



**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**

<b>Title - Sujet</b> RELIABILITY SCREENING PROCESS	
<b>Solicitation No. - N° de l'invitation</b> W8484-14P2MF/B	<b>Date</b> 2015-11-04
<b>Client Reference No. - N° de référence du client</b> W8484-14P2MF	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZQ-007-29589	
<b>File No. - N° de dossier</b> 007zq.W8484-14P2MF	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Malik, Manu	<b>Buyer Id - Id de l'acheteur</b> 007zq
<b>Telephone No. - N° de téléphone</b> (819) 956-1087 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. ATTN: MAJOR CYNDA LAVOIE CO CFRG HQ OTTAWA Ontario K1A0K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Services Procurement-Instruments Management  
Division/Approvisionnement de services-Gestion des  
instruments

11 Laurier St. / 11, rue Laurier  
11C1, Place du Portage III

Gatineau

Quebec

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

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## PART 1 – GENERAL INFORMATION

### 1.1 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 Attachments include: the Pricing Schedule, Technical Criteria and Certifications Precedent to Contract Award.

The Annexes include: the Statement of Work, Basis of Payment, Security Requirements Check List and Insurance Requirements.

### 1.2 Summary

1.2.1 Canada is seeking to establish a contract to provide Reliability Screening services as defined in Annex "A", Statement of Work, from date of award to March 31, 2017 with the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods, under the same conditions, for the Department of National Defence.

1.2.2 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).

1.2.3 The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### 1.3 Debriefings

At contract award, the Contracting Authority will notify all bidders of the name of the Contractor who has been awarded the contract as well as its total estimated value and as to why their bid was not selected. We do not intend to conduct in-person debriefs for this solicitation. Instead, the information set out in the regret letter will include the reason the bidder's proposal was not accepted.

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## 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) (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 (2015-07-03), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: one hundred and twenty (120) calendar days

### 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.

Due to the nature of the bid solicitation, bids transmitted to PWGSC by electronic mail or by facsimile will not be accepted.

### 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 FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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;

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

- (a) name of former public servant; and
- (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; and

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- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 Inquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

## **2.6 Basis for Canada's Ownership of Intellectual Property**

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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## 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 [1 hard copy]; and,  
Section III: Certifications [1 hard copy].

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B. Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

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C. When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### **Section III: Certifications**

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

### **Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - a. the name of the individual;
    - b. the date of birth of the individual; and
    - c. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

and

- b) for each proposed location of work performance or document safeguarding, the address containing the information below

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

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## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted all inclusive fixed rate (in Can \$) per reliability check.

	Period	Firm All-Inclusive Fixed Rate (in Cdn \$) per Reliability Check	Quantity (estimated)	Total (in Cdn \$)
		A	B	C= A x B
<b>1</b>	<b>Contract Period (Date of Award to March 31, 2017)</b>			
1a	Reliability Check		30,000	
	<b>Total Contract Period:</b>			
<b>2</b>	<b>Option Period 1 (April 1, 2017 to March 31, 2018)</b>			
2a	Reliability Check		15,000	
	<b>Total Option Period 1:</b>			
<b>3</b>	<b>Option Period 2 (April 1, 2018 to March 31, 2019)</b>			
3a	Reliability Check		15,000	
	<b>Total Option Period 2:</b>			
<b>4</b>	<b>Option Period 3 (April 1, 2019 to March 31, 2020)</b>			
4a	Reliability Check		15,000	
	<b>Total Option Period 3:</b>			
<b>5</b>	<b>Evaluated Price (GST/HST excluded):</b> \$ _____ <b>(EVALUATED PRICE = Total Contract Period + Total Option Period 1 + Total Option Period 2 + Total Option Period 3)</b>			
<b>6</b>	<b>GST or HST</b>			GST: HST:
	Insert GST or HST amount, as applicable:			

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital](#)

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[Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

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that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **4.2 Basis of Selection**

##### **4.2.1 Lowest Evaluated Price**

4.2.1.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

4.2.1.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

For all of the mandatory criteria, the bidder should provide the following details for each project identified:

- Name of the client organization;
- Project timeframe (from-to dates month/year); and,
- Description of the roles and responsibilities of the Bidder
- Name, phone, fax number of client reference;
- Scope, objective, size in dollars and resources; and,
- Outcomes of the project.

<b>Mandatory Technical Criteria (MT)</b>		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder will be considered.		
	<b>Criteria</b>	<b>Cross Reference to Proposal</b>
<b>MT1</b>	The bidder must demonstrate that they have sixty (60) months of domestic & international pre-employment screening experience, completed within ten (10) years prior to bid closing, for clients external to their own business entity.	
<b>MT2</b>	The bidder must demonstrate that they have experience owning & operating a secure system for the handling and storage of data (used for performing pre-employment screening) which has a documented and auditable data handling process*.  *The Bidder must include their documented secure data handling plan with their bid, including the types of databases and data sources for conducting, storage and reporting of their screenings.	
<b>MT3</b>	The bidder must demonstrate that they have experience owning & operating a secure system for the handling and storage of data (used for performing pre-employment screening) which has duplicate data storage within its disaster recovery plan**  **The Bidder must include their disaster recovery plan with their bid.	
<b>MT4</b>	The bidder must demonstrate that they have experience providing on-line or web-based accessibility for at least fifteen (15) locations across	

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	Canada.	
<b>MT5</b>	The bidder must demonstrate that they have provided a client portal where their clients were able to run their own searches and real-time status reports.	
<b>MT6</b>	The bidder must demonstrate that they have experience processing a volume of at least 1000 pre-employment screening applications per month.	

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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

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

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

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification.

### **5.2.3 Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award**

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award.

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## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

### 1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ Instructions to the Bidder:(YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or

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( ) B2. The Bidder is a Joint venture. **Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.**

## 2. Experience

The Bidder certifies that all the supporting material submitted with its bid, particularly the information pertaining to achievements, experience and work history, has been verified by the Bidder to be true and accurate.

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## PART 6 – SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirement

6.1.1 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 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 and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:  
Address:  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

6.1.2 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.

6.1.3 For additional information on security requirements, bidders should refer to [the Industrial Security Program \(ISP\)](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.

### 6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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## PART 7 – RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 7.3 Security Requirement

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

#### PWGSC FILE # SRCL W8484-14-P2MF

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

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3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B** (including an IT Link at the level of **PROTECTED B**).

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

5. The Contractor/Offeror must comply with the provisions of the:

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

### 7.3.2 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

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) 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 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.

### 7.4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name of Contracting Authority: Manu Malik  
Title: Supply Specialist  
Department: Public Work and Government Services Canada  
Branch: Acquisitions  
Address: 11 Laurier Street  
Telephone: 819-956-1087  
E-mail address: manu.malik@tpsgc-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.

### 7.5.2 Project Authority

The Project Authority for the Contract is:

(Fill in at time of contract award.)

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.

### 7.5.3 Contractor's Representative

(Fill in at time of contract award.)

## 7.6 Payment

### 7.6.1 Basis of Payment

#### 7.6.1.1 Limitation of Expenditures

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### 7.6.2 Canada's Total Liability

- A. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
- B. 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

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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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- C. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.6.3 Method of Payment**

H1008C (2008-05-12), Monthly Payment

#### **7.6.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0305C (2014-06-26), Cost Submission - Limitation of Expenditure or Ceiling Price

#### **7.6.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

### **7.7 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.

#### **7.7.1 Additional Invoicing Instructions**

1. An invoice for a monthly payment cannot be submitted until all Work identified on the invoice is completed.
2. Each invoice must be supported by:
  - (a) a copy of time sheets to support the time claimed;
  - (b) a copy of the release document and any other documents as specified in the Contract;
  - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses; and
  - (d) a copy of the monthly progress report.
3. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the following address for certification and payment: as appearing on the front page of the contract; and,
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under article 5 of the Contract entitled "Authorities".

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## 7.8 Certifications

### 7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### 7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.9 Applicable Laws

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

## 7.10 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), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements; and,
- (i) the Contractor's bid dated \_\_\_\_\_

## 7.11 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

## 7.12 Foreign Nationals

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

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File No. - N° du dossier  
xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur  
007zq  
CCC No./N° CCC - FMS No./N° VME

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### **7.13 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## **ANNEX A, STATEMENT OF WORK**

Refer to the attachment "W8484-14P2MF SOW FINAL ENG".

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## ANNEX B, BASIS OF PAYMENT

### A- Contract Period (From date of award to March 31, 2017)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### 1.0 Professional Fees

The Contractor will be paid an all inclusive fixed rate (in Can \$) per reliability check as follows:

	PERIOD	Firm All-Inclusive Fixed Rate (in Cdn \$) per Reliability Check	Quantity (estimated)	Total (in Cdn \$)
		A	B	C= A x B
1	Contract Period (Date of Award to March 31, 2017)			
1a	Reliability Check		30,000	
Total Contract Period:				

Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_ (insert amount at contract award)

#### 2.0 Cost Reimbursable Expenses

##### Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

**Allowable Category:** fees to verify educational and professional qualifications

Total Estimated Cost- Cost Reimbursable Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period:** \$ \_\_\_\_\_ (insert amount at contract award)

With the exception of the all inclusive fixed rate (in Can \$) per reliability check specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1 Basis of Payment of the Contract.

### B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

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During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**B-1 Extended Contract Period (From April 1, 2017 to March 31, 2020)**

<b>2</b>	<b>Option Period 1 (April 1, 2017 to March 31, 2018)</b>		
2a	Reliability Check		
<b>Total Option Period 1:</b>			

<b>3</b>	<b>Option Period 2 (April 1, 2018 to March 31, 2019)</b>		
3a	Reliability Check		
<b>Total Option Period 2:</b>			

<b>4</b>	<b>Option Period 3 (April 1, 2019 to March 31, 2020)</b>		
4a	Reliability Check		
<b>Total Option Period 3:</b>			

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xxxxx.XXXXX-XXXXXX

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## **ANNEX C, SECURITY REQUIREMENTS CHECK LIST (SRCL)**

Refer to the attachment "W8484-14-P2MF SRCL RFP".

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XXXXX-XXXXXX

Amd. No. - N° de la modif.  
File No. - N° du dossier  
xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur  
007zq  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX D, INSURANCE REQUIREMENTS

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

**STATEMENT OF WORK**  
for  
**Canadian Forces Recruiting  
Group**  
**Pre-Employment Screening**

**1. Background**

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

screening.

## **2. Objective**

- 2.1 The objective of this work is to perform the portion of the reliability screening process for CAF applicants, detailed in Appendices 1 thru 8. The information provided by the Contractor should be of sufficient quantity and quality to allow the CFRG to make an informed decision in granting or denying reliability status.

## **3. Scope and Timelines**

- 3.1 The Contractor must conduct both Canadian and International verifications of data for regular CAF applicants, as detailed below and in accordance with prescribed timelines. If there are any difficulties meeting these verification timelines, an extension must be requested prior to the deadline and may only be granted on a case by case basis.
- 3.1.1 The Contractor must complete Cadet Instructors Cadre (CIC)/Cadet Organizations Administration and Training Support (COATS) checks within twenty-five (25) working days.
- 3.1.2 For Canadian (or National) reliability checks, reports must be returned within ten (10) working days upon receipt of the request.
- 3.1.3 For International reliability checks<sup>1</sup>, reports must be returned within fourteen (14) working days upon receipt of the request.
- 3.2 Each report must be finalized and submitted to the originating Canadian Forces Recruiting Center (CFRC) or Detachment reliability status Approval Authority. The list of the CFRCs and their Detachments is provided at Appendix 9.
- 3.3 The Contractor must be able to respect the above timelines during periods where there are applicant volume surges. The Contractor will be provided with at least thirty (30) days notice of any significant changes above 20% of the average annual forecast.

## **4. Tasks**

- 4.1 For each verification requested, the Contractor must:
- 4.1.1 Verify for accuracy all data submitted by the applicant to the CAF on "Personal Verification Form 2014" (refer to Appendix 1);
- 4.1.2 Verify for accuracy all employment history data submitted by the applicant for the previous five (5) continuous years (refer to Appendix 2);
- 4.1.3 Verify all data related to education/professional/vocational qualifications submitted by the applicant (refer to Appendix 3);
- 4.1.4 Make contact with the educational, professional or personal references submitted by the applicant to validate and obtain sufficient detailed information to cover the previous five (5) continuous years (refer to Appendix 4);
- 4.1.5 Prepare detailed reports in accordance with SOW Section 5, Deliverables and submit them electronically (via a secure internet portal) to the respective CFRC/Det reliability status Approving Authority;
- 4.1.6 Operate in compliance with all applicable provincial and federal laws regarding the collection,

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<sup>1</sup> An International Check is considered to be a background check that requires enquiries to be made outside of Canada. Situations may include applicants who live or have been educated abroad, have worked abroad or who indicate references that may reside abroad; however, this list is not exclusive.

safeguard, use and disclosure of personal information, including the provisions of the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Privacy Act; and

4.1.7 Be readily available for discussion with the CFRC/Det reliability status Approving Authority (or their representatives) as well as with the CFRG Headquarters (CFRG HQ) Recruiting Personnel Selection Officer (RPSO) when problems arise.

4.2 All sensitive information, defined as information categorized as protected (Protected A, Protected B), must be shared electronically using a secure online delivery and reporting system. The contractor must provide access to and instructions for the use of its secure website. The contractor's website must also allow for the respective CFRC/Dets to login via the Defence Wide Area Network (DWAN) using a secure user name and password. The CFRC/Dets will provide two names per location that are authorized to issue, delete, and reset usernames and passwords. The management of the usernames and passwords will be the responsibility of these two individuals per location and is to be controlled through a secure page on the Contractor's website.

## 5. Deliverables

5.1 Specific detail can be found for each deliverable can be found at the following Appendices:

Appendix 1 – Requirements for Personal Data;  
Appendix 2 – Requirements for Employment History Data;  
Appendix 3 – Requirements for Education/Professional/Vocational Qualifications Data;  
Appendix 4 – Educational, Professional or Personal References Data;  
Appendix 5 – Reliability Screening Report (RSR);  
Appendix 6 – National/International Daily and Weekly Report;  
Appendix 7 – CAF Recruiting Reliability Screening Monthly Report; and  
Appendix 8 – CAF Recruiting Reliability Screening Quarterly Report.

5.2 A comprehensive Reliability Screening Report (RSR) sent in accordance with **Appendix 5**, within the allocated time period (i.e. National checks and International checks), to the respective CFRC/Dets reliability status Approving Authority for each application. The RSR must contain the data listed in **Appendices 1, 2, 3 and 4**, as applicable, and must confirm that all required reliability checks were completed, including observations and any discrepancies for both Canadian and International checks. Each part verified (i.e., Personal Data; Employment History Data; Education/Professional/Vocational Qualifications Data; and Educational, Professional or Personal References Data) must be assessed, based on the amount of information that has been gathered, and each part of the RSR must be labelled as one of the following:

5.2.1 Whether the data verified was found to be:

5.2.1.1 Conclusive and Favorable: All of the information has been verified (Conclusive) and does not present any discrepancies, inconsistencies, incongruities or divergences (Favorable). A favorable assessment is also noted by the absence of any "red flags" (warning signals) that require additional review or consideration by the reliability status Approving Authority. (Examples of red flags that may require additional review: if the applicant was suspended or fired, provided imprecise information about the employer, contrary information provided by applicant and employer, instability, inconsistency, irritability, confrontational behaviour, social maladjustments, aggression, anger, problems accepting criticism, or an inability to work with others reported by employers or references. This list is not exhaustive).

5.2.1.2 Conclusive and Unfavorable: All of the information has been verified (Conclusive) and presents discrepancies, inconsistencies, incongruities or divergences (Unfavorable). An unfavorable assessment is also noted by the inclusion of any type of red flags, as described in the paragraph 5.2.1.1 that require additional review by the reliability status Approving Authority.

5.2.1.3 Inconclusive: The information cannot be completely verified. If the information was not

verifiable, a detailed explanation is required to ascertain the reasons why and the steps that were taken to verify it.

- 5.2.2 The Contractor is required to maintain a detailed log of the activity on each file submitted, to include as a minimum:
  - 5.2.2.1 Timeline of work performed, showing all processes, the date and time actions were carried out, and the name of the person who took the action;
  - 5.2.2.2 Log of all conversations in support of a file, including date and time that each contact was attempted, whether or not contact was made, name of interviewer, name of contacted person and their position within the organization, and a transcript of the interview;
  - 5.2.2.3 Detailed comments for each check conducted, and an explanation of any of the information that was inconclusive or not verified, including the reasons why.
- 5.2.3 A summary of findings containing an overall analysis of the compiled data for each part of the report (refer to **Appendix 5**) must be submitted via secure internet to the respective CFRC/Det Reliability status Approving Authority no later than 9:00 AM on the deadline date;
- 5.2.4 The Contractor's secure Website must be able to generate on-demand daily and weekly reports containing the Service Number (SN), name of applicant and details as to the cause of the delay for all cases within Canada and Internationally, with an estimated return time (refer to **Appendix 6**);
- 5.2.5 On a monthly basis, provide a detailed "CAF Recruiting Reliability Screening Report" to each respective CFRC/Det Commander with an information copy to the CFRG HQ Ops and CFRG HQ RPSO (refer to **Appendix 7**). This report must contain the information for the respective CFRC/Det under its respective Area of Responsibility (AOR) for the previous month;
- 5.2.6 On a quarterly basis, provide a detailed "CAF Recruiting Reliability Screening Quarterly Report" to the CFRG HQ RPSO (refer to **Appendix 8**). This report must contain the information by CFRC/Dets and National Level, for the previous quarter;
- 5.2.7 CFRC/Dets reliability status Approving Authority and the CFRG HQ RPSO may go back as required to the Contractor in order to seek any additional details and raise any required queries on any data fields within any of the reports; and
- 5.2.8 Reports which contain errors or other discrepancies will be sent back to the Contractor for correction and additional checks at no additional cost to Canada. The corrections, amendments or additional checks must be re-sent to the respective CFRC/Det reliability status Approving Authority in accordance with **Appendix 5**, within the allocated time period.

## 6. Reference Documents

- 6.1 The screening process entails the review of personal information and, as such, is governed by various provisions of the following Acts and policy documents (which also provide additional background information):
  - 6.1.1 Policy on Government Security (PGS) – Personnel Screening Standard (PSS);
  - 6.1.2 National Defence Security Policy (NDSP) (*Internal CAF Policy*);
  - 6.1.3 Canadian Charter of Rights and Freedoms;
  - 6.1.4 Canadian Human Rights Act;

- 6.1.5 Access to Information Act;
- 6.1.6 Privacy Act;
- 6.1.7 Personal Information Protection and Electronic Documents Act (PIPEDA);
- 6.1.8 Criminal Code of Canada;
- 6.1.9 Youth Criminal Justice Act (which replaced the Young Offenders Act);
- 6.1.10 Criminal Records Act;
- 6.1.11 Canadian Security Intelligence Services Act;
- 6.1.12 Public Service Employment Act; and
- 6.1.13 Defence Production Act.

**7. Location of Work**

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

**8. Travel**

- 8.1 There is no travel required.

**9. Official Languages**

- 9.1 The Contractor must communicate with and serve Canadians contacted - being schools, employers, and references - in the **official language** of their choice. The Contractor must submit deliverables and communications in the official language of the originating CFRC/Det.

**Appendix 1**  
**Requirements for Personal Data**

**PERSONAL DATA**

A1-1.0 Verification of the following personal data with the appropriate registrar includes:

A1-1.1 Full name;

A1-1.2 Date of birth;

A1-1.3 Place of birth; and

A1-1.4 Current and former addresses for the previous 5-year period.

**Appendix 2**  
**Requirements for Employment History Data**

**EMPLOYMENT HISTORY**

A2-1.0 Employment history will be verified with each employer listed and covering five (5) continuous years prior to the application:

A2-1.1 Current employer. The current employer must be contacted unless the applicant indicates not to contact them:

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

A2-1.2 Previous employer(s). All previous employers must be contacted, as the applicant may not indicate that this is not allowed:

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

### **Appendix 3**

#### **Requirements for Education/Professional/Vocational Qualifications Data**

##### **EDUCATION/PROFESSIONAL/VOCATIONAL QUALIFICATIONS**

A3-1.0 Verification of all declared levels of education completed is required. All original copies of supporting documentation is to be provided to the CFRC/Dets upon completion of file processing.

A3-2.0 Education details for High School (mandatory for all applicants), and College and University when indicated:

A3-2.1 Diploma/certificate/level;

A3-2.2 Period;

A3-2.3 Name(s) of institution(s); and

A3-2.4 Location.

A3-3.0 Professional:

A3-3.1 Qualification/designation;

A3-3.2 Period;

A3-3.3 Name(s) of institution(s); and

A3-3.4 Location.

A3-4.0 Vocational:

A3-3.1 Qualification/designation;

A3-3.2 Period;

A3-3.3 Name(s) of institution(s); and

A3-3.4 Location.

## **Appendix 4**

### **Educational, Professional or Personal References Data**

#### **A4-1.0**

The number of references to be contacted must cover the past five (5) consecutive years or to age 16, whichever comes first. In order to conduct these checks, the Contractor will be provided with three (3) references for each applicant. The originating CFRC/Det will indicate on the Personal Data Verification Form (PVF) the order in which references should be called. Note: For CIC/COATS applicants, it is imperative that all three (3) references must be personally contacted and interviewed in real time.

**A4-1.1** If after three (3) documented attempts to contact an individual reference and the Contractor is still unable to conduct the interview, they must refer the file back to the CFRC/Det. The CFRC/Det will confirm the details of the reference with the applicant and return the amended information back to the Contractor for action.

**A4-1.2** The use of email forms and questionnaires is not an acceptable alternative to a personal interview or telephone conversation conducted in real time; as such a telephone or face to face interview are the only mechanisms to be utilised when conducting reference checks. Email or text messaging may only be utilised in order to establish a suitable time for the interview.

**A4-2.0** When performing a reference check, a full record of the interview is to be maintained and provided to CFRC/Dets. The interview will be conducted as follows:

- A4-2.1** Opening statement (i.e., name, function, organization and purpose of the interview);
- A4-2.2** Ask whether the reference knows the applicant and if they are willing to serve as a reference for the applicant;
- A4-2.3** Check if the timing is good and if reference is available for the time of the interview;
- A4-2.4** Explain the importance of the check (i.e. explain the purpose of the check, importance for employment in the CAF and requirement for hiring);
- A4-2.5** Explain protection and confidentiality of information and Privacy Act requirements (i.e. legal consideration);
- A4-2.6** Confirm if the reference is an adult (18 years of age or older);
- A4-2.7;**
- A4-2.8** Proceed with the checks in accordance with paragraphs A4-3.0 to A4-6.0; and
- A4-2.9** Concluding remarks (i.e. thank the reference, remind the reference about the protection of information and invite the reference to call back should they have additional information related to the applicant).

### **EDUCATIONAL REFERENCES**

**A4-3.0** In addition to the information at paragraph A4-6.0, the verification of the applicant's educational references must include:

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

### **PROFESSIONAL REFERENCES**

**A4-4.0** In addition to the information at paragraph A4-6.0, the verification of the applicant's professional references must include:

- a. Status of employment (i.e., is the applicant currently being employed by the reference? – Yes/No (Y/N));

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

### **PERSONAL REFERENCES**

A4-5.0 In addition to the information at paragraph A4-6.0, the verification of the applicant's personal references must include:

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

### **PROFESSIONAL, EDUCATIONAL OR PERSONAL REFERENCES**

A4-6.0 In addition to the information verified in paragraphs A4-3.0, A4-4.0 or A4-5.0 above, the following information must also be verified:

- a. Personal strengths and/or skills;
- b. Personal weaknesses and/or tasks they may have difficulty with;
- c. Personality and temperament of applicant (e.g., easy-going, hard to get along with, high-strung, cranky, or has a sense of humour, etc.);
- d. Demonstrated characteristics that may cause a problem if applicant were to become a member of the Canadian Armed Forces (If yes, explain);
- e. Reference's attestation to the applicant's:
  - (i) Honesty (Y/N – If no, why not?);
  - (ii) Trustworthiness (Y/N – If no, why not?);
  - (iii) Maturity (Y/N – If no, why not?);
  - (iv) Responsibility (Y/N – If no, why not?);
  - (v) Reliability (Y/N – If no, why not?);
  - (vi) Punctuality (Y/N – If no, why not?); and
  - (vii) Aggressiveness (Y/N – If yes, why?).
- f. Applicant's association with persons of questionable character (Y/N – if yes, what is the nature of the relationship? Provide an example.);
- g. Reference's recommendation for employment with the Canadian Armed Forces (Y/N – If no, why not?); and
- h. Confirm any other information that relates to applicant's trust and reliability.

### **ONLY FOR CIC/COATS APPLICANTS**

A4-7.0 In conducting a verification of references for CIC/COATS applicants the following information is also to be verified in addition to the information verified for professional, educational or personal references:

- a. If the applicant is an appropriate role model for youth;
- b. Applicant's work or volunteer experience with child/youth organizations. If left, reasons for leaving;

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

Appendix 5

**Reliability Screening Report (RSR)**

A5-1.0 Report requirements for Reliability Screening Report (RSR)

A5-1.1 The RSR for each applicant must contain the following information:

- a. Confirmation that the data was completely or partially verified and found:
  - 1) Conclusive and Favorable
  - 2) Conclusive and Unfavorable
  - 3) Inconclusive
- b. Confirmation that the data was not verified. The Contractor must indicate date and time of each attempted contact for each of the required check.

A5-1.2 Details or comments must be provided for each criterion as required and an explanation must also be provided for any of the information that was not verified.

A5-1.3 Observations for each criterion must be provided in order to understand the circumstances during the check that could help with the determination of eligibility to join the Canadian Armed Forces (e.g., confusion or uncertainty expressed by the reference, elements that have been forgotten, doubt about any questions asked or hesitance, voice tone and unjustified pauses, or any indication that information provided could be in question).

A5-1.4 A summary of findings containing an overall analysis of the compiled data for each part of the report must be submitted via secure internet to the respective CFRC/Det RS Approving Authority no later than 9:00 AM (local time at the CFRC/Det) on the deadline date.

A5-2.0 Report requirements for Personal Data

A5-2.1 Verification of the following personal data including:

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

A5-3.0 Report requirements for Employment History

A5-3.1 Current employer. The current employer will be contacted unless the applicant indicates not to contact:

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

- e. Level of performance.

A5-3.2 Previous employer(s). All previous employer(s) should be contacted:

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

A5-4.0 Report Requirements for Educational/Professional/Vocational Qualifications

A5-4.1 Verification of the highest level of education completed:

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

A5-4.2 Education Details (High School and/or College and/or University) if not indicated at paragraph A5-4.1:

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

A5-4.3 Professional/vocational qualifications if not previously detailed at paragraphs A5-4.1 or A5-4.2:

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

A5-5.0 Report Requirements for Educational, Professional or Personal References

A5-5.1 In conducting a verification of the applicant's educational references, the following information is to be collected:

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

A5-5.2 In conducting a verification of applicant's professional references, the following information is to be collected:

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

A5-5.3 In conducting a verification of the applicant's personal references, the following information is to be collected:

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

A5-5.4 In conducting a verification of the applicant's professional, educational or personal references, in addition to the information verified in paragraphs A5-4.1, A5-4.2 or A5-4.3, the following information is also to be verified:

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

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

A5-5.5 In conducting a verification of references for CIC/COATS applicants the following information is also to be verified in addition to the information verified for professional, educational or personal references:

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

**Appendix 6**  
**National/International Daily and Weekly Report**

A6-1.0 Requirements for the “National/International Daily and Weekly Report”

A6-1.1 Service Number of applicant;

A6-1.2 Name of applicant;

A6-1.3 Reason for delays; and

A6-1.4 Estimated return time.

A6-2.0 The daily or weekly report must be available on-demand through the Contractor's secure website. Recruiters must be able to extract them easily from a database query/button.

**Appendix 7**  
**CAF Recruiting Reliability Screening Monthly Report**

A7-1.0 Requirements for the “CAF Recruiting Reliability Screening Monthly Report”

A7-1.1 Number of CAF applicants for the month by CFRC/Det;

A7-1.2 Number of checks completed by category (Personal Data, Employment History, Educational/Professional/Vocational Qualifications and Educational, Professional, Personal and CIC/COATS References) and by CFRC/Det;

A7-1.3 Number of checks unable to be completed by CFRC/Det; and

A7-1.4 Number of incomplete checks by category and by CFRC/Det.

A7-2.0 To be submitted to the respective CFRC/Det on a monthly basis with info to CFRG HQ Ops and CFRG HQ RPSO. Must contain the information in paragraph A7-1.0 for the respective CFRC/Det, by 9:00 AM (local time at the CFRC/Det) the 2<sup>nd</sup> Monday of the month for the previous month.

Appendix 8

**CAF Recruiting Reliability Screening Quarterly Report**

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

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

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

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

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

A8-2.0 To be submitted to the respective CFRC/Det on a quarterly basis with info to the CFRG HQ Ops and CFRG HQ RPSO. Must contain the information in paragraph A9-1.0 for the respective CFRC/Det, by 9:00 AM the 2<sup>nd</sup> Monday of July, October, January and April for the previous quarter.

**Appendix 9**

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

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

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

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

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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 / MND	2. Branch or Directorate / Direction générale ou Direction CMP -- Canadian Forces Recruiting Group Headquarters	
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 CAF Applicant Pre-Employment Screening Checks		
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 commerciales 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"/>	
Not releasable / À ne pas diffuser <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:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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

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

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 :  No / Non  Yes / Oui

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / 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



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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				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

12. b) Will the document 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).