



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

Bid Receiving Canada Border Services Agency /  
Réception des soumissions Agence des services  
frontaliers du Canada/Canada Border Service  
Agency

Canada Border Services Agency  
Contracting Bids Receiving  
2405 St-Laurent Unit H  
Ottawa, ON K1A 0L8  
(613) 941-6034

Bid Receiving Unit is open from Monday to  
Friday inclusively, between the hours of  
07:30 and 3:30, excluding Statutory  
Holidays.

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Canada Border Services Agency**

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 thereof.

**Proposition aux: Agence des services frontaliers  
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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Issuing Office – Bureau de distribution**  
Canada Border Services Agency / l'Agence des  
services frontaliers du Canada  
Place Vanier, Tower B  
355 North River Road, 17<sup>th</sup> Floor  
Ottawa (Ontario) K1A 0L8

<b>Title – Sujet</b> POE Security Vulnerability Assessments	
Solicitation No. – N° de l'invitation 1000322145	Date : November 13, 2014
Client Reference No. – N° référence du client	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N°
Solicitation Closes – L'invitation prend fin at – à 11 :00 AM on – le December 24, 2014	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: <a href="mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca">CBSA-ASFC Solicitations- Demandes de soumissions@cbsa- asfc.gc.ca</a>	Buyer Id – Id de l'acheteur  Luc Bonhomme  <a href="mailto:Luc.Bonhomme@cbsa-asfc.gc.ca">Luc.Bonhomme@cbsa-asfc.gc.ca</a>
Telephone No. – N° de téléphone :  343-291-5728	FAX No. – N° de FAX  N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :  Canada Border Services Agency Agence des services frontaliers du Canada	

**Instructions : See Herein  
Instructions: Voir aux présentes**

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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 _____



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, and any other annexes.

### **2. Summary**

The Canada Border Services Agency requires the services of Risk and Threat Assessors for the performance of Security Vulnerability Assessments of multiple Ports of Entries (POE) across Canada. The assessments must be conducted using the Royal Canadian Mounted Police (RCMP) and Communications Security Establishment Canada (CSEC) Harmonized Threat and Risk Assessment (HTRA) methodology for the government of Canada. The Contract period is from the date of the Contract award to February 28, 2015.

Due to the geographical challenge, this requirement may result in multiple contracts. POE's are grouped in packets based on geographical area, and Bidders are asked to bid on a single packet, on packets of their choice, or on all packets. Evaluation will be



performed on a per packet basis, and Contract(s) will also be awarded on a per packet basis.

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

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.



## **1.1 Revision of Departmental Name**

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of this contract shall be interpreted as a reference to the Canada Border Services Agency (CBSA), as the case may be, with the exception of the following clauses:

- a. Standard Clauses and Conditions; and
- b. Security Requirements.

**1.2** In the 2003(2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, at Article 01(2014-09-25) Integrity Provision - Bid:

Delete in its entirety.

## **2. Submission of Bids**

Bids must be submitted only to CBSA Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

**2.1** In the 2003(2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, at Article 05(2014-09-25) Submission of Bids, subsection 2.d.:

Delete in its entirety.

**2.2** In the 2003(2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, at Article 08(2012-03-02) Transmission by Facsimile:

Delete in its entirety

## **3. Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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.

**4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than

Question Period 1                      No later than 23:59, on November 24, 2014

Answer(s) 1                              Within 5 business days

Question Period 2                      No later than 23:59, on December 8, 2014

Answer(s) 2                              Within 5 business days

Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain



each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **5. Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies, and 1 soft copies on a CD),

Section II: Financial Bid; (1 hard copies and 1 soft copies on a CD),

Section III: Certifications (1 hard copies)

Bidders are asked to clearly identify which packet they are bidding for.

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

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bidders are asked to provide one financial proposal per packet they are bidding on.

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: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

- 1. Bidders must submit their financial bid in accordance with the Financial Proposal in Annex "E". The total amount of Applicable Taxes must be shown separately.

### **Section III: 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 the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

See Annex "D-1"

##### **1.1.2 Point Rated Technical Criteria**

See Annex "D-2"

#### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

See Annex "E"

### **2. Basis of Selection**

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
- 2. Bids not meeting (a) and (b) will be declared non-responsive.
- 3. In the event that there is only one responsive bidder for a packet, the Bidder will be recommended for Contract award for that packet.
- 4. In the event of more than one bid is submitted for a packet, the evaluation will continue using the Point Rated Technical Criteria as follows:



- a. There is no minimum of points overall for the technical evaluation criteria which are subject to point rating.
- b. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40 % for the technical merit and 60 % for the price.
- c. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40 %.
- d. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60%.
- e. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- f. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000	\$50,000	\$45,000
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

The Bidder is allowed the bid on an individual packet or a group of packets of their choice. See ANNEX A-1 for the list of packets.

Contracts will be awarded on a per packet basis.



## **PART 5 - CERTIFICATIONS**

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

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

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

### **1. Certifications Required 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **1.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness,



maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **1.2 Education and Experience**

**1.2.1** The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 – SECURITY AND OTHER REQUIREMENTS**

### **1. Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;



- (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
  
- 2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **2. Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



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

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

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

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

### **2. Requirement**

The Canada Border Services Agency requires the services of Risk and Threat Assessors for the performance of Security Vulnerability Assessments of multiple Ports of Entries (POE) across Canada. The assessments must be conducted using the Royal Canadian Mounted Police (RCMP) and Communications Security Establishment Canada (CSEC) Harmonized Threat and Risk Assessment (HTRA) methodology for the government of Canada.

### **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.

#### **3.1 General Conditions**

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The above General Conditions are amended as follows:

2.1.1 At Article 2035 41(2014-09-25) Integrity Provision – Contract

Delete in its entirety



#### **4. Security Requirement**

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - a. Security Requirements Check List attached at Annex C; and
  - b. *Industrial Security Manual* (Latest Edition).

#### **4.2 Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

#### **5. Term of Contract**

##### **5.1 Period of the Contract**

The period of the Contract is from the date of the Contract award to February 28, 2015, inclusive.



**6. Authorities (to be completed at Contract award)**

**6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada

Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

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.

**6.2 Project Authority**

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.



### 6.3 Contractor's Representative

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

### 7. Proactive Disclosure of Contracts with Former Public Servants (If applicable)

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.

### 8. Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### 8.1 Basis of Payment

The Contractor will be paid firm per diem rates as detailed in Annex "B": Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.



## Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

## Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

### 8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (to be inserted at the time of the Contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability



### **8.3 Discretionary Audit**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

### **8.4 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **9. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:



- a. The electronic original must be forwarded to the following address for certification and payment.

By email: [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

- b. One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 10. Certifications

### 10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

## 12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25);
- (c) Annex "A", Statement of Work, including ANNEX A-1, List of Packets;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List (*if applicable*);



- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_" **or** ",as amended on \_\_\_\_\_" *and insert date(s) of clarification(s) or amendment(s)*).

### **13. Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **14. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



**ANNEX “A”**

**STATEMENT OF WORK**

<b>TITLE</b>	Conduct of Physical Security Vulnerability Assessments and Land Border Ports of Entry (LBPOE)
<b>OBJECTIVE</b>	This contract will provide Canada Border Services Agency (CBSA) with Vulnerability Assessments for its Land Border Crossings. These are an integral part of the Threat and Risk Assessment (TRA) process that is the foundation for the security program.
<b>BACKGROUND</b>	<p>Physical Security ensures that CBSA personnel work in a predictable and controlled environment in which the agency takes reasonable steps to prevent injury to its personnel, sensitive assets, and operations (in terms of injury to personnel, losses or damage to assets, or disruptions of operations).</p> <p>In order to determine what reasonable steps are to be taken, an assessment of Physical Security risk must be conducted. In CBSA, as a federal entity, the Harmonized Threat and Risk Assessment (HTRA) methodology is used. This structure scores risk based on a factor of asset value, threat, and vulnerability.</p> <p>Security vulnerabilities are defined as incomplete applications of controls or a lack of controls that give the potential security threat the means or opportunity (or both) to cause losses, damage or disruption.</p> <p>In order to ensure the risks are assessed consistently across CBSA’s LBPOE, the Physical Security section has developed working tools that are used to identify physical security vulnerabilities. These tools are used to guide those conducting vulnerability assessments and operate in conjunction with the Royal Canadian Mounted Police (RCMP) and Communications Security Establishment Canada (CSEC) HTRA methodology.</p>
<b>SCOPE</b>	<p>The scope of this work is defined in terms of the following:</p> <ol style="list-style-type: none"> <li>1. Threat information as provided by CBSA and as determined in consultation with the Regional Security Manager or Point of Contact at the facility (using the tool</li> </ol>



	<p>provided).</p> <ol style="list-style-type: none"><li>2. The vulnerability assessment as defined on the Operational Site Review (OSR) Tool as provided by Physical Security.</li><li>3. Only those facilities defined in each packet.</li></ol>
<p><b>TASKS</b></p>	<p>The Contractor shall:</p> <ol style="list-style-type: none"><li>1. Provide the name(s) and qualifications of the Team Leader that will perform the vulnerability assessments. The Team Leader must have these minimum qualifications:<ol style="list-style-type: none"><li>a) The Team Leader(s) must hold a valid Certified Protection Professional (CPP), Physical Security Professional (PSP), or Professional in Critical Infrastructure Protection(PCIP)</li><li>b) The Team Leader(s) must have a minimum of four (4) years of experience within the past seven (7) years as the team lead or senior member conducting Threat and Risk Assessments using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.</li></ol></li><li>2. Provide the name(s) and qualifications of Junior Assessor(s), if required, to assist the Team Leader. The Junior Assessors must have the following minimum qualifications:<ol style="list-style-type: none"><li>a) The Junior Assessor(s) must hold a valid Certified Protection Professional (CPP), Physical Security Professional (PSP), <u>or</u> Professional in Critical Infrastructure Protection(PCIP)</li><li>b) The Junior Assessor(s) must have a minimum of two (2) years of experience within the past five (5) years in conducting Threat and Risk Assessments using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.</li></ol></li><li>3. Ensure that the Team Leader be present at every vulnerability assessment.</li><li>4. Ensure that Junior Assessor(s) work(s) under the supervision of the Team Leader.</li></ol>



	<ol style="list-style-type: none"><li>5. Ensure that each assessment team must have a minimum of two (2) members, a Team Leader and a Junior Assessor. It is left to the discretion of the Contractor to determine if more than one Junior Assessor is required to do each assessment.</li><li>6. Submit a plan detailing a proposed schedule, all personnel involved, the location proposed to be visited, and the estimated time required to perform the work to the Technical Authority within one week of the contract award;</li><li>7. Conduct an interview with the senior officer of the site (or the delegate identified by the senior officer) ;</li><li>8. Conduct the OSR using the working tool provided by the Physical Security Section, and following HTRA methodology;</li><li>9. Return all information using the Excel spreadsheet (OSR tool) provided by Physical Security and without having changed the structure (cell layout) of the document. No alternate forms of submission will be accepted;</li><li>10. Ensure that all information on the OSR tool is complete and accurate. Information that does not pertain to the facility shall be marked with a "DNP" (does not pertain). All text boxes shall be completed and provide the basis for their assessment in terms of the "action required, needs improvement, opportunity for improvement, or strong";</li><li>11. Include any additional notes regarding vulnerabilities identified at the site with a clear description of the location, nature of the vulnerability, whether or not apparently mitigated by preventative controls or detection / response controls, and recommendations based on industry best practice. These may be presented in narrative or simple paragraph form.</li><li>12. Upon completion of an individual site review, return the completed OSR tool electronically to the Technical Authority no later than 2359 hours of the day the site review is completed. Either English or French may be used for the submission;</li><li>13. Address all Technical Authority comments returned to the contractor no later than 24 hours after reception confirmation by the contractor to the Technical</li></ol>
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	<p>Authority;</p> <p>14. All electronic correspondence involving sensitive information shall be made using encrypted email.</p>
<b>CONSTRAINTS</b>	<p>The following are the constraints associated with the specific vulnerability assessment project:</p> <ol style="list-style-type: none"><li>1. All work shall be completed and all Technical Authority comments addressed no later than January 30<sup>th</sup>, 2015.</li><li>2. Travel shall be by the most economic means possible and minimized to the extent practicable.<ul style="list-style-type: none"><li>o Any claims associated with kilometric rates shall be in accordance with Appendix B of the National Joint Council directive as found at <a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a2-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a2-eng.php</a></li><li>o Any claims for meals, accommodations or per diems shall be in line with Appendix C of the National Joint Council directive on travel as found online at <a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php</a></li></ul></li><li>3. All persons conducting vulnerability assessments will be escorted for security and safety reasons on the site. Contractors shall provide their own safety equipment: hard hat, goggles, safety footwear or as appropriate to the site.</li><li>4. The language of work shall be the language of work at the Port of Entry;</li></ol>
<b>CLIENT SUPPORT</b>	<p>The client shall provide the following to the Contractor in order to complete the work:</p> <ol style="list-style-type: none"><li>1. An electronic copy of the OSR tool in Microsoft Excel for the Contractor to complete as the return report.</li><li>2. A physical copy of the baseline threat assessment pertinent to the packet, and</li><li>3. Facilitation of appropriate access to the sites included in the packet.</li></ol>



<b>DELIVERABLES</b>	<p>The core deliverables for this project are the following:</p> <ol style="list-style-type: none"><li>1. The contractor shall provide the plan as identified in Task 1. no later than seven calendar days from the date of the contract award;</li><li>2. The completed OSR with all information for each site completed and confirmed by signature, using the electronic signature function in Excel, of the contractor as being accurate and as per the “<b>TASKS</b>” section above.</li></ol>
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## ANNEX A-1 LIST OF PACKETS

### Packet 13 - Eastern Ontario

	Days	Travel
Alexandria Bay	2	1
Prescott	2	1
Cornwall	2	1
Dundee	2	1
Trout River	2	1
Jamieson Line	2	1

### Packet 15 - Southwest Quebec

	Days	Travel
Noyan	2	1
Clarenceville	2	1
Phillipsburg	2	1
Morses Line	2	1
Frelighsburg	2	1
East Pinnacle	2	1

### Packet 16 - Southcentral Quebec

	Days	Travel
Abercorn	2	1
Glen Sutton	2	1
Highwater	2	1
Stanstead 1	2	1
Stanstead 2	2	1
Stanstead 3	2	1
Stanhope	2	1



<b>Packet 17 - Southeast Quebec</b>	<b>Days</b>	<b>Travel</b>
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Hereford	2	1
East Hereford	2	1
Chartierville	2	1
Woburn	1	1
Armstrong	1	1
Zacharie	1	1
Sainte Aurelie	1	1

<b>Packet 18 - East Quebec</b>	<b>Days</b>	<b>Travel</b>
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Ste Juste	2	1
St Pamphile	1	1
Pohenegamook	2	1
Claire	1	1
Edmunston	2	1
Van Buren Bridge	2	1
Grand Falls	2	1

<b>Packet 19 - New Brunswick 1</b>	<b>Days</b>	<b>Travel</b>
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Gillespie Portage	2	1
Perth Andover	2	1
River de Chute	1	1
Centre ville	2	1
Bloomfield	2	1
Richmond Corner	2	1



**ANNEX "B"**

**BASIS OF PAYMENT**

*(To be completed at contract award)*

The Contractor will be paid firm per diem rates, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Packet # and Name: \_\_\_\_\_

<b>Description</b>	<b>(A) Time Estimate</b> <small>(Use time provide in Annex A-1)</small>	<b>(B) Per Diem Rate</b>	<b>(C) Total (A) + (B)</b>
Performance of the assessments as detailed in Annex A – Statement of Work	_____ days	\$ _____	\$ _____
Travel time	_____ days	\$ _____	\$ _____
Travel Expenses, as detailed in Article 7.1 herein.  Provide an estimate based on kilometers estimate provide in the proposal, and all other allowable expenses. One estimate for the packet.			\$ _____
Other Direct Expenses, as detailed in Article 7.1 herein.  Provide an estimate of other direct allowable expenses. These may include photocopies, courier and mailing, etc. One estimate for the packet.			\$ _____
<b>Grand Total</b>			\$ _____



ANNEX "C" SECURITY REQUIREMENT CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité PROTECTED A WITH ATTACHMENTS

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

Form with multiple sections: PART A - CONTRACT INFORMATION, 1. Originating Government Department or Organization, 2. Branch or Directorate, 3. Subcontract Number, 3. Name and Address of Subcontractor, 4. Brief Description of Work, 5. a) Will the supplier require access to Controlled Goods?, 5. b) Will the supplier require access to unclassified military technical data..., 6. Indicate the type of access required, 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information..., 6. b) Will the supplier and its employees require access to restricted access areas..., 6. c) Is this a commercial courier or delivery requirement..., 7. a) Indicate the type of information that the supplier will be required to access, 7. b) Release restrictions / Restrictions relatives à la diffusion, 7. c) Level of information / Niveau d'information

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Security Classification / Classification de sécurité PROTECTED A WITH ATTACHMENTS





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité PROTECTED A WITH ATTACHMENTS

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

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?

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

- RELIABILITY STATUS / COTE DE FIABILITÉ
CONFIDENTIAL / CONFIDENTIEL
SECRET / SECRET
TOP SECRET / TRÈS SECRET
TOP SECRET - SIGINT / TRÈS SECRET - SIGINT
NATO CONFIDENTIAL / NATO CONFIDENTIEL
NATO SECRET / NATO SECRET
COSMIC TOP SECRET / COSMIC TRÈS SECRET
SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

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?

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?

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?

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?

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?

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSLC					
	A	U	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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens		✓														
Production		✓														
IT Media / Support IT		✓														
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité PROTECTED A WITH ATTACHMENTS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Allan McDougall <b>MARTIN LEVESQUE</b>		Title - Titre A/Mgr-Physical Security <b>DIR DISM</b>	Signature <i>Mark Ferguson</i>
Telephone No. - N° de téléphone <del>613-960-3462</del> <b>613-948-9355</b>	Facsimile No. - N° de télécopieur 613-941-6105	E-mail address - Adresse courriel allan.mcdougall@cbsa-asfc.gc.ca	Date 16 July 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>ALAN MCDUGALL</b>		Title - Titre A/Mgr <b>PHYSICAL SECURITY</b>	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone <b>613-960-3402</b>	Facsimile No. - N° de télécopieur <b>613-941-6105</b>	E-mail address - Adresse courriel <b>allan.mcdougall@cbsa-asfc.gc.ca</b>	Date <b>08 Au 14</b>
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?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
PROTECTED A WITH ATTACHMENTS

Canada



### ANNEX “D-1” MANDATORY EVALUATION CRITERIA

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. responsive/non-responsive) basis. Proposals must demonstrate compliance with all of the following Mandatory requirements and must provide the necessary documentation to support a determination of compliance and the Bidder must indicate where it is located in its bid. Proposals that fail to meet any mandatory requirements will be deemed non-responsive and given no further consideration. The documentation must include detailed Curriculum Vitae (Resume) of the proposed candidates as part of the technical bid.

#	Mandatory Requirement	Location in Bid	Met/ Not Met
M1	The Team Leader(s) performing the vulnerability assessment must hold a valid: Certified Protection Professional (CPP), Physical Security Professional (PSP), <u>or</u> Professional in Critical Infrastructure Protection(PCIP)		
M2	The Team Leader(s) performing the vulnerability assessment must have a minimum of four (4) years of experience within the past seven (7) years as the team lead or senior member conducting Threat and Risk Assessments using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.		
M3	The Junior Assessor(s) performing the vulnerability assessment must hold a valid: Certified Protection Professional (CPP), Physical Security Professional (PSP), <u>or</u> Professional in Critical Infrastructure Protection(PCIP)		



<b>M4</b>	The Junior Assessor(s) performing the vulnerability assessment must have a minimum of two (2) years of experience within the past five (5) years as the team lead or senior member conducting Threat and Risk Assessments using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.		
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### ANNEX "D-2" POINT RATED EVALUATION CRITERIA

For each of the point rated requirements listed below, the Bidder should demonstrate, using project descriptions, that the proposed resource as the following qualifications:

#	Rated Requirements	Max Score	Rating Scale	Bidder Self Score and Location in Bid	Evaluation Team Score
R1	Any other valid certification(s) held by the Team Leader over and above the minimum certification required and listed in M1.	10	Five (5) points for each of the valid certificates held above the minimum in M1		
R2	The number of cumulative years of experience the Team Leader has above the four (4) years minimum required in M2, in conducting Threat and Risk Assessments using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.	20	Only complete cumulative years will count towards the score. An example: six (6) years and seven (7) months will count as six (6) years.  Two (2) points for every year above the minimum four (4) years; for a maximum of 20 points.		
R3	The number of cumulative years of experience in the last seven (7) years where the Team Leader has had the lead in a specific technical area of a Threat and Risk	14	One (1) point for every year in the past seven (7) where the individual had the lead in a specific		



	<p>Assessment, but was not a team lead, where the assessment was conducted, using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.</p> <p>And</p> <p>The number of cumulative years of experience in the last seven (7) years where the Team Leader acted as the team lead, where the assessment was conducted, using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.</p>		<p>technical area but was not a team lead.</p> <p>And</p> <p>Two (2) points for every year in the past seven where the individual was the Team Leader (or Project Technical Authority)</p>		
<b>R4</b>	Any other valid certification(s) held by the Junior Assessor over and above the minimum certification required and listed in M3.	6	Three (3) points for each of the valid certificates held above the minimum in M3		
<b>R5</b>	The number of cumulative years of experience the proposed Junior Assessor has above the minimum two (2) years required in M4, and where the assessment was conducted, using the RCMP / CSEC Harmonized Threat and Risk Assessment methodology for the government of Canada.	10	One (1) point for every year above the minimum two (2) years; for a maximum of 10 points		
<b>R6</b>	Extra points are given to the bidders that can minimize travel. The bidder must provide proof of the distance traveled to the location, using	10	Begin with 10 points and subtract one point per 100 km of travel required.		



	a tool, such as Google Map, indicating the route and distance from the bidders starting point (office) to the POE.				
	<b>Maximum Score</b>	70	Bidder Score		



### ANNEX E FINANCIAL PROPOSAL

The Contractor will be paid firm per diem rates, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Bidders are to provide one Financial Proposal for each individual packet they are bidding on. Use the table below.

Packet # and Name: \_\_\_\_\_

Description	(A) Time Estimate <small>(Use time provide in Annex A-1)</small>	(B) Per Diem Rate	(C) Total (A) X (B)
Performance of the assessments as detailed in Annex A – Statement of Work	_____ days	\$ _____	\$ _____
Travel time	_____ days	\$ _____	\$ _____
Travel Expenses, as detailed in Article 7.1 herein.  Provide an estimate based on kilometers estimate provide in the proposal, and all other allowable expenses. One estimate for the packet.			\$ _____
Other Direct Expenses, as detailed in Article 7.1 herein.  Provide an estimate of other direct allowable expenses. These may include photocopies, courier and mailing, etc. One estimate for the packet.			\$ _____
Grand Total			\$ _____