



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

Procurement & Contracting Services
Bid Receiving Unit
VISITOR'S CENTRE - Main Entrance
73 Leikin Drive, Mailstop #15
Ottawa, Ontario K1A 0R2
Canada
Attn: Shannon Plunkett

Services d'acquisitions et des marchés
Module de réception des soumissions
CENTRE DES VISITEURS - Entrée Principale
73 promenade Leikin, arrêt postal n°15
Ottawa (Ontario) K1A 0R2
Canada
A/S : Shannon Plunkett

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Pilot Project for an Automated Microbiological Test System for Potable Water Quality		Date December 9, 2015
Solicitation No. – N° de l'invitation 201602334/A		
Client Reference No. - No. De Référence du Client 201602334		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 PM	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	January 18, 2016	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Anna Rozanski (anna.rozanski@rcmp-grc.gc.ca)		
Telephone No. – No. de téléphone 613-843-6972	Facsimile No. – No. de télécopieur 613-825-0082	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings
- 1.4. Procurement Ombudsman

PART 2 – BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Improvement of Requirement During Solicitation Period

PART 3 – BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 – CERTIFICATIONS

- 5.1. Certifications Required Precedent to Contract Award

PART 6 – SECURITY REQUIREMENTS

- 6.1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Security Requirement
- 7.4. Term of Contract
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants, if applicable
- 7.7. Payment
- 7.8. Invoicing Instructions
- 7.9. Certifications
- 7.10. Applicable Laws
- 7.11. Priority of Documents
- 7.12. Procurement Ombudsman
- 7.13. Insurance



List of Annexes:

Annex A	Statement of Work
Annex B	Security Requirements Check List
Annex C	Pricing Schedule
Annex D	Technical Evaluation Criteria



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

1.2 Summary

The purpose of this pilot project is to identify an automated microbiological test system (AMTS) for use by RCMP personnel in potable water quality testing and assess its practicality. The Contractor must supply, set up and commission three AMTS with all required supplies for the pilot project at three RCMP test sites. There will be one AMTS per test site. The test sites will be located in Southend, Saskatchewan; Innifail, Alberta; and Ottawa, Ontario. The water source for these selected sites will be non-municipally supplied water. The pilot project is expected to be approximately five months in duration, which includes equipment installation and set-up, procedure development, training, water sampling and report preparation. The work is described in detail in the Statement of Work at Annex A.

There are security requirements associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 - Resulting Contract Clauses.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), and Canada's trade agreements with Chile, Colombia, and Panama.

1.3 Debriefings

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

1.4 Procurement Ombudsman

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



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.

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

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

2.4 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.



2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (four hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- a) Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed in Annex C.



- b) 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.
- c) *SACC Manual* clause C3011T 2013-11-06, Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The technical evaluation criteria are detailed in Annex D.

4.1.2 Financial Evaluation

- a) 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 Annex C.
- b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Incoterms 2010 "DDP Delivered Duty Paid" destination, Canadian customs duties and excise taxes included.
- c) Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- d) For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

4.2.1.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 31 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 45 points.

4.2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.



- 4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
	Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](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) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.



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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()



If so, the Bidder must provide the following information:

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

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

5.1.3.2 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.1.3.3 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

6.1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder must provide the name and other pertinent information of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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.

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of



this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.2.1 General Conditions

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

Section 41 Integrity Provisions – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

7.3 Security Requirements

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

- a) The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid Facility Access clearance, granted or approved by RCMP.
- b) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of RCMP.
- c) The Contractor/Offeror must comply with the provisions of the Security Requirements Check List, attached at Annex B.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is five months starting from date of Contract award.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anna Rozanski
Title: Procurement and Contracting Specialist
Royal Canadian Mounted Police, HQ Procurement and Contracting
Address: 73 Leikin Drive, Mailstop #15, Ottawa, Ontario K1A 0R2
Telephone: 613-843-6972
Facsimile: 613-825-0082
E-mail address: anna.rozanski@rcmp-grc.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: *(Details to be provided at 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

(Details to be provided by the Bidder and inserted at contract award)

7.6 Proactive Disclosure of Contracts with Former Public Servants, if applicable

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in the contract for a cost of \$ _____. *(Amount to be inserted at contract award)*
Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of additional and unforeseen travel not specified in Annex A, Statement of Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

Estimated Cost: \$ _____ *(Amount to be inserted at contract award)*

7.7.3 Method of Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.4 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	Contractor and Project Authority coordination and meeting; Deployment and AMTS setup and commissioning; Delivery of operator training; AMTS use, water sample testing and	33% of firm price	Refer to the schedule in Annex A



	verification testing; and Oral presentation to Project Authority & Delivery of draft report.		
2	Delivery of summary report of allowable expenses	33% of firm price	Refer to the schedule in Annex A
3	Delivery of final report and removal of AMTS from the RCMP selected sites	34% of firm price	Refer to the schedule in Annex A

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- i. a copy of the release document and any other documents as specified in the Contract, as applicable;
- ii. a copy of the invoices, receipts, vouchers for all travel and living expenses, as applicable.

b) Invoices must be distributed as follows:

- i. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- ii. Upon request, one (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2014-09-25), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Security Requirements Check List;
- e) the Contractor's bid dated _____. (Date to be inserted at contract award)

7.12. Procurement Ombudsman

7.12.1 Dispute Resolution Services

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



or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

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

7.12.2 Contract Administration

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

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

7.13 Insurance

SACC *Manual* clause G1005C (2008-05-12) Insurance



**ANNEX A
STATEMENT OF WORK
PILOT PROJECT FOR AN AUTOMATED MICROBIOLOGICAL TEST SYSTEM FOR POTABLE WATER QUALITY**

1 Background

Clean, safe drinking water is a basic human need. All federal government departments and agencies operating facilities that provide drinking water must meet water safety requirements set out under the *Canada Labour Code* and other relevant standards, including Health Canada's *Guidelines for Canadian Drinking Water*.

The most significant health risk from drinking water supplies is the presence of disease-causing microorganisms. The most important goal of drinking water treatment is to reduce microbiological risk in the treated water to an acceptable level. Health Canada's *Guidelines on Drinking Water Quality* requires testing for the presence of *Escherichia coli* (*E. coli*) and Total Coliform. *E. Coli* and coliform bacteria are considered "indicator organisms" and their presence warns of the potential presence of disease-causing organisms.

Laboratory testing is one of the best ways to tell if *E. Coli* and coliform organisms are present. However, in remote locations access to accredited laboratory testing is limited and the transportation of water samples is costly as well as technically and logistically challenging.

2 Purpose

The purpose of this pilot project is to identify an automated microbiological test system (AMTS) for use by RCMP personnel in potable water quality testing and assess its practicality. Upon the satisfactory completion of this pilot project, the RCMP will consider the acquisition of automated microbiological test systems units and use the results to establish its potable water quality framework. The successful contractor will not be eligible to bid on the development of the RCMP's potable water quality framework.

3 Scope

The Contractor must supply, set up and commission three AMTS with all required supplies for the pilot project at three RCMP test sites. There will be one AMTS for each test site. The test sites will be located in Southend, Saskatchewan; Innifail, Alberta; and Ottawa, Ontario. The water source for these selected sites will be non-municipally supplied water. The third unit will be used in headquarters, Ottawa to test for electronic data transfer/output capabilities. Data transfer testing from Southend, Saskatchewan may be required to assess electronic data transfer/output capabilities from a remote location. The pilot project is expected to be approximately five months in duration, which includes equipment installation and set-up, procedure development, training, water sampling and report preparation.

4 Equipment Performance Specifications

The AMTS must:

- a) utilize an approved drinking water testing method for *E. Coli* and Total Coliform detection (examples of approved testing methods include: methods approved by the United States Environmental Protection Agency, the American Waterworks Association, ASTM International (formerly the American Society for Testing and Materials), AOAC International (formerly the Association of Official Analytical Chemists));
- b) provide onsite microbiological water sample test results within 24 hours;
- c) produce water quality test results that are as accurate and reliable as laboratory microbiological testing;
- d) require the least amount of steps for water sample preparation and require no visual interpretation of results;
- e) be stand alone, compact (i.e. can be lifted manually and displaced);
- f) be suitable for use in a non-laboratory environment by non-laboratory personnel;



g) have the capability of direct electronic transfer of analysis results to remote information systems; and

h) require minimal operator training, set up and maintenance.

Ideally, the AMTS should have the capability of testing multiple water samples simultaneously.

5 Tasks

- 5.1 Within 5 business days of the signing of the contract, the Contractor must contact the Project Authority to coordinate the deployment, installation and commissioning of the AMTS at the RCMP selected sites and the training of RCMP pilot project personnel.
- 5.2 The Contractor must attend a kick-off meeting and an oral presentation meeting at RCMP headquarters in Ottawa.
- 5.3 The Contractor must supply, set up and commission three (3) AMTS and provide all required supplies for testing water and data transfer capabilities for the three (3) RCMP selected sites.
- 5.4 The Contractor must provide AMTS operator training onsite to RCMP pilot project personnel (up to 5 at each site) identified by the Project Authority. The training content must include water sampling procedures and the operation of the AMTS. The sampling procedures must address any occupational health and safety and disposal concerns.
- 5.5 The Contractor must propose specific approaches for water sample collection and preparation, results analyses, and data interpretation of water samples taken from the two (2) sites (Southend, Saskatchewan and Innifail, Alberta).
- 5.6 After the AMTS commissioning and training, the Contractor must provide technical assistance, as required, to RCMP pilot project personnel and respond to inquiries via phone or email within 48 hours.
- 5.7 The Contractor must adhere to the following notification protocol: If during the pilot project, microbiological test results that are not in compliance with the Guidelines on Canadian Drinking Water Quality Bacteriological criteria are detected, these results will be reported immediately to the onsite Occupational Health and Safety person and to the Project Authority for necessary action.
- 5.8 The Contractor must prepare a report of the pilot project. As a minimum, the report must include information on:
 - a) AMTS transportation, setup and commissioning requirements and any observations, problems or challenges, lessons learned, etc. encountered during the pilot project;
 - b) AMTS operator training requirements and any observations, feedback, constraints, or challenges encountered during operator training;
 - c) AMTS transportation, sample collection, test results, storage, quality control and quality assurance requirements;
 - d) Recommendations and conclusions on the use of AMTS by the RCMP.
- 5.9 The Contractor must deliver a presentation on the pilot project report.
- 5.10 The Contractor must remove the AMTS from the RCMP selected sites once the pilot project is complete.

6 Deliverables

- 6.1 Prior to deploying the AMTS to the RCMP identified sites, the Contractor must provide a briefing to the RCMP Project Authority outlining AMTS equipment, transportation and setup requirements, pilot project personnel training



requirements, sampling procedures, and reporting procedures to be reviewed, discussed and approved by the Project Authority.

- 6.2 Following the completion of the AMTS Pilot Project, the Contractor must prepare a draft report.
- 6.3 The Contractor must deliver a power point presentation on the draft report to the Project Authority and/or other RCMP personnel to obtain feedback and comments.
- 6.4 The Contractor must take into consideration and address all the comments provided by the RCMP on the draft report.
- 6.5 Regular feedback through e-mail, phone calls and meetings must be maintained between the Contractor and the Project Authority throughout the pilot project depending on need. The Contractor must provide the Project Authority with an opportunity to review and provide feedback on the content of the sampling, reporting, and training procedures.
- 6.6 Following the completion of the review of the draft report by the Project Authority, the Contractor must prepare the final report within approximately 5 months (22 weeks) from award of contract.
- 6.7 The Contractor must prepare a summary of allowable expenses incurred by the Contractor in performing the work.
The expenses should include:
 - a) Costs for AMTS shipping/transportation, installation and commissioning, removal;
 - b) Costs for all required supplies for testing water and data transfer capabilities;
 - c) Sample disposal costs, if required; and
 - d) Costs for reports.
- 6.8 All presentations must be delivered electronically to the Project Authority in ~~MS~~ Microsoft Power Point.
- 6.9 All reports must be delivered electronically to the Project Authority in ~~MS~~ Microsoft Word.
- 6.10 One hard copy of the final report must be provided to the Project Authority. The use of double sided printing in black and white format is preferred unless otherwise specified by the Project Authority. Printing material is preferred to be at the minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.

7 Schedule

Tasks	Allowable time from contract signing (business days)	RCMP Review Period
Contractor and Project Authority coordination and meeting	5 days	
Deployment and AMTS setup and commissioning Delivery of operator training	20 days	
AMTS use, water sample testing and verification testing	80 days	
Oral presentation to Project Authority & Delivery of draft report	90 days	10 days
Delivery of summary report of allowable expenses	95 days	5 days
Delivery of final report and removal of AMTS from the RCMP selected sites	110 days	
Project completion: 22 weeks (~5 months)		

8 Travel

This project is expected to require travel to 73 Leikin Drive, Ottawa and to two other RCMP test sites for AMTS setup, commissioning, and training. Travel by contractor personnel should be limited to one individual per site.



Additional travel will be at the request of or approved by the Project Authority and will be reimbursed consistent with Treasury Board Secretariat and Federal Government Travel Guidelines. If there is a need for more than one individual to travel to the site in question, prior approval must be sought from the Project Authority.



ANNEX B
SECURITY REQUIREMENTS CHECK LIST

Please refer to last three pages of the Request for Proposal.



**ANNEX C
PRICING SCHEDULE**

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

1. Firm Price

In consideration of all of the work detailed in Annex A, Statement of Work, the Bidder proposes a firm price of \$_____ DDP destination (Incoterms 2010 "DDP Delivered Duty Paid"); Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

2. Price Breakdown

In the event of receiving only one responsive bid, the following price breakdown submitted by the Bidder will be used to validate the fairness of the quoted firm price submitted for the work required or, as applicable, to negotiate a fair price for the work required.

a) Estimated Cost of Professional Fees

For each labour category, the bidder must provide a) the estimated cost of professional fees; and b) the cost basis (comprised of the quoted all inclusive fixed hourly/daily/weekly/monthly rate; and the estimated corresponding number of working hours/days/weeks/months). The Bidder must specify the number of hours included in a working day/week/month, exclusive of meal breaks.

The quoted all inclusive fixed time rate must include the total estimated cost of any travel and living expenses that may need to be incurred by the labour category for the Work described in Annex A, Statement of Work.

Labour Category	Estimated Cost	Cost Basis

b) Estimated Cost of Incidental Goods

The Bidder must: 1) identify each incidental good to be purchased/rented/leased; and 2) provide the estimated cost and the cost basis for each one.

Incidental Good	Estimated Cost	Cost Basis

c) Estimated Cost of Materials and Supplies

The Bidder must: 1) identify each category of materials and supplies to be purchased/rented/leased; and 2) provide for each one, the estimated cost and the cost basis. Materials and supplies are items which will be consumed during the performance of any resulting contract.

Materials and Supplies	Estimated Cost	Cost Basis



**ANNEX D
TECHNICAL EVALUATION CRITERIA**

1. 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.

a) Mandatory Technical Criteria – Equipment (ME):

Number	Performance Specification	Met	Not Met	Bidder's Response
ME1	The proposed automatic microbiological test system (AMTS) utilizes an approved drinking water testing method for E. Coli and Total Coliform detection. Examples of approved testing methods include but are not limited to: methods approved by the United States Environmental Protection Agency, the American Waterworks Association, ASTM International (formerly the American Society for Testing and Materials), AOAC International (formerly the Association of Official Analytical Chemists).			
ME2	The proposed AMTS has the ability to provide onsite microbiological water sample test results within 24 hours.			
ME3	The proposed AMTS has the ability to produce water quality test results that are as accurate and reliable as laboratory microbiological testing.			
ME4	The proposed AMTS is stand alone, compact (i.e. can be manually lifted and displaced).			
ME5	The proposed AMTS is suitable for use in a non-laboratory environment by non-laboratory personnel.			
ME6	The proposed AMTS has the capability of direct electronic transfer of analysis results to remote information systems.			
ME7	The proposed AMTS requires no visual interpretation of results.			

b) Mandatory Technical Criteria – Bidder/Firm (MB):

Number	Requirement	Met	Not Met	Bidder's Response
MB1	The Bidder must provide descriptions of the firm's past project experience similar to the Statement of Work requirements. Within each Project Summary provided, the Bidder must clearly demonstrate each of the following: 1. The name of the client organization; 2. A brief description of the scope of services provided, including; a) Project objectives;			



	<p>b) Resource Categories provided; c) The dates/duration of the project-timelines and deliverables; d) The dollar value of the project; e) Whether the Bidder was the primary or a subcontractor;</p> <p>3. The name, address and telephone number of the client project authority to whom the Bidder reported.</p>			
MB2	The Bidder must have a minimum of three years of demonstrated experience in the last five years in research and development of automated microbiological test systems.			
MB3	The Bidder must provide a list of personnel to be assigned to the project and their expected contribution to the project. The list of personnel will form the Bidder's project team.			
MB4	For each proposed personnel, the Bidder must provide curriculum vitae and other supporting documents to demonstrate personnel experience directly relevant to the work.			
MB5	<p>The Bidder's project team must include a member with a university degree in microbiology or a university degree in science. The university must be a recognized organization.</p> <p>The list of recognized organizations can be found under the Canadian Information Center for International Credential Website at: http://www.cicic.ca.</p> <p>Note: Proof of education must be included with the bid.</p>			
MB6	A project team member must also have a minimum of three years of demonstrated experience in the last five years in drinking water testing for microbiological organisms.			
MB7	The Bidder's proposal must include alternative approaches/plans and flexibility mechanisms to overcome obstacles to completing the tasks.			

2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

a) Point Rated Technical Criteria – Equipment (RE):

Number	Specification	Weighting (Points)	Bidder's Response
RE1	The proposed AMTS has the capability of testing multiple water samples simultaneously.	More than 1 = 3 points No capability = 0 points	
RE2	Number of proposed AMTS sold and/or leased	≥30 = 7 points ≥10 and <30 = 4 points Less than 10 = 0 points	
Subtotal (A):		/ 10	



b) Point Rated Technical Criteria – Bidder/Firm (RB):

Number	Specification	Weighting (Points)	Bidder's Response
RB1	The Bidder has demonstrated past project experience similar to the Statement of Work requirements as specified at MB1.	2 points per project Maximum of 10 points	
RB2	The Bidder has demonstrated experience in research and development of automated microbiological test systems above the mandatory of three years in the last five years specified at MB2.	5 years = 5 points 4 years = 4 points	
RB3	The Bidder has demonstrated experience providing training on water sampling and equipment use.	≥9 yrs (≥108 months) = 5 points ≥7 yrs and <9 yrs: 84-107 months = 4 points ≥5 yrs and <7 yrs: 60-83 months = 3 points ≥3 yrs and <5 yrs: 36-59 months = 2 points ≥1 yrs and <3 yrs: 12-35 months = 1 point	
RB4	The Bidder has experience working with government organizations (federal, provincial or municipal).	2 points	
Subtotal (B):		/ 22	

c) Point Rated Technical Criteria – Bidder's Personnel (RP):

Number	Specification	Weighting (Points)	Bidder's Response
RP1	Each proposed resource has demonstrated experience in potable water quality testing.	≥9 yrs (≥108 months) = 5 points ≥7 yrs and <9 yrs: 84-107 months = 4 points ≥5 yrs and <7 yrs: 60-83 months = 3 points ≥3 yrs and <5 yrs: 36-59 months = 2 points ≥1 yrs and <3 yrs: 12-35 months = 1 point	
RP2	Each proposed resource has demonstrated experience in laboratory testing methodologies and analyses.	≥9 yrs (≥108 months) = 5 points ≥7 yrs and <9 yrs: 84-107 months = 4 points ≥5 yrs and <7 yrs: 60-83 months = 3 points ≥3 yrs and <5 yrs: 36-59 months = 2 points ≥1 yrs and <3 yrs: 12-35 months = 1 point	
Subtotal (C): ¹		/ 10	



¹ Subtotal (C) will be calculated using an average of points awarded to each proposed resource. For example:
(Resource A's 6 points + Resource B's 10 points + Resource C's 5 points) divided by 3 (the number of resources) = 7 points.

d) Point Rated Technical Criteria – Quality of Proposal (RQ):

Number	Specification	Weighting (Points)	Bidder's Response
RQ1	The quality of the proposal demonstrates clarity, depth, logic and consistency of the proposal and understanding of the Statement of Work.	<p>Excellent – 3 points: The proposal demonstrates a high level of quality.</p> <p>Acceptable – 1 points: The proposal demonstrates a satisfactory level of quality.</p> <p>Poor – 0 points: The proposal demonstrates a poor level of quality.</p>	
Subtotal (D):		/ 3	

e) Point Rated Criteria Point Summary Table

Subtotal (A) – Equipment	/10
Subtotal (B) – Bidder/Firm	/22
Subtotal (C) – Bidder's Personnel	/10
Subtotal (D) – Quality of Proposal	/3
Total Score:	/45



Government of Canada / Gouvernement du Canada

NARMS # 2051125319

Contract Number / Numéro du contrat

2016 02334

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1 Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP	2 Branch or Directorate / Direction générale ou Direction Real Property Management
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 Pilot project to determine functionality of an automated microbiological test system. - OTTAWA, ON Site, Innisfail, AB & Southend SK		
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 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7 c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
		TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 801602334
Security Classification / Classification de sécurité

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?

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 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

RCMP Facility Access with escort

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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 / PROTÉGÉE			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	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information Assets / Informations / Données																
Installations / Sites / Premises																
IT Media / Support / IT / Support																
IT Hardware / Support / IT / Support																

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).