listed below in Annex "B".

Work to be done on a monthly basis or as specified:

An Integrated Pest Management Program is to be created and provided to the Project Authority within sixty (60) days of award of contract. The program will include a complete list of existing pest control equipment, the development of an Integrated Pest Management Program (IPMP) and floor plans and site map indicating the actual location/suggested location of all pest control product, traps, etc. Building floor plans and site map will be provided upon award of contract by the Project Authority.

1. A master copy of the IPMP is to be kept at the Works Building. One building specific copy to be kept in each of the Mechanical Rooms of F Division Headquarters and the Regina Laboratory Building and one to be kept at the Regina Air Hanger at the receptionist desk.
2. Update the IPMP as necessary detailing pest activity services performed and bring to the attention of the Project Authority, in writing, any areas of concern and suggest what action needs to be taken.
3. Placing of interior/exterior traps/bait boxes along perimeter walls ensuring that all areas have devices strategically placed based on rodent activity levels.
4. Placing of interior/exterior traps/bait boxes on both sides of each exit door ensuring that all areas have devices strategically placed based on rodent activity levels.
5. All devices are to be positioned, cleaned and inspected at least monthly. Respond to service calls to remove rodents from devices within forty-eight (48) hours.
6. Inspection of all crawl spaces, tunnels and exterior of all buildings on a monthly basis.
7. Exterior perimeter of all buildings should be sprayed annually using a pressure system in order to penetrate cracks in foundation walls and eradicate any insects that may have resided within. The time of year for this to be done is to be determined after award of contract between the Project Authority and Offeror.
8. All traps currently in use are the property of the RCMP and can continue to be used during this contract.
9. Provide a Bioremediation Program for fruit/drain fly population in the Food Services Building.
10. Inspect/maintain existing bait stations around the Car Compound located on the west side of Depot grounds.
11. The cost associated with all On Demand Service for urgent/emergency calls, not including gophers, pigeons, bed bugs and bats are to be included in the monthly contract pricing.

Work to be done on an annual basis or "as and when requested":



12. Treatments to control gophers, pigeons, bed bugs and bats “as and when requested” throughout the year are to be included in the hourly contract pricing.
13. The cost associated with all On Demand Service calls for gophers, pigeons, bed bugs and bats, are to be included in the hourly contract pricing.
14. The use of non-pesticide methods is required where possible. If pesticides must be used, the name of the pesticide along with the area where it was used must be logged. Signs must be posted at site where any pesticides are being used.

#### 1.2 GENERAL REQUIREMENTS

1. The Offeror will comply with all applicable bylaws, rules, regulations and codes of Local, Federal and Provincial Authorities. The Offeror will pay for all licenses and fees associated with the work.
2. Where not otherwise stated or specified, the work shall conform to at least the minimum standards of the Municipal and Local Codes and Regulations.
3. Protect the property during the course of the work. The Offeror will be required to make good, at no extra cost, any damages caused by the Offeror during the performance of this contract and restoring any damage to the site to its original condition, to the satisfaction of the Project Authority.

#### 1.3 TEMPORARY FACILITIES

1. The Offeror shall be responsible for and arrange their own storage facilities.

#### 1.4 INTERPRETATION OF SPECIFICATIONS

1. The Offeror will, before providing a quote or commencement of work, bring to the attention of the Project Authority any omission of an item which is obviously intended to be required for a complete job. Failure to do so will not relieve the Offeror of the responsibility of completing the work in accordance with the standard of the contract as though it has been properly incorporated in the documents.

#### 1.5 MATERIALS

1. All materials that are not required for reuse will become the property of the Offeror and are to be removed from the site.
2. All materials used will be new unless otherwise specified and in accordance with the specifications.

#### 1.6 SCHEDULING OF WORK

1. All work is to be scheduled with the Project Authority or their designate (contact information to be provided at award of contract) and completed during normal working from 08:00 to 16:30 hrs, Monday to Friday. Work outside these hours must be approved by the Project Authority.
2. For non-urgent requirements, the Offeror will respond to a service request within twenty-four (24) hours and the actual work will be performed within seven (7) calendar days or within a time frame mutually agreed to be the Offeror and the Project Authority.
3. For On Demand urgent, emergency and/or health and safety issues, the Offeror is to respond within four (4) hours and the actual work to be performed within forty-eight (48) hours unless otherwise specified by the Project Authority.



3. Commence the work as soon as possible after approval from the Project Authority and completion date of the work is to be adhered to with the exception of unforeseen circumstances. If delays do occur the Project Authority must be contacted immediately for a revised completion date to be set.

#### 1.7 REPAIR'S and REPLACEMENT:

1. Do all repair work necessary in order that good quality results are obtained. All repair work carried out will match existing surfaces, unless otherwise noted.

#### 1.8 CLEAN UP:

1. Upon completion of the work, leave the area clean, with all equipment and/or furniture in its original location.

#### 1.09 CONSTRUCTION SAFETY MEASURES

1. Observe construction safety measures of National Building Code 2008, Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.

2. Comply with requirements of NPCC

3. Comply with current confined space code and regulations.

4. Comply with all safe working practice codes and regulations.

5. Comply with all OH&S codes and regulations pertaining to pest and varmint control techniques.

6. Comply with fall arrest and Person Protective Equipment (PPE) codes.

#### 1.10 WHIMS

1. Comply with requirements of Workplace Hazardous Materials Information System (WHIMS) regarding use, handling, storage, and disposal of hazardous materials; with labelling and provision of material safety data sheets acceptable to Labour Program - Employment and Social Development Canada and Health Canada.

2. Deliver copies of WHIMS data sheets to the Project Authority on all materials being used.



**Annex B**  
**Building Numbers**

<b>BUILDING #'S</b>	<b>Description</b>
TBU1	Driver Training/Informatics/ PDU
TBU3	New Sewage Lift Station
TBU4	3 Bedroom Duplex (houses 11 & 12)
TBU5	Chapel
TBU6	A Block/ AB Perry
TBU7	Drill Hall
TBU8	Resource Centre
TBU9	Self Defense Gym & Pool/PDT Gym
TBU10	Old Post Garage/Low light training
TBU11	Central Heating Plant
TBU13	Medical Treatment Centre/Offices
TBU14	Training Duplex @ Farmyard (house 36 & 37)
TBU15	Storage/Warehouse Ammo Magazine <b>(ERT)</b>
TBU16	Garages for houses 11 & 12 behind building 1
TBU17	Greenhouse Chemical Storage
TBU21	Multi Purpose Training Facility (Arena)
TBU22	C Block
TBU24	5 Stall Garage - Officers Mess
TBU27	Training Instruction Support <b>LTCS</b>
TBU28	2 Stall Garage (House 87)
TBU29	Greenhouse
TBU30	B Block
TBU31	2 Stall Garage (House 86)
TBU32	Carpenters Storage Garage @ Works
TBU33	Storage Garage /Electrical/Mechanical/Plumbing @ Works
TBU34	Officers' Mess
TBU35	Employee Housing (house 81)
TBU36	Employee Housing (house 82)
TBU37	Employee Housing (house 83)
TBU38	Employee Housing (house 84)
TBU39	Employee Housing (house 85)
TBU40	Employee Housing (house 86)
TBU41	Employee Housing (house 87)
TBU42	Vehicle Storage Compound Garage
TBU43	Tunnel Entrance & tunnel section
TBU44	Tunnel Entrance & tunnel section
TBU46	Firearms Storage (metal shed)
TBU49	Applied Police Science
TBU50	Training Physical Training Building/New Gym
TBU51	Firearms Range & Armour Shop



TBU52	Centennial Building
TBU53	Garage (house 82)
TBU55	Buffalo Detachment
TBU56	Garage (house 81)
TBU57	Works
TBU58	Pile of Bones Scenario Training
TBU61	D Block
TBU65	Centralized Training
TBU66	Outdoor Fitness and Lifestyle Building
TBU67	Driver Training Track
TBU68	Training House 157 Pederson St
TBU70	Training House 158 Pederson St
TBU71	Driver Training Trailer
TBU75	2 Car Garage (house 83)
TBU76	Medical Office - Trailer
TBU77	Temp Dorm Trailer E1
TBU78	Temp Dorm Trailer E2
TBU79	Temp Dorm Trailer E3
TBU80	Temp Dorm Trailer E4
TBU81	Temp Dorm Trailer E5
TBU82	Temp Dorm Trailer E6
TBU83	Temp Laundry Trailer G1
TBU84	2 Car Garage - Driver Training track
TBU85	Quonset @ Farmyard
TBU86	4 Car Garage (house 84/85)
TBU88	Depot Tunnels
TBU89	F Div Tunnel (CTF to F Div)
TBU90	Temp Dorm Trailer E7
TBU91	Temp Dorm Trailer E8
TBU92	Interview Trailer 1
TBU93	Interview Trailer 2
TBU94	Kit Polishing Unit G2
TBU95	Barn
TBU96	Operational Training Centre @ DT Track
TBU97	Outdoor rink/Warm-up building
TBU98	Food Services Bldg
TBU99	Depot Cold Storage
TBU100	EEC Building (Electrical Energy Centre)
TBU111	Fort Dufferin (Dorm 1)
TBU112	Fort McLeod (Dorm 2)
TBU114	Outdoor Lifestyle Washroom Facility
TPR1	Depot Site
TPR2	Firing Range Site
TPR3	Utility Site
TPR 4	Cemetery



FBU227	Regina Air Hanger
FBU278	ERT Building
FBU323	Regina Laboratory Building
FBU324	"F" Division Headquarters
FBU37	ERT Trailer and link
FBU 688	Outdoor Storage Quonset
	Car Compound on West Side of Depot grounds



**Annex C**

**Basis of Payment**

All rates are to be provided in Canadian Dollars, FOB destination, GST/HST extra.

Service Call and On Demand Rates to include transportation, travel time, vehicle surcharge/costs, labour, supervision, equipment, as well as the first hour of on-site productive labour. Service Call Rates will be paid only on the initial call-out. Should the work carry over subsequent days, the labour rates only will apply.

**Period of Contract:**

**From award date for a two (2) year period plus one (1) additional twelve (12) month option period.**

	<b>Cost per month for the inspection, maintenance and treatment for pest control of all buildings listed as described in the Statement of Work for each 12 month period.</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>1</b>	<b>Training Academy – Depot Division (all TBU Building)</b>	\$ _____/mth	\$ _____/mth	\$ _____/mth
<b>2</b>	<b>F Division Headquarters (FBU227, 278, 324, 37, 688 and Car Compound)</b>	\$ _____/mth	\$ _____/mth	\$ _____/mth
<b>3</b>	<b>Regina Laboratory Building (FBU323)</b>	\$ _____/mth	\$ _____/mth	\$ _____/mth

Costs of all materials and devices are to be included in the monthly service rate over the two (2) year period of the contract.

Any devices removed or damaged by the RCMP which need to be replaced are to be charged at a laid down cost, plus a mark-up of \_\_\_\_\_% (or published price list less a discount of \_\_\_\_\_%).

	<b>Hourly rate, as and when needed, for gophers, pigeons, bed bugs and bats.</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
<b>4</b>	<b>During regular working hours, 08:00 to 16:30, Monday to Friday</b>			
<b>4.1</b>	<b>Service Call, including travel and first hour of on-site productive labour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>4.2</b>	<b>Hourly rate after first hour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>



<b>5</b>	<b>Outside regular working hours, 16:30-08:00, Monday to Friday</b>			
<b>5.1</b>	<b>Service Call, including travel and first hour of on-site productive labour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>5.2</b>	<b>Hourly rate after first hour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>5.3</b>	<b>Hourly rate, weekends and statutory holidays</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>

	<b>On Demand Service for urgent/emergency calls for gophers, pigeons, bed bugs and bats.</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
<b>6</b>	<b>During regular working hours, 08:00 to 16:30, Monday to Friday</b>			
<b>6.1</b>	<b>Service Call, including travel and first hour of on-site productive labour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>6.2</b>	<b>Hourly rate after first hour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>7</b>	<b>Outside regular working hours, 16:30-08:00, Monday to Friday</b>			
<b>7.1</b>	<b>Service Call, including travel and first hour of on-site productive labour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>7.2</b>	<b>Hourly rate after first hour</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>
<b>7.3</b>	<b>Hourly rate, weekends and statutory holidays</b>	<b>/hour</b>	<b>/hour</b>	<b>/hour</b>

For Hourly and On Demand (Section 2, 3, 4, 5) rates materials, replacement parts (except free issue) and equipment, not included in the hourly rate, are to be charged at a laid down cost, plus a mark-up of \_\_\_\_\_% (or published price list less a discount of \_\_\_\_\_%).

Note: on each invoice provide the total cost for each location Depot Division, F Division and Regina Lab Building.



**Annex D**  
**Security Requirement Checklist**  
Attached as a separate document



Government of Canada / Gouvernement du Canada

SRCL# 2014-1116380

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>		2. Branch or Directorate / Direction générale ou Direction RCMP Depot, F Division and Lab
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 Provide pest removal/prevention services for F div, FBU 323 and Depot		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input 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 checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat
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**PART A (continued) / PARTIE A (suite)**

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<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 checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS   |   |   |  |

Special comments:  
 Commentaires spéciaux : FA-2. w/escort for interior / no escort for exterior.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Jason Haukeness	Title - Titre Maintenance Service Coordinator	Signature 
Telephone No. - N° de téléphone 306 780 5099	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jason.haukeness@rcmp-grc.gc.ca
		Date 2014 08 13

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

Name (print) - Nom (en lettres moulées) Eric BINETTE Personnel Security Analyst NWR Departmental Security	Title - Titre	Signature 
Telephone No. - N° de téléphone 306-780-3883	Facsimile No. - N° de télécopieur 306-780-6555	E-mail address - Adresse courriel
		Date 14/08/15

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) Eric BINETTE Personnel Security Analyst NWR Departmental Security	Title - Titre	Signature 
Telephone No. - N° de téléphone 306-780-3883	Facsimile No. - N° de télécopieur 306-780-6555	E-mail address - Adresse courriel
		Date 14/08/15

Andrea O'Connell  
Aug. 14, 2014  
DSS