



**A1. Electronic Bid Submission**

Attention: Contracting Authority:  
Mélanie Desjardins

Email: melanie.m.desjardins@hc-sc.gc.ca

**Request for Proposals (RFP)**

for

Performance of the Work described in  
Appendix 1, Annex A, Statement of Work.

**A2. RFP AUTHORITY**

The Authority for this RFP is:

Mélanie Desjardins  
Senior Procurement and Contracts Officer  
Material and Assets Management  
Division(MAMD)  
Chief Financial Officer Branch (CFOB)  
Health Canada | Santé Canada  
Public Health Agency of Canada

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**THIS RFP CONTAINS A SECURITY  
REQUIREMENT.**

<b>A3. TITLE</b> Drafting services	
<b>A4. SOLICITATION NUMBER</b> 1000172052	<b>A5. DATE</b> November 10, 2015
<b>A6. BID SOLICITATION DOCUMENTS</b> The RFP is divided into five (5) parts as follows:  <ol style="list-style-type: none"> <li>1. Section I – Bid Submission Requirements</li> <li>2. Section II – Evaluation Criteria</li> <li>3. Section III – Financial Bid</li> <li>4. Section IV – Certifications</li> <li>5. Section V – General Instructions <ul style="list-style-type: none"> <li>Annex A - Statement of Work</li> <li>Annex B - Security Requirements Checklist</li> </ul> </li> </ol>	
<b>A7. BID DELIVERY</b> Bids must be received by no later than 14:00 (2 PM) on December 21, 2015 (Eastern Standard time) at the bid submission indicated in A1. Bids received after the closing date and time (referred to as the “Closing Date”) will be considered non-responsive, and will be returned to the Bidder unopened.  Bids and all supporting information may be submitted in either English or French.	
<b>A8. BID CONTENT</b>  Bids must be structured in the following manner contained in a separate document.  <ul style="list-style-type: none"> <li>• one (1) electronic copy of covering letter, signed by an authorized representative of your firm;</li> <li>• one (1) electronic copy of the Technical Proposal;</li> <li>• one (1) electronic copy of the Cost/Price Proposal (Section “III”)</li> <li>• one (1) electronic copy of Certifications (Section “IV”) and;</li> </ul> Failure to comply with these instructions will result in the entire bid being declared non-responsive.	
<b>A9. BID VALIDITY</b> Bids will remain valid for a period of ninety (90) calendar days following the Closing Date.	
<b>A10. ENQUIRIES</b> All enquiries must be submitted in writing to the designated RFP Authority identified in A2 by no later than seven (7) calendar days prior to the Closing Date in order to allow sufficient time to provide a response.	
<b>A11. APPLICABLE LAWS</b> In accordance with GI15, any resulting contract must be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province of Manitoba, Canada.	



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## SECTION "I" – BID SUBMISSION REQUIREMENTS

1.1 This section outlines the information Bidders are required to submit. To be declared responsive, a bid must:

- a. comply with all the requirements of the RFP;
- b. meet all the mandatory technical evaluation criteria;
- c. obtain the required minimum points for the point-rated criterion with a pass mark;

Bids not meeting (a) or (b) or (c) will be declared non-responsive. An evaluation team comprised of representatives of Canada will evaluate the bids.

1.2 Bidders who submit a bid in response to this RFP agree to be bound by the instructions, clauses and conditions of the RFP and accept the terms and conditions of the resulting contract.

1.3 It is the Bidder's responsibility to obtain clarification of the requirements contained in the RFP, if necessary and to prepare its bid in accordance with the instructions contained in the RFP. Enquiries must be submitted in writing to the Authority identified in A2 (RFP Authority) and in accordance with section A10 (Enquiries).

1.4 The RFP documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a Bidder from any other source are not relevant and not part of this RFP. Bidders should not assume that practices used under previous RFPs or contracts will continue, unless they are identified in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

1.5 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 for submissions;
- b. use a numbering system that corresponds to the RFP.

In order to promote environmental considerations, bidders are further encouraged to 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

1.6 Both Health Canada and the Public Health Agency of Canada have adopted electronic direct deposit as their preferred method for paying invoices. Suppliers are encouraged to register for electronic direct deposit and to provide their account information upon request.

### **SECURITY REQUIREMENTS**

2.1 The Bidder must meet the security requirements identified in the Draft Contract and security requirements checklist (if applicable) which are included in Appendix 1, Annex B, of this RFP. This security requirement must be met at time of contract award.

### **INTELLECTUAL PROPERTY**



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- 3.1 Refer to Appendix 1, Draft Contract, for more information on intellectual property rights arising under the resulting contract.

#### **EVALUATION PROCEDURES**

- 4.1 The Technical Bid will first be evaluated against the mandatory criteria of the RFP. If the bid meets all the mandatory criteria, and the RFP contains point-rated criteria, the evaluation committee will then evaluate the point-rated technical criteria. If the mandatory technical criteria are not met, the point-rated technical criteria will not be evaluated and the bid will be given no further consideration.
- 4.2 Only technical bids that meet the mandatory technical criteria and the minimum score required in the point-rated technical criteria will be further evaluated on the basis of the Bidder's Financial Bid.
- 4.3 In the case of technical bids which are found to be non-responsive, the Financial Bid will be returned unopened to the Bidder with a notice indicating that the Bid was non responsive.

#### **SUPPLIER SELECTION METHOD**

Lowest price responsive bid

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



**SECTION “II” – EVALUATION CRITERIA**

The evaluation of the following criteria is based on a “rules of evidence” approach in that the evaluation committee can only conduct its evaluation based on the contents of the Bidder’s bid. The onus is on the Bidder to ensure that its bid is complete, clear, and provides sufficient detail for the evaluation committee to evaluate the bid. Simply repeating or copying a statement contained in the RFP is not sufficient.

In order to facilitate the evaluation of the bid, Canada also 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 paragraphs and page numbers where the subject topic has already been addressed.

For the purpose of the technical criteria specified below, the experience of the Bidder includes the experience of the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

**6.1 MANDATORY CRITERIA**

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either “Yes” or a “No.”

<b>Attention Bidders:</b> Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
#	Mandatory Technical Criteria	Met (Yes/No)	Cross-Reference to bid (indicate page #)
<b>MT1</b>	The Individual(s) identified to perform the work under this contract must have a minimum of one (1) year of experience, working in environments technically comparable to the environment outlined herein. Written submissions must reflect this.		
<b>MT2</b>	The Individual(s) assigned to the work under this contract must have successfully completed a diploma or certification in AutoCad from an accredited post-secondary institution or have a demonstrated combination of education and experience to meet the requirements under this contract. Contractors must provide proof of certification/diploma or provide description of work experience in the bid proposal.		
<b>MT3</b>	Submissions must list the name(s) of the individual(s) identified to perform the work under this contract.		

## 6.2 POINT-RATED TECHNICAL CRITERIA

In addition to meeting the Mandatory Criteria, the Bidder should also address the Point-Rated Criteria identified below.

### Minimum pass mark per criterion

Bids that do not meet the minimum pass mark for each of the point-rated criteria subject to a pass mark rating will be declared non-responsive.

#	Point-Rated Technical Criteria	Points allocated	Minimum points required	Actual Score	Cross-Reference to bid (indicate page #)
RT1	<p>Contractor shall provide details of staff available to perform the work under this contract, including number of draftspersons currently employed with the organization and brief work histories of each employee.</p> <p>The Bidder will be assessed according to the reported depth and experience of current workforce able to perform the work under this contract.</p> <p>2-3 Draftspeople with &lt; 2 years' experience each = 5 points</p> <p>2-3 Draftspeople with &gt; 2 years' experience each = 7 points</p> <p>3 or more Draftspeople, each with 3 or more years' experience each = 10 points</p>	10	5		



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## SECTION “III” – FINANCIAL BID

Financial Bids will only be evaluated after the evaluation of the Technical Bid is complete. If it becomes clear that the Financial Bid score would not alter the overall scoring of the bid, the Financial Bid will not be considered.

### All the information required in this section must be provided in Bidders’ Financial Bid.

#### 7.1 Firm Lot Price

The Bidder must provide a firm all-inclusive lot price, inclusive of any costs, travel, equipment, rentals, subcontractors, overhead and profit, FOB destination, Canadian customs, duties and excise taxes included.

The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

7.2 Bidders must provide their Financial Bid in accordance with the Pricing Schedule provided below. All payments will be made in accordance with the Pricing Schedule and the proposed Basis of Payment of the Contract.

7.3 Exchange rate fluctuation protection is not offered.

7.4 The Financial Bid must contain a detailed breakdown of the **total estimated price**, by phase, or by major tasks. The Financial Bid should address each of the following, if applicable:

##### i. Per Diem (based on 8 hours/day)

For each proposed resource, including subcontractors, the Bidder should indicate the proposed all inclusive per diem rate. Bidders within the National Capital Region (NCR) must submit an all inclusive per diem rate inclusive of any displacement costs within the NCR.

Note: Canada will not pay the Contractor its fixed time rates for any time spent in “travel status” (e.g time spent travelling by car or plane, or time spent travelling to and from the airport).

##### ii. Travel (GST/HST included)

Not Applicable.

##### iii. Goods and Services Tax / Harmonized Sales Tax

Various items in the Financial Bid may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates for travel and other expenses and as a separate line item for the professional services.

7.5 Financial Bids not meeting the above requirements will be considered non-responsive and will not be given any further consideration.

#### 7.6 Price Justification

The Bidder must provide, at Canada's request, one or more of the following price justifications:

- a current published price list indicating the percentage discount available to Canada; or
- a recent copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- price or rate certifications; or
- other supporting documentation as requested by Canada.

## 8.0 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

Contract period:

Table 1 – Contract award to December 31, 2017

A	B	C	D (BxC)
Category of Personnel	Hourly rate	Estimated Number of Hours Required per Year	Total Costs for Professional Fees TAXES NOT INCLUDED
Junior Draftsperson / Illustrator	\$	1800	\$
<b>Sub-Total 1:</b>			\$

Option periods:

Table 2 – Option year 1 – January, 1 2018 to December 31, 2018

A	B	C	D (BxC)
Category of Personnel	Hourly rate	Estimated Number of Hours Required per Year	Total Costs for Professional Fees TAXES NOT INCLUDED
Junior Draftsperson / Illustrator	\$	1200	\$
<b>Sub-Total 3:</b>			\$

Table 3 – Option year 2 – January 1, 2019 to December 31, 2019

A	B	C	D (BxC)
Category of Personnel	Hourly rate	Estimated Number of Hours Required per Year	Total Costs for Professional Fees TAXES NOT INCLUDED
Junior Draftsperson / Illustrator	\$	1200	\$
<b>Sub-Total 3:</b>			\$

Table 4 – Option year 3 – January 1, 2020 to December 31, 2020

A	B	C	D (BxC)
Category of Personnel	Hourly rate	Estimated Number of Hours Required per Year	Total Costs for Professional Fees TAXES NOT INCLUDED
Junior Draftsperson / Illustrator	\$	1200	\$
<b>Sub-Total 4:</b>			\$

Grand total Option period:

Category of Personnel	
Junior Draftsperson / Illustrator	
<b>Total Table 1,2, 3, &amp; 4:</b>	<b>\$</b>



## SECTION "IV" CERTIFICATIONS

The following information must be submitted along with Section "III," Financial Bid as well as the Technical Bid and a signed covering letter.

## 9.0 Legal name and Bidder's information

(print clearly)

Bidder's Legal Name \_\_\_\_\_

Bidder's Complete Address

\_\_\_\_\_  
 \_\_\_\_\_

Bidder's Phone number (\_\_\_\_\_) \_\_\_\_\_

Bidder's Authorized Representative \_\_\_\_\_

Bidder's Authorized Representative Phone number (\_\_\_\_\_) \_\_\_\_\_

Bidder's Authorized Representative e-mail \_\_\_\_\_

## 10.0 CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The RFP Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the RFP Authority for additional information will also render the Bid non-responsive.

## 10.1 Certification of Education, Experience and Qualifications

The Bidder certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- an unverifiable or untrue statement; or
- unavailability of any person proposed on whose statement of education and experience the Canada relied to evaluate the Bid and award the contract.

## 10.2 Certification of Availability and Status of Personnel

### Availability of Personnel and Facility

The Bidder certifies that, should it be authorized to provide services under any Contract resulting from this RFP, the persons and facility proposed in its bid will be available to commence performance of the Work within a reasonable time from Contract award and will remain available to perform the Work in relation to the fulfilment of this requirement.

### Status of Personnel

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the RFP Authority.

During the evaluation of its bid, the Bidder must upon the request of the RFP Authority provide a copy of such written permission, in relation to any or all resources proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's bid from further consideration.

## 10.3 Former Public Servant Certification

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

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police*

Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

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

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

**Yes** ( )

**No** ( )

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

***Work Force Adjustment Directive***

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**Yes** ( )

**No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 10.4 Joint Venture/Partnership

A joint venture is not considered a "person" for registration purposes, whereas a partnership is. Therefore, a partnership can have a BN; a joint venture cannot. A joint venture is limited in scope; a partnership is generally an ongoing business relationship that exists between persons carrying on common business.

A joint venture is an arrangement where two or more persons (participants) work together in a limited and defined business undertaking. Ordinarily, all participants of the joint venture contribute assets, share risks, and have mutual liability.

The Bidder certifies that its bid is submitted to Canada as a: (please choose one)

- |                     |     |
|---------------------|-----|
| Sole proprietorship | [ ] |
| A corporation       | [ ] |
| Partnership         | [ ] |
| A joint venture     | [ ] |

\* In the case of a Joint Venture, the Bidder must provide the following details as part of its bid:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- c. the name of the joint venture, if applicable.

## 10.5 Federal Contractor's Program for Employment Equity Certification

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

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

**Comment:** add also the following paragraph and certification for requirements estimated at \$1,000,000 and above, Applicable Taxes included. Delete if not applicable.

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.

By submitting the present information to the RFP Authority, the Bidder certifies that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. The Bidder understands 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 such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

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

**Complete both A and B.**

A. 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 HRSDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-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 HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

10.6 **Signature and certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Capacity*

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## SECTION "IV" - GENERAL INSTRUCTIONS

### **G11 INTERPRETATION**

In this RFP:

- 1.1 Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both.
- 1.2 "Her Majesty", the "Minister" or "Canada" means Her Majesty the Queen in right of Canada, as represented by the Minister of Health, acting through Health Canada (referred to herein as the "Minister").

### **G12 RESPONSIVENESS**

- 2.1 For a bid to be considered responsive, it must comply with all of the requirements of this RFP identified as mandatory. "Mandatory Requirements" are also expressed by using imperative verbs such as "shall", "will" and "must".

### **G13 ENQUIRIES – BID SOLICITATION STAGE**

- 3.1 All enquiries or issues concerning this RFP must be submitted in writing to the RFP Authority identified in A2 as early as possible within the bid solicitation period. Enquiries and issues must be received within the timeframe described in A10 to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the closing date.
- 3.2 To ensure consistency and quality of information provided to Bidders, the RFP Authority will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 3.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the RFP Authority named herein. Non-compliance with this condition during the bid solicitation period will (for that reason alone) result in bid disqualification.

### **G14 BIDDER'S SUGGESTED IMPROVEMENTS DURING BID SOLICITATION PERIOD**

- 4.1 Should any Bidder consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Bidder is invited to make suggestions, in writing, to the RFP Authority named herein. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are received by the RFP Authority within the timeframe described in article A10 to allow sufficient time to provide a response. Canada reserves the right to accept or reject any or all suggestions.

### **G15 BID PREPARATION COSTS**

- 5.1 The costs, including travel incurred by the Bidder in the preparation of its bid, of any resulting contract will be the sole responsibility of the Bidder and will not be reimbursed by Canada.

### **G16 BID DELIVERY**

- 6.1 Bids or amendments thereto, will only be accepted by the RFP Authority if they are received at the address indicated in A1, on or before the closing date and time specified in A7.
- 6.2 Responsibility for bid delivery: the Bidder has the sole responsibility for the timely receipt of a bid by Canada and cannot transfer this responsibility to Canada. Canada will not assume responsibility for bids that are directed to an address other than the one stipulated in A1.
- 6.3. Late bids: Bids received after the closing date and Time specified in A7 will be deemed non-responsive and will not be considered for contract award.

### **G17 RIGHTS OF CANADA**

Canada reserves the right:

- 7.1 during bid evaluation, to submit questions to or conduct interviews with Bidders, at Bidders' cost, upon forty eight (48) hours' notice, to seek clarification or to verify any or all information provided by the Bidder with respect to this RFP;
- 7.2 to reject all bids received in response to this RFP;
- 7.3 to accept any bid in whole or in part without prior negotiation;
- 7.4 to cancel and/or re-issue this RFP at any time;
- 7.5 to award one or more contracts, if applicable;
- 7.6 to not accept any deviations from the stated terms and conditions;
- 7.7 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful bid in any resulting contract; and
- 7.8 to not contract at all.

### **G8 INCAPACITY TO CONTRACT WITH GOVERNMENT**

- 8.1 By submitting a bid, the Bidder declares that the Bidder has not been convicted of an offence under the following provisions of the *Criminal Code*:
  - Section 121, Frauds upon the Government;
  - Section 124, Selling or Purchasing Office; or
  - Section 418, Selling Defective Stores to Her Majesty, Other than an offence for which a pardon has been granted.
- 8.2 Canada may reject a bid where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence referred to in clause 8.1. Where Canada intends to reject a proposal pursuant to this provision, the RFP Authority will so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representations, prior to making a final decision on the bid rejection.

### **G19 INCURRING OF COSTS**

- 9.1 No costs incurred before receipt of a signed contract or specified written authorization from the RFP Authority can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Contracting Authority. The Bidder's attention is drawn to the fact that the Contracting Authority is the only authority which can commit Canada to the expenditure of the funds for this requirement.

### **G110 BIDDERS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT**

- 10.1 Bidders must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this project.

### **G111 PROPERTY OF CANADA**

- 11.1 Bids received on or before the stipulated RFP closing date and time will become the property of Canada and may not be returned. All bids will be treated as confidential, subject to the *Access to Information Act* (R.S. 1985, c. A-1) and *Privacy Act* (R.S., 1985, c. P-21).

### **G112 PRICE JUSTIFICATION**

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on the RFP Authority's request, one or more of the following price justifications:

- 12.1 a current published price list indicating the percentage discount available to Canada; or
- 12.2 copies of paid invoices for like quality and quantity of the goods, services or both sold to other customers; or
- 12.3 a price breakdown showing the cost of direct labour,

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- direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.; or
- 12.4 price or rate certification; or
- 12.5 any other supporting documentation as requested by the RFP Authority

#### **GI13 ANNOUNCEMENT OF SUCCESSFUL BIDDER**

- 13.1 If this RFP was advertised on the “Buyandsell.gc.ca” tendering service, the name of the successful Bidder will be announced on Buyandsell.gc.ca upon contract award and sign off.
- 13.2 If this RFP was not advertised on “Buyandsell.gc.ca,” Canada will communicate to all Bidders the name and address of the successful Bidder as well as the total dollar value and award date for the contract only after contract sign-off.

#### **GI14 PS ONLINE - TRADING PARTNERS AGREEMENT**

- 14.1 If this RFP invite suppliers from the PS Online, the General Conditions, Supplemental General Conditions applicable to this requirement and Clauses of General application set-out in the Trading Partner Agreement shall form part of this RFP.

#### **GI15 APPLICABLE LAWS**

- 15.1 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 is acknowledged that the applicable laws specified in this RFP are acceptable to the Bidders.

#### **GI16 CONTINGENCY FEE**

- 16.1 The Bidder declares that the Bidder has not, directly or indirectly, paid or agreed to pay, and will not, directly or indirectly pay, a Contingency Fee to any individual for the solicitation, negotiation or obtaining of the contract if the payment of the fee would require the individual to file a return under section 5 of the *Lobbying Act*, R.S.C., 1985, c. 44 (4th Supp.). In this section, “Contingency Fee” means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a government contract or negotiating the whole or part of its terms.

#### **GI17 CONFLICT OF INTEREST – UNFAIR ADVANTAGE**

- 17.1 In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a bid in the following circumstances:
- (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest; or
  - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to available to other Bidders and that would, in Canada's

opinion, give or appear to give the Bidder an unfair advantage.

- 17.2 The experience acquired by a Bidder who is providing or has provided the goods and services described in the RFP (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- 17.3 Where Canada intends to reject a bid under this section, the RFP Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before the bid Closing Date.
- 17.4 By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

#### **GI18 CONDUCT OF EVALUATION**

- 18.1 In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
- (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the bid solicitation;
  - (b) contact any or all references supplied by Bidders to verify and validate any information submitted by them;
  - (c) request, before award of any contract, specific information with respect to Bidders' legal status;
  - (d) conduct a survey of Bidders' facilities and examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
  - (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern;
  - (f) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties; and
  - (g) interview, at the sole costs of Bidders, any Bidder and any or all of the resources proposed by Bidders to fulfill the requirement of the bid solicitation.
- 18.2 Bidders will have the number of days specified in the request by the RFP Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

#### **GI19 BIDDER DEBRIEFINGS**

- 19.1 Should you require additional information or a debriefing regarding your bid, please contact the RFP authority identified in A2 to schedule a meeting either by phone or in person. Debriefings provide bidders an opportunity to understand where their bids may need to be improved in response to future solicitations. After the debriefing, and if needed, you will be provided with information on other dispute resolution options available to you such as the Office of the Procurement Ombudsman (OPO) or other appropriate recourses.



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## **Annex A - Statement of Work**

### **1.0 Scope**

#### **1.1 Title**

Provision of Drafting Skills

#### **1.2 Introduction**

The Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA) have a requirement for the services of a Draftsperson / Illustrator. This requirement is for a multi-year period, the specifics of which can be found herein.

#### **1.3 Objectives of the Requirement**

There is a requirement to establish an ongoing agreement for the provision of Drafting services on project design, development, construction and technical support services as well as to maintain as built drawings for the architectural, mechanical and electrical disciplines for the Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA) at the Canadian Science Centre for Human and Animal Health (CSCHAH) and the JC Wilt Infectious Diseases Research Centre (JCWIDRC) .

#### **1.4 Background, Assumptions and Specific Scope of the Requirement**

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The NML is located in the Canadian Science Centre for Human and Animal Health, the only facility to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

### **2.0 Requirements**

#### **2.1 Tasks, Activities, Deliverables and Milestones**

The Contractor shall provide trained and certified Draftspersons to complete the following services:

- Conduct preliminary investigation of proposed and existing major and minor works, construction projects, upgrades, renovations and repairs at the CSCHAH and the JCWIDRC for the development of conceptual drawings and estimates.
- Prepare preliminary sketches, concept designs, layouts, complete working and as-built drawings for additions and/or renovations to existing buildings using advanced AutoCAD technologies for all disciplines at the CSCHAH and the JCWIDRC.
- Develop material estimates; recommend project requirements; develop specifications; and conduct on-site inspections during construction.
- Must be able to create drawings with layering standards on a computer assisted drawing system.

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- Make recommendations related to checking project documents and the work of other Contractors with respect to adherence to project management.
  - Review and evaluate work prepared and retained for various stages of facility development.
  - Develop visualisation using techniques such as wire frame models, complex, fully rendered 3-D Modelling and Animation, High-end Multi-Media, AutoDesk, and AutoCAD applications.
  - Conduct site investigations to obtain information or to review and evaluate completed work and to revise drawings where necessary.
  - Obtain physical and technical (architectural, mechanical, electrical, civil and structural) information of buildings and other space information with the use of Windows and Microsoft Office.
  - Produce professional drawings as they relate to mechanical, structural and electrical disciplines.
  - No work is to be performed without receipt of a hard copy Work Order. A work order number will be provided by the Project Authority for each request for service.
  - Normal business hours are 0700 to 1630 hours, Monday through Friday inclusive, excluding holidays.

## **2.2 Specifications and Standards**

The contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:

- a) The Public Works and Government Services Canada Fit-up Standards and Guidelines
- b) The National Building Code
- c) Federal/Provincial/Municipal Building Codes and Standards
- d) Canadian Biosafety Standards and Guidelines (CBSG);
- e) Provincial Fire Code;
- f) National Fire Protection Association Standards;
- g) National Fire Code of Canada
- h) Canada Labour Code, Part II;
- i) Fire Commission of Canada #301, Standard for Building Construction Operations;
- j) Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statues and authorities;
- k) Building specifications; and
- l) Workplace Hazardous Materials Information System (WHMIS)
- m) In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.

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All of the above codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.

## **2.3 Technical, Operational and Organizational Environment**

### **Facility Access**

Only the resource(s) identified to perform the work will be allowed access to the site under this Contract.

The resource must provide valid photo identification and register with CSCHAH Security on-site when entering and leaving the facility to obtain and return a facility access pass.

### **Building Policies**

The resource must attend an orientation session on CSCHAH building policies. This session is paid for by PHAC and subsequent orientation sessions will be made available for any new resources (if a replace occurs) during the duration of this Contract.

The resource which may have access to the CSCHAH facility, documentation and/or information that is confidential or proprietary to Canada, must sign a Non-Disclosure and Confidentiality Agreement (attached hereto as Appendix “B”) prior to being granted access to the facility, such documentation and/or information.

The CSCHAH and JCWIRDC are both SCENT FREE facilities. Wherever possible, the use of scented products must be avoided. The resource working on-site at the either location must not apply scented personal products (perfumes, aftershaves, etc.).

The CSCHAH is a LATEX GLOVE FREE facility. No latex gloves are permitted in the facility. All materials coming to the facility must be delivered to CSCHAH shipping and receiving. At the time of delivery, leave packing or delivery slips for materials or replacement parts with the resource appointed by the Project Authority.

### **Immunization and Health Certificates**

Immunization and a health assessment may be required depending on the work location in the building and level of risk. Risk assessment will be completed prior to any work of this nature being undertaken and the Contractor will be advised of any requirements. If required, the Contractor is responsible for providing the required immunization and health assessment to their resource. As a minimum, the following shall apply:

Basic requirements for entry into CL02 – Current TD (tetanus) booster; i.e. within the past 10 years; Hepatitis B advised;

### **Parking**

There is no available parking at 745 Logan Avenue location and vehicle owners are required to find alternative parking off site of the JC Wilt facility.

Parking will be made available at 1015 Arlington Street to Contractors holding contracts and Standing Offer Agreements with the CSCHAH. Only vehicles with proper signage, operated by a contractor who is on-site for facility related business will be given parking. Contractors must park

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their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).

The vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.

The resource must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.

There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicle parking in the fire lane will be subject to being towed at the owner's expense.

There will be no overnight parking or storage of a vehicle allowed. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.

Unauthorized vehicle will be subject to tow at the owner's expense.

## **2.4 Method and Source of Acceptance**

All deliverables and services rendered under the contract are subject to review and approval by the Project Authority. All deliverables are expected to be final drafts that have been reviewed by the Contractor for quality (e.g., flow, content, readability, spelling, punctuation and grammar). The deliverables will be assessed by the Project Authority to determine if the work is acceptable.

Should any of the Contractor's personnel at any time be unable to provide services to the Project Authority, the Contractor shall be responsible for providing replacement personnel at the same cost, who shall be of similar or greater attainment and who shall be acceptable to the Project Authority.

Under no circumstance shall the Contractor allow the performance of services by a replacement resource that has not been authorized by the Project Authority.

If the work or part thereof should not respect standards the Project Authority in terms of quality and rigour, the Project Authority will require that the Contractor make the required revisions without charge.

## **2.5 Reporting Requirements**

The Contractor should be available for adhoc meetings during the course of the work, organized at mutually convenient times for all parties.

## **2.6 Change Management Procedures**

Any changes in scope will be discussed with and approved by the Project Authority.

## **2.7 Ownership of Intellectual Property**

"Intellectual Property" (IP) includes patents, copyright, industrial design, integrated circuit design, topography, plant breeders' rights, or any rights subject to protection under the law as trade secrets and confidential information. Current Treasury Board policy ([http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/Contracting/tipaucpc\\_e.html](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/Contracting/tipaucpc_e.html)) states that IP ownership developed under a government contracts will remain with the Contractor. However, Section 6 of the Policy

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permits the Crown, under certain circumstances, to retain IP ownership. If one of these exception is used, you must specify which one, and why.

The Health Canada Contract (2002/10), Appendix “B” has four potential choices for determining IP. Only one of these may be used:

**The Crown will own Copyright** - used as an alternative to the main Crown to Own Intellectual Property Rights set (B2 above) when the department has invoked exception 6.5 of the Policy **and** will leave the ownership of other IP up to the underlying law (i.e. the person who creates it will own it).

## **2.9 Other Terms and Conditions of the SOW**

### **2.9.1 Authorities**

Authorities will be identified at the time of contract award.

### **2.9.2 Public Health Agency of Canada Obligations**

- The Public Health Agency will provide all personal protective equipment and software, computers, desks, etc. required to complete the work outlined herein.
- All drawings and electronic files will be kept on site at the CSCAHA or at the JWIDRC and will not be permitted to leave the facility or to be distributed electronically.
- All work produced from this contract will become the property of the Public Health Agency of Canada.

### **2.9.3 Contractor’s Obligations**

Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

### **2.9.4 Location of Work, Work site and Delivery Point**

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For the purposes of this Contract, work is to be performed at the Canadian Science Centre for Human and Animal Health (CSCHAH) located at 1015 Arlington Street, and the JC Wilt Infectious Diseases Research Centre (JCWIRDC) at 745 Logan Avenue, both are located in Winnipeg, Manitoba, Canada.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

### **2.9.5 Language of Work**

All work under this contract must be performed in English.

### **2.9.6 Special Requirements**

n/a

### **2.9.7 Security Requirements**

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the Public Health Agency of Canada/Health Canada.
2. The Contractor/Offeror MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Public Health Agency of Canada/Health Canada.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B.

### **2.9.8 Insurance Requirements**

n/a

### **2.9.9 Travel and Living**

n/a

## **3.0 Project Schedule**

### **3.1 Expected Start and Completion Dates**

The services of the Contractor will be required for a period of two (2) years with three (3) additional one (1) year option periods.

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Should the Crown wish to exercise an option period, the extension and increase of funds will be issued in the form of an amendment.

### **3.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)**

The work is not expected to exceed four (4) days per week. Work must be completed on-site between the hours of 7:00 am and 4:30 pm Monday through Friday. The number of days required will be dependent upon departmental requirements.

Annex B - Security Requirements Checklist



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000172052
Security Classification / Classification de sécurité UNCLASSIFIED

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	Public Health Agency of Canada	2. Branch or Directorate / Direction générale ou Direction National Microbiology Lab
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Contractor is required to access the premise with no access to sensitive information and/or assets.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. e) 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED







Contract Number / Numéro du contrat 1000172052
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC Très SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

1000172052

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

Name (print) - Nom (en lettres moulées) Rempel, Paula		Title - Titre Facilities Contract Officer	Signature <i>Paula Rempel</i>
Telephone No. - N° de téléphone 204-784-5949	Facsimile No. - N° de télécopieur 204-789-2084	E-mail address - Adresse courriel paula.rempel@phac-aspc.gc.ca	Date

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

Name (print) - Nom (en lettres moulées) Pucknell, Chad		Title - Titre SO	Signature <i>Chad Pucknell</i>
Telephone No. - N° de téléphone 204-789-2041	Facsimile No. - N° de télécopieur 204-789-7401	E-mail address - Adresse courriel chad.pucknell@phac-aspc.gc.ca	Date 04/11/2015

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) YVLAUE DESTARDIS		Title - Titre Senior Procurement Officer	Signature <i>Yvlaue Destardis</i>
Telephone No. - N° de téléphone 613-355-5923	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 05/11/2015

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) Pucknell, Chad		Title - Titre SO	Signature <i>Chad Pucknell</i>
Telephone No. - N° de téléphone 204-789-2041	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 04/11/2015

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
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