

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Quebec
K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred 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: Travaux Publics et Services
Gouvernementaux 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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet RELATIONAL CONTRACTING MGMT SERVICE	
Solicitation No. - N° de l'invitation W847S-150032/A	Date 2014-12-11
Client Reference No. - N° de référence du client W847S-150032	
GETS Reference No. - N° de référence de SEAG PW-\$\$AO-008-24838	
File No. - N° de dossier 008ao.W847S-150032	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-21	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dearing, Ron	Buyer Id - Id de l'acheteur 008ao
Telephone No. - N° de téléphone (819) 997-7534 ()	FAX No. - N° de FAX (819) 997-7310
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Projet - AOPS - Project
105 Hotel de Ville
Gatineau
Quebec
K1A 0S5

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

Solicitation No. - N° de l'invitation

W847S-150032/A

Amd. No. - N° de la modif.

File No. - N° du dossier

008aoW847S-150032

Buyer ID - Id de l'acheteur

008ao

CCC No./N° CCC - FMS No/ N° VME

W847S-150032

Document attached

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DND 626	

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization 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 requirements 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;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed sites(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
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 refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work Summary

This Statement of Work (SOW) defines the requirements for the Contractor to design and deliver 1 customized Relational Contracting Management course in the National Capital Region (RCN) to selected employees of the Department of National Defence (DND), selected employees of other Government Departments and/or selected employees of contractors providing services to DND. Also, on a task authorization basis to deliver additional courses and to provide services to incorporate Relational Contracting Management Principles and Practices into the Management Framework of the Arctic Offshore Patrol Ship (AOPS) and Joint Support Ship (JSS) In-Service Support Performance Based Contract, on an as-and-when requested basis. *The Statement of Work is Annex A.*

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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.

2.2 Submission of Bids

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

2.3 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 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

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid 4 hard copies
- Section II: Financial Bid 2 hard copies
- Section III: Certifications (2 hard copies)
- Section IV: Additional Information (4 hard copies)

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>). 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

C3011T 2013-11-06, Exchange Rate Fluctuation

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

3.1.3 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

- 3.1.3.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.1.3.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.
- (c) Each responsive bid - that is, each bid that has met all of the mandatory requirements - will be evaluated against the point rated criteria. It is recommended that bidders address the selection criteria in sufficient detail and depth to demonstrate a clear understanding of the requirements and the services to be provided, so as to allow a complete assessment by the evaluation team.
- (d) Bidders should clearly identify in their submission document, the specific criteria addressed by each section and indicate clearly if additional supporting information for one section is provided in another section of the bid, to enable the evaluators to find and score the information.
- (e) For each rated criterion, where a maximum number of points are shown, evaluators may award any whole or partial point from zero up to the maximum number of points.

4.1.1 Mandatory Technical Evaluation Criteria

Each bid will be evaluated against the mandatory criteria listed in the Technical Evaluation Criteria at 4.1.3.1. Failure to meet all of the mandatory criteria will result in the bid being non-responsive and not considered for further evaluation and subsequent contract award.

4.1.2 Point Rated Technical Criteria

Each responsive bid will be evaluated against the criteria listed in the Rated Technical Criteria at 4.1.3.2. It is recommended that the Bidder address these criteria in the rating order and in sufficient details and depth to demonstrate a clear understanding of the requirements and the services to be provided, so as to allow a complete assessment by the evaluation team. Bidders should clearly identify in their submission document the specific criteria addressed by each section.

Bidders MUST achieve the minimum acceptable points for each criterion as detailed in the various Points Summary Tables in order to be considered responsive. Failure by the Bidder to achieve all of the Minimum Acceptable Points will render the Bidder's bid non-responsive and no further consideration will be given.

Bidders MUST achieve a Minimum Total Score of 66 points out of the total 100 points available in order to be considered responsive. Failure by the Bidder to achieve the Minimum Total Score will render the Bidder's bid non-responsive and no further consideration will be given.

4.1.3 Technical Evaluation

4.1.3.1 Mandatory Technical Criteria

MANDATORY TECHNICAL CRITERIA (MT)
 For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its sub-contractors will be considered.

#	MANDATORY TECHNICAL CRITERION	MET	NOT MET	CROSS REF TO PROPOSAL
	THE BIDDER: CORPORATE PROFILE			

MT1	<p>The Bidder must provide a corporate profile, including the following:</p> <ul style="list-style-type: none"> the legal name of the organization (e.g. the current and previous operating name(s) if different from its legal name); its legal structure (e.g. Corporation, Partnership, Privately-held, etc.) 			
THE BIDDER: RELEVANT EXPERIENCE				
MT2	<p>The Bidder must have relevant experience related to Relational Contracting.</p> <p>To demonstrate, the Bidder must provide a brief description of a minimum of two (2) projects where the Bidder (as the prime contractor or as a sub-contractor to a prime on a major project), provided advisory services involving the implementation of Relational Contracting Principles and Practices. The projects must have been undertaken within the last five years and must have been in complex and large projects defined as multi - year, with multiple stakeholders with a total value over \$1 Million, in the last 5 years.</p> <p>The Bidder must provide client reference contact information for each of the projects (e.g. name of the client, client contact, telephone number and email address.</p>			
THE BIDDER: PROPOSED RESOURCES				
MT3	<p>The Bidder must propose a resource (s) with experience in designing and delivering Relational Contracting Courses within the last five (5) years; and</p> <p>The Bidder must propose a resource (s) with experience in implementing relational contracting principles and practices in two complex and large projects defined as multi - year, with multiple stakeholders with a total value over \$1 Million in the last five (5) years.</p>			
THE BIDDER: REFERENCES				
MT4	<p>The Bidder must provide a reference for each external client to substantiate the experience claimed at MT2 Relevant Corporate Experience. The references provided may be used to validate the information provided by the bidder.</p>			

4.1.3.2 Point Rated Technical Criteria

POINT RATED TECHNICAL CRITERIA (RT)

For the purpose of the point rated technical criteria specified below, the experience of the Bidder and its sub-contractors will be considered.

#	POINT RATED TECHNICAL CRITERION	SCORING GUIDELINES	MAX POINTS	BIDDER SCORE	CROSS REF TO PROPOSAL
RT1. THE BIDDER: RELEVANT EXPERIENCE					
RT1	<p>The Bidder should demonstrate the following relevant experience:</p> <p>1. One project will be evaluated and awarded up to 10 points involving experience in designing and delivering relational contracting training courses; and</p> <p>2. Up to three projects will be evaluated. Each project will be awarded 10 points based on providing experience involving the delivery of advisory services in Relational Contracting Principles and Practices in complex and large projects defined as multi - year, with multiple stakeholders with a total value over \$1 Million.</p>	<p>Demonstrated relevant experience in delivery of the described services will be awarded 10 points (up to a maximum of 40 points)</p>	40		

#	POINT RATED TECHNICAL CRITERION	SCORING GUIDELINES	MAX POINTS	BIDDER SCORE	CROSS REF TO PROPOSAL
THE BIDDER: UNDERSTANDING THE REQUIREMENTS					
RT2	<p>The Bidder should demonstrate a clear understanding of the requirement within a government procurement context.</p> <p>This should include:</p> <ul style="list-style-type: none"> - Goals, objectives and scope of the relational contracting requirement; - Issues, challenges and opportunities related to implementation of Relational Contracting Principles and Practices, including their interpretation of any special challenges of working with federal government entities (e.g. public scrutiny, budgetary constraints, contracting policy, etc.); - A strategy to address these challenges and issues, including key success factors to be considered; 	<p>Not acceptable – 0 points No information provided or does not demonstrate an understanding of the requirement.</p> <p>Average – 20 points Demonstrates a sufficient understanding of the requirement with minimal flaws.</p> <p>Good – 25 points Demonstrates a sound understanding of the requirement, no flaws evident.</p> <p>Very Good – 30 points Demonstrates a very thorough and complete understanding of the requirement, no flaws evident.</p>	30		

#	POINT RATED TECHNICAL CRITERION	SCORING GUIDELINES	MAX POINTS	BIDDER SCORE	CROSS REF TO PROPOSAL
RT3 THE BIDDER'S PROPOSED RESOURCE					
RT3	The proposed resource(s) should have the following experience: 1. Designing and providing relational contracting courses, (maximum of 2 courses); and 2. Delivering relational contracting advisory services in complex and large projects defined as multi - year, with multiple stakeholders with a total value over \$1 Million. (maximum of 4 projects)	5 points per course instructed to a maximum of 10 points; and 5 points per project where advisory services were provided to a maximum of 20 points.	30		
TOTAL OF ALL THE POINT RATED TECHNICAL CRITERIA					
RT1 to RT3	Total	Passing Score: Minimum passing score set at 66	Max: 100		

4.1.3.3 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable taxes excluded, Canadian customs duties and excise taxes included. The Bidders must submit their financial bid in the following manner. Failure to do so will result in the bid being non-responsive and not considered further. Rates are to remain firm for the complete period of the Contract and the option period. Rates must be quoted only for the resources proposed. Rates must be in Canadian dollars.

The Financial Proposal will be evaluated as follows for bid evaluation and contract selection purposes only:

Item	Description	Bid Unit Price	Quantity	Evaluation Price = Bid unit price x quantity
1	Design and conduct 1 course in NCR. Firm Fixed Price. (All inclusive bid includes instructor(s) and course delivery, class room accommodations, all materials, handouts, administration cost, overhead costs and profit)	\$ _____	1	\$ _____
2	Hourly Rate to conduct additional courses. (All inclusive bid as detailed in serial one less travel outside NCR and class room accommodations rental)	\$ _____/hour	50 Hours	\$ _____
3	Hourly Rate for Relational Contracting Services (All inclusive bid includes accommodations, local travel, materials, administration costs, overhead	\$ _____/hour	1,500 hours	\$ _____

	costs and profit).			
4	Total Evaluation Price = Evaluation Price 1+2+3			\$ _____

4.2 Basis of Selection

- 4.2.1** To be declared responsive, a bid must:
- a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

- 4.2.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

The below table illustrates an example of the lowest evaluated price per point.

Bidder	Total \$ Bid	Technical score	Total \$ Bid / Technical Score = Price per point	Bid Rank
1	75,000	70	75,000 / 70 = \$1,071.43	3
2	70,000	70	70,000 / 70 = \$1,000.00	2
3	75,000	90	75,000 / 90 = \$833.33	1

In this example, Bidder 3 with the lowest price per point would be recommended for contract award.

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.

5.1 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 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.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 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" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.1.3 Additional Certifications Precedent to Contract Award

SACC Manual clause A3005T 2010-08-16 Status and Availability of Resources
SACC Manual clause A3010T 2010-08-16 Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of CONFIDENTIAL**, with approved **Document Safeguarding at the level of CONFIDENTIAL**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

6.1.1.2 The Contractor/Offeror 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 **CONFIDENTIAL**, granted or approved by the CISD, PWGSC.

6.1.1.3 The Contractor MUST NOT utilize its **Information Technology** systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **CONFIDENTIAL**.

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

6.1.1.5 The Contractor/Offeror must comply with the provisions of the:

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

6.1.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures

6.1.2.1 The Contractor must diligently maintain up-to-date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

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

City, Province, Territory / State
Postal Code / Zip Code
Country

6.1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.2 Statement of Work

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

6.3 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C 2014-09-25, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4009, 2013-06-27, Professional Services-Medium Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year periods 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 15 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ron Dearing
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Major Projects Directorate - Sea

Address: 555 De La Carriere, Gatineau, QC, 5-EE02
Telephone: 819-997-7534
Facsimile: E-mail address: Ron.Dearing@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____.

The Technical Authority named above 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 Technical Authority, however the Technical 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.

6.5.3 Requisition Authority

The Requisition Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____.

The Requisitioning Authority is responsible for authorizing tasks up to \$75,000.00 in accordance with the Task Authorization clause of the Contract.

6.5.4 Contractor's Representative

To be provided by the Contractor

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 For the Work described to in the *Statement of Work* in Annex A at article 2.1 to design and conduct the first course in NCR: In consideration of the Contractor satisfactorily completing its

obligations under the Contract, the Contractor will be paid a *firm price* for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.2 For task authorized relational contracting services and additional relational contracting courses to be delivered in NCR the Contractor will be paid firm hourly rates (All inclusive accommodations, local travel, materials, administration costs, overhead costs and profit) for work performed in accordance with the Contract. Customs duties are *included* and Applicable Taxes are extra.

6.7.1.3 Travel and Living Expenses for Work Outside the NCR

The Contractor will be reimbursed for the authorized travel and living expenses outside the NCR for 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 *Technical Authority*. All payments are subject to government audit.

6.7.1.4 Other Direct Expenses

The Contractor will be reimbursed for the task authorized relational contracting course class room costs that are 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.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract including option years for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 440,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of the first course and all authorized tasks in accordance with the payment provisions at 6.7.1 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 delivered has been accepted by Canada.

6.7.4 SACC *Manual* clause H1008C, 2008-05-12 Monthly Payment applies to and form part of the Contract.

6.8 Invoicing Instructions

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

- a. a copy of time sheets to support the time claimed for hourly rates;
- b. a copy of the release document and any other documents as specified in the Contract;
and
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ (Insert the name of the organization)

_____ (Insert the address of the organization).

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

6.9 Certifications

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 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 supplemental general conditions 4009, 2013-08-27;
- (c) the general conditions 2010C, 2014-09-25, General Conditions-Services (Medium Complexity);
- (d) Annex A, Statement of Work
- (e) Annex B, Security Requirements Check List;
- (f) the Contractor's bid dated _____

6.12 Defence Contract

SACC *Manual* clause A9006C 2012-07-16 Defence Contract

6.13 SACC Manual Clauses

SACC Manual clause A9062C, 2011-05-16 Canadian Forces Site Regulations

6.14 Task Authorization:

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

6.14.2 Task Authorization Process:

1. The *Technical Authority* will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex C .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable bases and methods of payment as specified in the Contract.
3. The Contractor must provide the *Technical Authority*, within 4 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the *Technical Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.14.3 Task Authorization Limit

The *Technical Authority* may authorize individual task authorizations up to a limit of \$75,000 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

6.15.3 Non-Disclosure and Exclusivity Acknowledgement Agreement

One or both of the following conditions will apply to the resulting contract:

- (1) The Contractor acknowledges that, in the performance of this TA:
 - a. it may be involved in the following processes: preparation of statements of work, requests for proposals, specifications or evaluation criteria, or in the evaluation of proposals, for future solicitations or future contracts for follow-on or related work; and
 - b. it may have access to information and material which may result in placing it in a real or perceived conflict of interest or confer an unfair advantage upon it in respect of future solicitations or future contracts regarding follow-on or related work.
- (2) By providing a quotation, the Contractor acknowledges that Canada may, at its discretion, disqualify any bid for such future solicitations or future contracts if the bid is submitted by the Contractor, its subcontractors, their respective affiliated entities, their respective agents or their respective employees or former employees, or if any of them were involved in any manner in the preparation of the bid. The Contractor further acknowledges that Canada may, at its discretion, consider that any such bid is non-compliant and reject it. If the involvement is discovered after the award of the future contract, it shall be grounds for termination under the default provisions of that contract.

The Contractor also acknowledges that it, its subcontractors, their respective affiliated entities, their respective agents and their respective employees of former employees may be prevented,

at the discretion of Canada, from performing any work under future contracts regarding follow-on or related work.

(ii) The Contractor must obtain from each proposed resource and provide to the Crown, a completed and signed non-disclosure and exclusivity acknowledgement agreement at Appendix 1 (attached) and provide them with their quotation.

ANNEX "A"

STATEMENT OF WORK

RELATIONAL CONTRACTING MANAGEMENT SERVICES

1. SCOPE OF WORK

1.1. Purpose

- 1.1.1. This Statement of Work (SOW) defines the requirements for the Contractor to:
 - 1.1.1.1. Design and deliver a customized Relational Contracting Management course to selected employees of the Department of National Defence (DND), selected employees of other Government Departments and/or selected employees of contractors providing services to DND; and
 - 1.1.1.2. Provide services to incorporate Relational Contracting Management Principles and Practices into the Management Framework of the Arctic Offshore Patrol Ship (AOPS) and Joint Support Ship (JSS) In-Service Support Performance Based Contract, on an as-and-when requested basis.

1.2. Background

- 1.2.1. In the past decade there has been a change in the culture and attitude towards the way Government and Industry relate to each other in conducting business. DND recognizes the challenges facing both Government and Industry in developing an effective and collaborative culture required to manage the long term contracts for the Shipbuilding Industry. Stakeholders have identified the need to promote marine construction and develop better processes and procedures in order to deliver value to all participants.
- 1.2.2. The broader marine industry was consulted on the procurement strategy for in-service support for the Arctic Offshore Patrol Ship (AOPS) and Joint Support Ship (JSS) during the fall of 2012. Feedback received indicates that Industry supports a single, combined through-life in-service support contract for the AOPS and JSS and highlighted the potential economies of scale and efficiency gains of a combined contract. Industry also fully supported the adoption of a procurement process that starts with broad consultation.
- 1.2.3. Past work has been undertaken to identify potential suppliers to form an Industry Working Group (AIWG) to participate in development of the Request for Proposal and Evaluation Criteria for the AOPS and JSS in-service support contract. Also former work included combining the requirements of both classes of ship into a single combined concept of in-service support (by Winter 2014). Future work will include interacting with multiple stakeholders to develop the draft Performance Work Statement (by Spring 2015), designing the Bid Evaluation Criteria Plan (by Spring 2015), preparing the Procurement Plan (by Spring 2015), and issue of the Request for Proposal (by Summer 2015). The end result is to award the contract to an in-service support supplier (2017-2018) for the life of both Classes of ships.
- 1.2.4. Given the intended duration and complexity of the AOPS JSS In-Services Support (AJISS) contract, cost potential lost productivity and operational capability in dispute situations, it is critical to assimilate Relational Contracting Management concepts at the outset of the project in order to establish the necessary governance and communications framework to mitigate and manage risk at the project onset. A successful governance and communications framework will provide the fundamental basis to assist in developing

a system of information sharing, for managing all in-service support related tasks and activities. In order to create this framework, personnel involved in managing the contract and delivering the services will require training and expertise in Relational Contracting Management.

2. REQUIREMENTS

2.1. Relational Contracting Management Course

The Contractor must design and deliver a Relational Contracting Management Course to selected government employees and/or DND Contractors in the NCR to be held within 50 days after Contract Award. The course must be delivered by at least one resource with a minimum of 2 years of experience within the last 5 years, teaching the topic of Relational Contracting Management.

Additional courses may be requested in the NCR or other locations in Canada on an as and when required basis.

For these purposes, Relational Contracting Management is about planning, participative sourcing and joint management of flexible business relationships that deliver sustained and measurable value to both parties over the long term. The Relational Model focuses on developing a platform of processes for doing business and for alignment over the long term, including pricing models and rates, joint governance processes and shared mission and values.

2.1.1. Proposed Course Content

2.1.1.1. The course must, as a minimum, provide participants with the knowledge and tools they will need to source and manage, cooperative and collaborative working relationships to include, but not limited to, the following:

- 2.1.1.1.1. Relationship Fundamentals in Contracting;
- 2.1.1.1.2. Key Issues & Challenges of Relational Contracting;
- 2.1.1.1.3. Relational Contracting Framework;
- 2.1.1.1.4. Relational Procurement;
- 2.1.1.1.5. Relationship Charter;
- 2.1.1.1.6. Strategic Analysis and Evaluation Tools; and
- 2.1.1.1.7. Relationship Sourcing Process.

2.1.2. Constraints

- 2.1.2.1.** The Contractor must provide two possible course dates for the first course in the NCR within three weeks after contract award to allow DND to schedule the attending participants based on the member's availability. Additional courses may be required on an "as and when required" basis under a Task Authorization.
- 2.1.2.2.** The course must not exceed three days in duration and must be delivered between 0800 and 1530 hours in person (i.e. not through an on-line course or tele-video media).
- 2.1.2.3.** The course will be provided to a maximum of 25 participants.
- 2.1.2.4.** The course must include time allotted to conduct a TA approved course critique, to allow course participants to provide feedback at the end of the course.
- 2.1.2.5.** The course and all course content shall be presented in English.

2.1.3. Deliverables (Course)

- 2.1.3.1. The Contractor shall deliver to DND a draft of the course contents for interim review and comment at least 7 days prior to course delivery. The final course contents will be subject to DND approval.
- 2.1.3.2. The Contractor must provide each participant one hard copy of the complete training manuals, as well as all of the notes used during the course.
- 2.1.3.3. All the completed participant course critiques shall be provided to the TA at the end of the course.
- 2.1.3.4. The Contractor shall provide the TA a list of course attendees.

2.1.4. Location of Training

- 2.1.4.1. The first training course must be delivered at a facility provided by the Contractor located within National Capital Region of Canada. Additional course location will be provided in the Task Authorization SOW.

2.2. Relational Contracting Services

The Contractor must provide one resource as the Relational Contracting Management specialist to provide advice and support to the AOPS JSS-In service support project, on an as and when requested basis.

2.2.1. General Requirements

2.2.1.1. Project Management Environment

Expertise in the provision of advice and support on the development of policy, best practices, and lessons learned, guidance documents and/or analytical tools pertaining to Relational Contracting Principles and Practices in major project environments (higher complexity or Major Capital Projects).

This includes advice and support on the development of relational contracting practices in procurement planning, ongoing support maintenance and disposal of large capital and non-capital projects, including but not limited to: development of associated procurement documents (Request For Information, Request For Qualifications, Request For Proposals, etc), proposal evaluation criteria, evaluation reports and Project Charter (Agreement), proposal reviews and evaluations, etc.

2.2.1.2. Contract Management Environment

This would include, but not be limited to, advice and support on the development of effective relational contracting principles and practices supporting long-term contracts, risk management, risk allocation strategies, and other relevant analyses and evaluations.

2.2.2. Services Requirements

Note: In the performance of these tasks, the Contractor(s) will be required to sign the Non-disclosure and Exclusivity Acknowledgement Agreement (s) contained at Appendix B.

The Resource may be required to:

- 2.2.2.1. Assess and advise on the status of the existing/planned AJISS governance and communications frameworks as it pertains to Relational Contracting Management Principles and Practices in Performance Based Contracts,
- 2.2.2.2. Assess and advise in the development of various documents produced or used by the AJISS Working Group (WG) and Sub-WGs, by advising on effective Relational Contracting Management Practices with a view to offer comments and recommendations on the effectiveness and applicability of these documents towards meeting the objectives of the AJISS project.
- 2.2.2.3. Attend AOPS and JSS Industry Working Groups and provide expertise as required;
- 2.2.2.4. Attend meetings, and provide expertise to engage Industry as required;
- 2.2.2.5. Provide comments and recommendations in the development of AJISS WG strategic documents to promote effective relational contracting principles where applicable;
- 2.2.2.6. Provide comments and recommendations in the development of a Performance Work Statement (PWS) to promote effective relational contracting practices;
- 2.2.2.7. Provide comments and recommendations in the development of a Bid Evaluation Criteria Plan; and
- 2.2.2.8. Provide comments and recommendations in the development of a Request for Proposal (RFP) to promote effective relational contracting practices.

2.2.3. Deliverables (Services)

- 2.2.3.1. The Contractor must provide all deliverables in English.
- 2.2.3.2. For each activity assigned, the Contractor must deliver a report describing the activity assigned and the review steps undertaken, the validation process followed, and the appropriate recommendations and conclusion.
- 2.2.3.3. All deliverables must be delivered to National Shipbuilding Project Office (NSPO), DGMPD (L&S), National Defence Headquarters, 101 Colonel By Drive, Ottawa ON, K1A 0K2, for the attention of the TA.
- 2.2.3.4. NSPO will review all deliverables to ensure they meet the requirements of the Task Authorization SOW. Where the deliverables do not meet the requirements of this SOW, the Contractor must be responsible for making amendments to the satisfaction of the TA.
- 2.2.3.5. The Contractor must conduct above activities as per direction provided by the Technical Authority, including but not limited to, exact activity details within a mutually agreed timeframe, etc...
- 2.2.3.6. All deliverables must be compatible with MS Office (2010) applications unless agreed otherwise.

2.2.4. Meetings

- 2.2.4.1. The Contractor shall make the necessary preparations for progress/update meetings with the TA and other AJISS stakeholders as appropriate. The first meeting shall be held within two weeks after issue of the Contract. Additional meetings, either via teleconference or in person, may be held between AJISS

stakeholders and the Contractor as required to discuss various aspects of this Contract.

- 2.2.4.2. All meetings will be at a time and place mutually agreed to by the Contractor and the Requisitioning Authority.

2.2.5. Location of Work

- 2.2.5.1. It is expected that the majority of the work will be conducted at DND within the National Capital Region during regular working hours. There may also be a requirement to participate at meetings outside the NCR Region and travel to AJISS Contractor locations or at DND Sites across Canada.

Estimated Level of Effort

2.2.6. The estimated levels of effort are as indicated in Table 1 below and are estimates only. These estimates are based on a 7.5 hour day.

TABLE 1 – ESTIMATED LEVEL OF EFFORT

Fiscal Year	Estimated Level of Effort (days/\$) by Service Requirement				
	2014-15	2015-16	2016-17 (Option Year)	2017-18 (Option Year)	Total Level of Effort
2.1 Relational Contracting Management Course	1 course -Not to exceed 3 days or \$ 25K	1 course -Not to exceed 3 days or \$ 25K	1 course -Not to exceed 3 days or \$ 25K	1 course -Not to exceed 3 days or \$ 25K	4 course - Not to exceed 12 days or \$ 100K
2.2.2.1 Assess and advise on the status of the existing/planned AJISS governance and communications frameworks	5 days (or \$5,000)	25 days (or \$25,000)	5 days (or \$5,000)	5 days (or \$5,000)	40 days (or \$40,000)
2.2.2.2. and 2.2.2.5 to 2.2.2.8. Assess and advise in the development of various documents produced or used by the AJISS Working Group (WG) and Sub-Working Groups.	15 days (or \$15,000)	90 days (or \$90,000)	60 days (or \$60,000)	50 days (or \$50,000)	215 days (or \$215,000)
2.2.2.3/4 Attend AOPS and JSS Industry Working Groups and provide expertise as required.	5 days (or \$5,000)	30 days (or \$30,000)	30 days (or \$30,000)	20 days (or \$20,000)	85 days (or \$85,000)
Total estimated by Fiscal Year	\$50,000	\$170,000	\$120,000	\$100,000	\$440,000

**Appendix 1 to
Annex A - STATEMENT OF WORK
RELATIONAL CONTRACTING MANAGEMENT SERVICES**

Non-Disclosure and Exclusivity Acknowledgement Agreement

NON-DISCLOSURE AND EXCLUSIVITY ACKNOWLEDGMENT AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information:

- a. provided by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. TBD ("**Contract**") between Her Majesty the Queen in Right of Canada, as represented by the Minister of Public Works and Government Services, and TBD, including without limitation information that is confidential or proprietary to Canada or to third parties; or
- b. conceived, developed or produced as part of the Work,

including without limitation information related to statements of work, requests for proposals, specifications or evaluation criteria, or to the evaluation of proposals, for future solicitations or future contracts regarding follow-on or related work.

For the purposes of this Agreement, information includes but is not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this Agreement.

I also agree that any information provided by or on behalf of Canada in connection with the Work and any information conceived, developed or produced as part of the Work must be used solely for the purpose of the Contract and must remain the property of Canada, the Contractor or a third party, as the case may be.

Furthermore, I acknowledge that my work as an employee of _____ may place me in a real or perceived conflict of interest or confer an unfair advantage upon me in respect of future solicitations or future contracts regarding follow-on or related work, for example because of my direct or indirect involvement in the preparation of statements of work, requests for proposals, specifications or evaluation criteria or in the evaluation of proposals for such future solicitations of future contracts. Accordingly, I acknowledge that I may be prevented, at the discretion of Canada, from bidding and from participating in any manner in the preparation of any bidder's bid for any such future solicitations or future contracts and from performing work under any such future contracts.

I agree that the obligations and restrictions of this Agreement will survive the completion of the Contract.

Signature Date

Resource

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada

Gouvernement du Canada

RECEIVED
OCT 23 2014

Contract Number / Numéro du contrat W8475-15003A
Security Classification / Classification de sécurité Confidential with Attachments

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 DND, ADM(Mat)	2. Branch or Directorate / Direction générale ou Direction DGMPD (L&S) NSPO	
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 1. Provide advice with respect to Relational Contracting to Industry during scheduled Industry Working Groups (AIWGs); 2. Provide advice and consultation with respect to Relational Contracting during BI-weekly AJISS Working Group meetings; 3. Provide advice and consultation with respect to Relational Contracting on various documents used during the AJISS Contract procure process; and 4. Provide 1-2-3 day course in Relational Contracting Management.		
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 type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" 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"/>

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 0847 \$ -150032
Security Classification / Classification de sécurité Confidential 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? 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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input checked="" type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET--SIGINT
TRÈS SECRET--SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

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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 / CLASSIFIÉE			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	
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL					A	B	C	CONFIDENTIAL	
Information / Assets / Renseignements / Éléments				✓													
Production				✓													
IT Media / Support TI				✓													
IT Link / Liens électroniques				✓													

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).

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W 8475-150032
Security Classification / Classification de sécurité Confidential with Attachments

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Cdr Robert McCoil	Title - Titre NSPO Project Manager	Signature 	
Telephone No. - N° de téléphone 813-997-7742	Facsimile No. - N° de télécopieur 819-997-7837	E-mail address - Adresse courriel Robert.McCoil@forces.gc.ca	Date 16/Jul/14
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Tippy Graham - DDSO - Industrial Security Senior Security Analyst	Title - Titre	Signature 	
Telephone No. - N° de téléphone 813-997-9283	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: tippy.graham@forces.gc.ca	Date 09 OCT 2014
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) FRANK O. BURLEY	Title - Titre Procurement Finance Mgr	Signature 	
Telephone No. - N° de téléphone 819-997-0062	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Dave.Burley@forces.gc.ca	Date 24 July 2014
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division Anna.Kulycka@tpsgc-pwsc.gc.ca	Title - Titre	Signature 	
Telephone No. - N° de téléphone 1-877-975-1258	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel	Date Nov 19, 2014

