



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau, Québec K1A 0S5**

**Bid Fax: (819) 997-9776**

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

Comments - Commentaires

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

**Clothing and Textiles Division / Division des vêtements et  
des textiles**

**11 Laurier St./ 11, rue Laurier**

**6A2, Place du Portage**

**Gatineau, Québec K1A 0S5**

<b>Title - Sujet</b> Invitation to Qualify Metal Badges	
<b>Solicitation No. - N° de l'invitation</b> 47419-153464/A	<b>Date</b> 2016-01-06
<b>Client Reference No. - N° de référence du client</b> 1000323464	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$PR-760-68765
<b>File No. - N° de dossier</b> pr760.47419-153464	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-02-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Josette	<b>Buyer Id - Id de l'acheteur</b> pr760
<b>Telephone No. - N° de téléphone</b> (613) 462-4128 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation  
47419-153464/A  
Client Ref. No. - N° de réf. du client  
47419-153464

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pr76047419-153464

Buyer ID - Id de l'acheteur  
pr760  
CCC No./N° CCC - FMS No./N° VME

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**Invitation to Qualify (ITQ)  
METAL BREAST BADGES  
Canadian Border Services Agency (CBSA)**

**Table of Contents**

PART 1 – GENERAL INFORMATION

PART 2 – SECURITY REQUIREMENTS

PART 3 – RESPONDENT INSTRUCTIONS

PART 4 – RESPONSE PREPARATION INSTRUCTIONS

PART 5 – EVALUATION PROCEDURES AND METHOD OF QUALIFICATION

PART 6 - CERTIFICATIONS

**LIST OF ANNEXES**

ANNEX "A" – EVALUATION CRITERIA

ANNEX "B" – SUBMISSION FORM

ANNEX "C" – SRCL

## PART 1 GENERAL INFORMATION

### 1.1 Introduction

This Invitation to Qualify (ITQ) is neither a Request for Proposal (RFP) nor a solicitation of bids or tenders and is intended only to pre-qualify suppliers. Together this ITQ, the Security Screening Phase and the subsequent bid solicitation are the three parts of the solicitation process. No contract will result from this ITQ. The objective of this prequalification phase is to evaluate the capability of a company to perform the work required for the procurement of METAL BREAST BADGES, which is described in detail in Part 5. The pre-qualified suppliers will be referred to as the Qualified Respondents in this solicitation process. Only the Qualified Respondents will be permitted to bid on the subsequent bid solicitation. Below are the intended phases of the solicitation process.

Solicitation Process	
Phase 1 - ITQ	Qualification Phase
Phase 2 – Security	Security Screening Phase: Qualified Respondents must obtain the appropriate security clearances no later than 240 calendar days after the receipt of their notice of qualification letter.
Phase 3 - Bid solicitation	Bid Solicitation Phase: Request for Proposal (RFP) will be sent to the Qualified Respondents who have obtained the appropriate security clearances within the specified timeframe.

Given that this ITQ or the subsequent bid solicitation may be cancelled by Canada at any time in accordance with the applicable terms, it may not result in the subsequent procurement process described in this document. Because the ITQ is not a request for a proposal, suppliers who submit a response can choose not to bid on the subsequent bid solicitation.

The ITQ is divided into the following parts:

Part 1	General Information: provides a general description of the requirement
Part 2	Security Requirements: provides the security clauses that will be included in the resulting contract
Part 3	Respondent Instructions: provides the instructions, clauses and conditions applicable to the ITQ
Part 4	Response Preparation Instructions: provides suppliers with instructions on how to prepare their response
Part 5	Evaluation Procedures and Basis of Qualification: indicates how the responses will be evaluated and the basis of qualification
Part 6	Certifications

This requirement will be solely limited to Canadian Goods and/or Services.

### 1.2 Background

As a law enforcement agency, the Canada Border Services Agency (CBSA) works to ensure Canada's security and prosperity by managing the access of people and goods to and from Canada. For employees holding credentials associated with delegated authority, the badge is a symbol of their sworn duty and a physical proof of their authenticity to enforce the law.

### 1.3 Description of the Requirement

Canada has a requirement for the production and delivery of Metal Breast Badges for the CBSA. The Contractor will also be required to conduct repairs on all aspect of the badge including paint, clasp attachment, chipping, polishing and any repairs to the badge structure. Canada's intent is to put in place a Requisition on Contract (ROC) for two (2) years with a possibility three (3) one-year option period. A ROC is defined as a Contract where goods and services are to be provided on an "as-and-when" requested basis. The estimated quantity to be ordered on a yearly basis would

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be approximately 200 badges. This estimate does not include any recycled badges, attrition, or any new executive hires which would greatly impact the amount of badges ordered.

The following materials, specifications and processes must be used for the manufacturing of the badges:

- 1) **Material:** Electro Plating Nickel Plating 24 carat Gold.
- 2) **Lead Impressions:** Must be stamped from 12-gauge Copper alloy #110, 0.093 mm thick. Must use a die struck process.
- 3) **Weight:** The starting blank weight must be 60 grams for each Numbered Badge to ensure accurate finished weight; the finished weight must be 49 grams.
- 4) **Color:** Must be Non removable epoxy.
- 5) **Height:** Must be 5.715 cm (2 1/4 inches)
- 6) **Width:** Must be 4.921 cm (1 15/16 inches) at the widest point.
- 7) **Specifications related to the ribbons:** The ribbons must be 0.25mm to 0.40mm above the pebble back surface, stampings then trimmed with sharp trimming dies to ensure smooth edges.

8) **Attachments:**

Attachments must be similar to a B.A. Ballou Type as follows:

- a) Catch: F059682 Nickel Silver
- b) Joint: F061051 Nickel Silver
- c) Nip: F810533 Nickel Silver
- d) Rivets: F250015 Brass

The pin must be silver soldered to the back in the vertical position. The back pin must be fusion welded and fixed with hard soldering in an ammoniac oven. A minimum of 0.2 grams of solder must be used to solder each unit.

The pin must not be visible or protrude at the end of the closure on the clasp.

- 9) **Lettering and badge number:** The lettering must be .51 mm (.020 inches) in depth. The letters must be filled with Hard Fired Blue French Enamel and fired at 1400 °F and then ground to surface of the banner, then fired again to give a rich polished surface to the enamel.
- 10) **Flag:** Must be filled with Hard Fired Red French enamel produced in the same process as the letters.
- 11) **Background Finish:** The background of the badge must be plated with a nickel base plate minimum 4-5 micro inches thick and then plated with pure rhodium or chrome plate to 3-5 micro inch thick on the pebbled background. The banners must be highly polished bright 85/15 finish. All badges must be polished to a brilliant luster free of blemishes, bubbles, burrs, cracks, pits and scratches. The raised lettering and numbers must be 24 carat gold and highly polished.
- 12) **Markings:** There must be the following markings stamped on the back of each Badge and there must be a different font used for all three items listed below:
  - Origin (country) – Font to be Times New Roman, Size 10
  - Manufacturers Name – Font to be Arial, Size 10

- 
- Year of production – Font to be Courier New, Size 10

**NOTE:** CBSA will provide the dies. If the dies are not suitable for the vendors press machine the supplier will be required to make new dies as part of the bid.

**1.4 Qualified Respondents – Mandatory Bidder's Conference:**

Qualified Respondents who choose to bid on the subsequent Request for Proposal (RFP) will be required to attend a mandatory Bidder's Conference. Information regarding the Bidders Conference will be provided to Qualified Respondents in the subsequent bid solicitation. All participants to the Bidder's Conference must hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

**1.5 National Security Exception**

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

**1.6 ITQ Authority**

The ITQ Authority is responsible for the management of the ITQ process. The ITQ Authority is:

**Josette Richard**

Supply Specialist  
Public Works and Government Services Canada  
Clothing & Textiles Division  
Place du Portage, Phase III, 6A2  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: 613-462-4128 Facsimile: 819-956-5454  
E-mail address: josette.richard@tpsgc-pwgsc.gc.ca

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## PART 2 SECURITY REQUIREMENT

- 2.1 There are no security requirements for Phase 1 of the solicitation process (ITQ).
- 2.2 However, there will be security requirements for the subsequent RFP which will be issued during Phase 3. The security requirements for the RFP and resulting contract are outlined in section 2.3 on the next page. Once Phase 1 is complete, Respondents will be notified in writing indicating whether or not they are qualified to continue to Phase 2 of the solicitation process which is Security Screening phase. Qualified Respondents must obtain the appropriate security clearances no later than 240 **calendar** days after the receipt of their notice of qualification letter. Only the Qualified Respondents who have obtained the appropriate security clearances within the specified timeframe can submit a bid during Phase 3 of the solicitation process.
- 2.2.1 Public Works and Government Services Canada (PWGSC), in coordination with Canadian Industrial Security Directorate (CISD) is providing the opportunity for interested Respondents to be sponsored to obtain the required security clearance. As the security screening process can be lengthy, we strongly suggest to start this process as soon as possible. If interested, please contact **Josette Richard** at [josette.richard@pwgsc-tpsgc.gc.ca](mailto:josette.richard@pwgsc-tpsgc.gc.ca) with the following information:
1. Legal name of the company:
  2. Business Name, if different from legal name:
  3. Mailing address:
  4. Civic address, if different from mailing address:
  5. Company telephone number:
  6. Company fax number:
  7. Surname and Given Name of the contact person (Canadian Official):
  8. Title of the contact person:
  9. Telephone number of the contact person:
  10. E-mail address of the contact person:
  11. Language preference (English or French):

Upon receipt of a request for sponsorship, CISD will contact the Respondent to complete the gathering of required information.

- 2.2.2 For information only, please find CISD Service Standards:
- a) For Personnel RELIABILITY STATUS – 7 **business** days for simple requests and 120 **business** days for complex requests, upon receipt of duly completed forms.
  - b) For a Designated Organization Screening (DOS) – 135 **business** days, upon receipt of duly completed request.

For additional information concerning security requirements, the Respondent can visit the following website: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

## **2.3 SECURITY REQUIREMENTS FOR THE RFP AND RESULTING CONTRACT FOR CANADIAN SUPPLIERS**

The following are the security requirements that the Potential Bidder would be required to obtain prior to submitting a bid during the Phase 3 of the solicitation process.

- 2.3.1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding and Production Capabilities at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
- 2.3.2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.3.3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
- 2.3.4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.3.5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) Industrial Security Manual (Latest Edition)

## **PART 3 RESPONDENT INSTRUCTIONS**

### **3.1 Standard Instructions, Clauses and Conditions**

- 3.1.1 All instructions, clauses and conditions identified in the ITQ by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- 3.1.2 Respondents who submit a response agree to be bound by the instructions, clauses and conditions of the ITQ.
- 3.1.3 The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the ITQ, except that:
  - a) Wherever the term "bid solicitation" is used, substitute "Invitation to Qualify";
  - b) Wherever the term "bid" is used, substitute "response";
  - c) Wherever the term "Bidder(s)" is used, substitute "Respondent(s)";
  - d) Subsection 4 of Section 5, which discusses a validity period, does not apply, given that this ITQ invites suppliers simply to qualify;
  - e) Subsections 3 and 4 of Section 1 are deleted; and
  - f) Sections 6 and 7 are deleted.

If there is a conflict between the provisions of 2003 and this document, this document prevails.

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### 3.2 Submission of Responses

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

### 3.3 Enquiries and Comments

- a) All enquiries regarding the ITQ must be submitted in writing to the ITQ Authority no later than 7 calendar days before response closing.
- b) Respondents should reference as accurately as possible the section and numbered item of the ITQ process to which the enquiry relates. Care should be taken by respondents 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 questions or may request that the Respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all respondents. Enquiries not submitted in a form that can be distributed to all respondents may not be answered by Canada.



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## PART 4 RESPONSE PREPARATION INSTRUCTIONS

### 4.1 Copies of Response: Canada requests that Respondents provide their response as follows:

- a) Section I: Qualification Response (2 hard paper copies).
- b) Section II: Certification (1 hard paper copy)
- c) Pricing is not a requirement and should not be included in the response.

#### 4.1.1 Format for Response: Canada requests that Respondents follow the format instructions described below in the preparation of their response:

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

#### 4.1.2 Canada's Policy on Green Procurement: 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. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>)

To assist Canada in reaching its objectives, Respondents should:

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

#### 4.1.3 Language for Future Communications

Respondents are requested to identify, on the Submission Form, which of Canada's two official languages will be used for future communications with Canada regarding this ITQ and all subsequent phases of the solicitation process.

### 4.2 Section I: Qualification Response

A complete qualification response consists of the following:

- a) A response to the Evaluation Criteria Identified at Annex "A" Evaluation Criteria; and
- b) A completed Submission Form (Annex B): Respondents are requested to include the Submission Form with their responses. It provides a common form in which Respondents can provide information required for evaluation, such as a contact name, the Respondent's Procurement Business Number etc.

Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to do so.

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## PART 5 EVALUATION PROCEDURES AND BASIS OF QUALIFICATION

### 5.1 Evaluation Procedures

- a) Responses will be assessed in accordance with the entire requirement of the ITQ including the evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the responses.

#### 5.1.1 In addition to any other time periods established in the ITQ:

- a) Requests for Clarifications: If Canada seeks clarification or verification from the Respondent about its response, including certifications, the Respondent will have 2 business days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the response being declared non-responsive.
- b) Extension of Time: If additional time is required by the Respondent, the Contracting Authority may grant an extension in his or her sole discretion.

### 5.2 Technical Evaluation - Mandatory Technical Criteria

Each response will be reviewed to determine whether it meets the mandatory requirements of the ITQ. Any element of the ITQ identified with the words "must" or "mandatory" is a mandatory requirement. Responses that do not comply with each and every mandatory requirement will be declared non-responsive and will be disqualified.

#### 5.2.1 Respondents must submit the information required in **Annex "A" – Evaluation Criteria** with their Response.

### 5.3 Basis of Qualification

A response must comply with the requirements of the ITQ and meet all mandatory evaluation criteria to be declared responsive. A respondent whose response has been declared responsive is a Qualified Respondent for Phase 2 of the solicitation process – Security Screening.

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## PART 6 – CERTIFICATION

Respondents must provide the required certification to be a Qualified Respondent for Phase 2 of the solicitation process.

The certifications provided by Respondents to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive if any certification made by the Respondent is found to be untrue whether made knowingly or unknowingly, during the response evaluation period or during the contract period.

The ITQ Authority will have the right to ask for additional information to verify the Respondents Certifications. Failure to comply and to cooperate with any request or requirement imposed by the ITQ Authority will render the response non-responsive.

### 6.1 Certifications Required with the Response

Respondents must submit the following duly completed certifications as part of their response.

#### 6.1.1 Canadian Content Certification

6.1.1.1 SACC Manual clause [A3050T](#) (2014/11/27) Canadian Content Definition

Canadian Content Certification

This procurement is limited to Canadian goods.

The Respondent certifies that:

( ) the goods offered are Canadian goods as defined in paragraph 1 of clause A3050T.

#### Plant Location

Items will be manufactured at: \_\_\_\_\_

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## **Annex "A"**

### **Evaluation Criteria**

#### **A.1 Technical Evaluation**

The following outlines the Mandatory Criteria which Respondents will be evaluated against. For the purposes of this ITQ, the Qualified Respondent must demonstrate that it meets the mandatory criteria as detailed in the ITQ.

##### **A.1.1 Mandatory Technical Criteria**

#### **M.1 EXPERIENCE OF SUPPLIER**

The Respondent must demonstrate that it has been contractually bound to at least one (1) client to produce and deliver metal badges for a law enforcement organization (for examples: local or provincial police, border officers, Royal Canadian Mounted Police).

The contract must have been for the provision of a quantity of at least 100 metal badges or more.

The contract must have been completed after September 30, 2010.

The Respondent must provide the following information for the contract:

- (a) A description of the metal badge.
- (b) The badge must have been manufactured using a die struck process.
- (c) The quantity of badges provided by the Respondent under the contract;
- (d) The invoice (or copy of) presented to the Client;
- (e) The Contract date;
- (f) the Client information for the Contract (name, address, organization, phone number).

Solicitation No. - N° de l'invitation  
47419-153464/A  
Client Ref. No. - N° de réf. du client  
47419-153464

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pr76047419-153464

Buyer ID - Id de l'acheteur  
pr760  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX “B” – SUBMISSION FORM

**Annex "B"**

SUBMISSION FORM	
<b>Respondent's full legal name</b> [Note to Respondents: Respondents who are part of a responding group should take care to identify the correct corporation as the Respondent.]	
<b>Authorized Representative of Respondent for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Respondent's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003] [Note to Respondents: Please ensure that the PBN you provide matches the legal name under which you have submitted your response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.]	
<b>Preferred language for future communications</b>	English _____ French _____
<b>Canadian Content Certification</b>	This procurement is limited to Canadian goods.  The Respondent certifies that:  (    )    the goods offered are Canadian goods as defined in paragraph 1 of clause A3050T.
<b>Respondent's Proposed Site or Premises Requiring Safeguard Measures and document safeguarding security level</b> Address: Street Number / Street Name / , Unit / Suite / Apartment number City, Province, Territory / State Postal Code / Zip Code Country	
<b>Security Clearance Level of Respondent</b> [include both the level and the date it was granted] [Note to Respondents: Please ensure that the security clearance matches the legal name of the Respondent. If it does not, the security clearance is not valid for the Respondent.]	
On behalf of the Respondent, by signing below, I confirm that I have read the entire ITQ including the documents incorporated by reference into the ITQ and I certify and agree that:  1. The Respondent considers to be able to meet all the mandatory requirements described in the ITQ; and 2. All the information provided in the response is complete, true and accurate.	
<b>Name and Signature of Authorized Representative of Respondent</b>	PRINT NAME:   SIGNATURE:

Solicitation No. - N° de l'invitation  
47419-153464/A  
Client Ref. No. - N° de réf. du client  
47419-153464

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pr76047419-153464

Buyer ID - Id de l'acheteur  
pr760  
CCC No./N° CCC - FMS No./N° VME

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# ANNEX “C”

## SECURITY REQUIREMENT CHECKLIST (SRCL)





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

47419-153464

Security Classification / Classification de sécurité  
Protected A

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

Security Classification / Classification de sécurité  
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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>47419-153464</b>
Security Classification / Classification de sécurité <b>Protected A</b>

**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 checked="" type="checkbox"/> RELIABILITY STATUS<br>CÔTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET, SIGINT<br>TRÈS SECRET, SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO-CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux :
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
- ☒ No / Non ☐ Yes / Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?
- ☐ No / Non ☐ Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
- ☐ No / Non ☒ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
- ☒ No / Non ☐ Yes / Oui



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

47419-153464

Security Classification / Classification de sécurité

Protected A

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☐ No  
Non

☒ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☐ No  
Non

☒ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité

Protected A





Government of Canada  
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4

Contract Number / Numéro du contrat <b>47419-153464</b>
Security Classification / Classification de sécurité Protected A

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

13. Organization Project Authority / Chargé de projet de l'organisme Name (print) - Nom (en lettres moulées) Martin Levesque				Title - Titre Dir, Physical Infrastructure and Security Management		Signature 			
Telephone no. - N° de téléphone (613) 948-9355		Facsimile - Télécopieur (613) 941-6105		E-mail address - Adresse courriel Martin.Levesque@cbsa-asfc.gc.ca		Date 26-Nov-14			
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres moulées) Pierre Giguere				Title - Titre DG Security and Professional Standards		Signature 			
Telephone no. - N° de téléphone (613) 948-9376		Facsimile - Télécopieur (613) 941-6008		E-mail address - Adresse courriel Pierre.Giguere@cbsa-asfc.gc.ca		Date 26-Nov-14			
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p.ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?						<input checked="" type="checkbox"/> No Non			
16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres moulées)						Title - Titre		Signature	
Telephone no. - N° de téléphone		Facsimile - Télécopieur		E-mail address - Adresse courriel		Date			
17. Contracting Security Authority / Autorisé contractante en matière de sécurité Name (print) - Nom (en lettres moulées)				Title - Titre		Signature			
Telephone no. - N° de téléphone		Facsimile - Télécopieur		E-mail address - Adresse courriel		Date			