



SHARED SERVICES CANADA

Invitation to Qualify (ITQ) Phase of the Enterprise Command Centre Monitoring Solution Procurement Process

ITQ Invitation No.	15-30554	Date	January 25, 2016
File No.	10048725	GETS Reference No.	

Issuing Office	Shared Services Canada / Services partagés Canada 180 Kent St. 180, rue Kent 13th Floor, K096 13e étage, Ottawa, Ontario K1G 4A8 E-mail address / Courriel : gary.cooper@canada.ca Telephone: 613-790-5914		
Contracting Authority (The Contracting Authority is the contact for all questions and comments about this document)	Name	Gary Cooper	
	Telephone No.	613-790-5914	
	Email Address	Gary.cooper@canada.ca	
	Postal Address	180 Kent St. 180, rue Kent 13th Floor, K096 13e étage, Ottawa, Ontario K1G 4A8	
Closing Date	February 15, 2016		
Time Zone	Daylight Savings Time (DST)		
Destination of Goods/Services	Not applicable – Pre-Qualification Process Only		



**INVITATION TO QUALIFY (ITQ)
ENTERPRISE COMMAND CENTRE MONITORING SOLUTION
FOR
SHARED SERVICES CANADA**

TABLE OF CONTENTS

PART 1 GENERAL INFORMATION 4

1.1 Parts of the ITQ..... 4

1.2 Introduction 4

1.3 Terminology..... 5

1.4 Overview of the Requirement 5

1.5 National Security Exception, Data Sovereignty and Security 6

1.6 Conflict of Interest – Unfair Advantage 6

PART 2 RESPONDENT INSTRUCTIONS 8

2.1 Standard Instructions, Clauses and Conditions..... 8

2.2 Submission of Responses 8

2.3 Enquiries and comments during the ITQ Period 9

2.4 Applicable Laws 9

2.5 Language 9

PART 3 PROCUREMENT PROCESS 10

3.1 Overview 10

3.2 Invitation to Qualify Phase (ITQ)..... 11

3.3 Review and Refine Requirements Phase (RRR) 11

3.4 Bid Solicitation Phase 11

3.5 Contract Award Phase..... 11

PART 4 RESPONSE PREPARATION INSTRUCTIONS 12

4.1 Response Preparation Instructions 12

4.2 Types of Respondents: 12

4.3 Content of the Response..... 13

4.4 ITQ Submission Form – Annex A (Requested at ITQ closing) 13

4.5 ITQ Reference Project Forms – Annex B (Mandatory at ITQ closing) 13

4.6 Certifications 14

PART 5 SECURITY and FINANCIAL REQUIREMENTS..... 15

5.1 Security Clearance Requirement..... 15

5.2 Financial Capability 15

PART 6 EVALUATION PROCEDURES AND BASIS OF QUALIFICATION..... 16

6.1 General Evaluation Procedures..... 16



6.2	Evaluation of ITQ Submission Form (Annex A)	16
6.3	Evaluation of Compliance with Mandatory Experience Requirements (Annex B)	16
6.4	Basis for Qualification	17
6.5	ITQ Phase Second Qualification Round	17
PART 7	Certifications	18
7.1	Former Public Servant Certification	18
7.2	Federal Contractors Program – Certification	19
Annex A:	ITQ Submission Form	20
Annex B:	ITQ Reference Project Forms	21
Annex C:	Federal Contractors Program for Employment Equity – Certification ...	26
Annex D:	Security Requirements	27
Annex E:	Treasury Board of Canada Secretariat - Standard on Identity and Credential Assurance Definitions	29



**INVITATION TO QUALIFY (ITQ)
ENTERPRISE COMMAND CENTRE MONITORING SOLUTION
FOR
SHARED SERVICES CANADA**

PART 1 GENERAL INFORMATION

1.1 Parts of the ITQ

This ITQ is divided into the following parts:

- Part 1 **General Information:** provides a general description of the requirement;
- Part 2 **Respondent Instructions:** provides the instructions, clauses and conditions applicable to this ITQ;
- Part 3 **Procurement Process:** provides an overview of the phases of the procurement process;
- Part 4 **Response Preparation Instructions:** provides suppliers with instructions on how to prepare their Response;
- Part 5 **Security and Financial Requirements:** includes information on the security clearances that are required by Canada at certain phases of the procurement process, as well as information on what financial information should be provided to Canada for evaluation during the Bid Solicitation Phase;
- Part 6 **Evaluation Procedures and Basis of Qualification:** indicates how the Responses will be evaluated and the basis of qualification.

1.2 Introduction

- 1.2.1 The Government of Canada (GC) established Shared Service Canada (SSC) on August 4, 2011. SSC is responsible for providing certain departments and Crown corporations with modern, reliable and secure electronic mail, data centre, and network services that are cost-effective and that contribute to a greener government. Certain departments are required by the *Shared Services Canada Act* to use SSC for their network services. Other entities may, on an optional basis, also use SSC's services in accordance with the *Shared Services Canada Act*.
- 1.2.2 In its current state, the monitoring of multiple, disparate networks and data centers is conducted through an isolated and varied collage of monitoring tools and de-centralized support teams that are disconnected from each other. This inevitably results in increasing the overall risks related to the management of data and information. "Blind spots" become apparent as a result of disparate monitoring by isolated teams, thus leaving SSC infrastructure vulnerable to exploitation. An incident that appears to be related to networks could in fact be a data centre incident instead, and vice-versa. Isolated monitoring teams may dismiss the severity of such incidents and the impacts it may have on parts of the organization and the private data entrusted to the Government of Canada (GC) by citizens and businesses.
- 1.2.3 This document is an Invitation to Qualify (ITQ) pertaining to Canada's initiative to provide an Enterprise Command Centre Monitoring Solution for SSC and its clients in order to reduce costs and enhance the effectiveness of internal program delivery. The objective of the ITQ is to qualify Respondents who have experience in implementing and operating an Enterprise Command Centre Monitoring Solution
- 1.2.4 This requirement is for delivery across all Canada. A small portion of this requirement may be delivered in areas subject to a Comprehensive Land Claims Agreement (CLCA).
- 1.2.5 This ITQ is neither a Request for Proposal (RFP) nor a solicitation of bids or tenders; its purpose is to identify those Respondents that possess the qualifications required by SSC for participation in the next phase of the procurement process for an Enterprise Command Centre Monitoring Solution. No contract will result from this ITQ. Canada reserves the right to cancel this



procurement at any time during the ITQ phase or any other phase of the procurement process. Given that this ITQ may be cancelled by Canada in part or in its entirety, it may not result in any of the subsequent procurement processes described in this solicitation. Respondents may withdraw from the ITQ process at any time.

- 1.2.6** This ITQ represents the first phase of the procurement process for the Enterprise Command Centre Monitoring Solution requirements. An overview of the procurement process can be found in Part 3 - Procurement Process.
- 1.2.7** The ITQ evaluation criteria focus on the Respondent's experience delivering services relating to an Enterprise Command Centre Monitoring Solution.
- 1.2.8** Respondents who meet the mandatory ITQ experience requirements will qualify to proceed to the subsequent phases of the procurement process.
- 1.2.9** Respondents who do not successfully qualify at the ITQ Phase will not be able to participate in subsequent procurement phases for the Enterprise Command Centre Monitoring Solution.
- 1.2.10** This document describes what Respondents need to submit with their Response(s) and how Respondents will be evaluated. The Response requirements are fully described in Part 4 - Response Preparation Instructions.

1.3 Terminology

- 1.3.1** All elements of this document that are mandatory are identified by "must" or "mandatory". To successfully qualify for further phases of the procurement, the Responses must meet all mandatory requirements.
- 1.3.2** The use of the phrase "is requested to" or "should" indicates that it is preferred, but not mandatory, that the Respondents comply with the instructions provided. Failure to comply will not fail a Respondent on that basis alone.

1.4 Overview of the Requirement

This ITQ is being issued by SSC. It is intended that a single contract resulting from any subsequent bid solicitation will be awarded by SSC to provide an Enterprise Command Centre Monitoring Solution to its clients, which include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the contract period, and those other organizations for whom SSC's services are optional at any point during the contract period and that choose to use those services from time to time. The vendor will provide a monitoring solution that SSC can host within its SSC data centre(s). This solicitation process does not preclude SSC from using another method of supply for these or other entities of the Government of Canada with the same or similar needs. The diagram shown in Figure 1 illustrates the high-level architecture of how SSC envisions the service will be delivered.

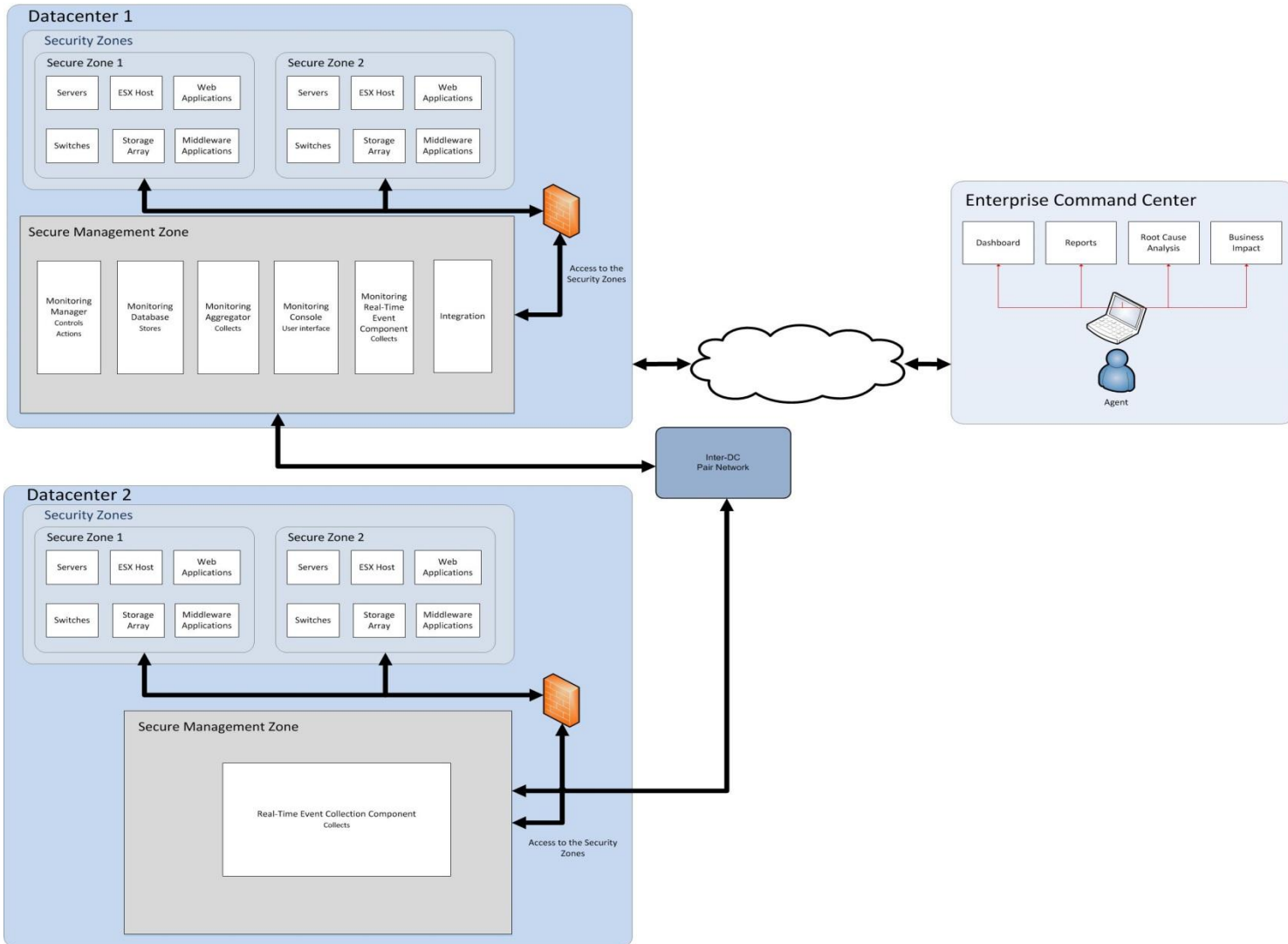


Figure 1 – Enterprise Monitoring Service – Proposed High Level Architecture

1.5 National Security Exception, Data Sovereignty and Security

1.5.1 The procurement of the Enterprise Command Centre Monitoring Solution may be subject to a National Security Exception and, as a result, none of the trade agreements would apply to this procurement. Clarification will be presented in the next phase of the process.

1.5.2 The protection of the data hosted on Government of Canada premises that will provide the Enterprise Command Centre Monitoring Solution and transmitted over Canada’s network infrastructure is critical to the integrity of government programs and to national security and is also required pursuant to a number of laws, including privacy laws. While all data stored by the Contractor must be protected against unauthorized access, personal, confidential and sensitive data require even stronger levels of control. The Contractor’s Enterprise Command Centre Monitoring Solution architecture must be designed with this in mind and a variety of security measures will be included in the Request for Proposal and Resulting Contract Clauses in this regard.

1.6 Conflict of Interest – Unfair Advantage

1.6.1 In order to protect the integrity of the procurement process, Respondents are advised that Canada may reject a Response in the following circumstances:



- a) if the Respondent, any of its affiliates or subcontractors, or any of their respective employees or former employees was involved in any manner in the preparation of the strategies and documentation related to this procurement process or is in any situation of conflict of interest or appearance of conflict of interest;
 - b) If the Respondent, any of its affiliates or subcontractors, or any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other suppliers and that would, in Canada's opinion, give or appear to give the Respondent an unfair advantage.
- 1.6.2** The experience acquired by a Respondent who is providing or has provided the goods and services described in the ITQ (or similar goods or services) to Canada will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. Each Respondent remains, however, subject to the criteria established above.
- 1.6.3** If Canada intends to disqualify a Response under this section, the Contracting Authority will inform the Respondent and provide the Respondent an opportunity to make representations before making a final decision. Respondents who are in doubt about a particular situation should contact the Contracting Authority before the closing date. By submitting a Response, the Respondent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Respondent acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.



PART 2 RESPONDENT INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1** 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.
- 2.1.2** Suppliers who submit a Response agree to be bound by the instructions, clauses and conditions of the ITQ.
- 2.1.3** 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) Wherever the terms “Public Works and Government Services Canada” or “PWGSC” are used, substitute “Shared Services Canada”;
 - e) This ITQ relates only to the potential to qualify to submit bid(s) in Response to subsequent RFP(s) for ICAS;
 - f) Subsections 4 and 5 of section 1 are deleted.
 - g) Section 7 is replaced by the following:
 - i. A Response delivered to the address specified on the cover page after the closing date and time but before all Responses have been assessed may be considered, provided the Respondent can prove the delay is due solely to a delay in delivery that can be attributed to the Delivery Company. “Delivery Company” means an incorporated courier company, Canada Post Corporation, or a national equivalent of a foreign country. The only pieces of evidence relating to a delay that are acceptable are:
 - 1. a cancellation date stamp; or
 - 2. a courier bill of lading; or
 - 3. a date stamped labelthat clearly indicates that the Response was received by the Delivery Company before the closing date.
 - ii. Postage meter imprints, whether imprinted by the Respondent or the Delivery Company, are not acceptable as proof of timely mailing.
 - h) Subsection 05(4), which discusses a validity period, does not apply, given that this ITQ invites suppliers simply to qualify. Canada will assume that all suppliers who submit a Response wish to continue to qualify unless they advise the Contracting Authority that they wish to withdraw their Response;
 - i) Delete subsection 01 – Integrity Provisions – Bid;
 - j) Delete subsection 20 – Further Information.
- 2.1.4** If there is a conflict between the provisions of Standard Instructions – Goods or Services – Competitive Requirements 2003 and this document, this document prevails.
- 2.2 Submission of Responses**
- 2.2.1** Responses must be submitted to Shared Services Canada by the date, time and address indicated on page 1 of the ITQ.
- 2.2.2** Responses delivered by email or transmitted by facsimile to Shared Services Canada will not be accepted.



2.2.3 Suppliers are requested to send an e-mail notification to: gary.cooper@canada.ca prior to the closing date indicating their intention to submit a Response.

2.3 Enquiries and comments during the ITQ Period

2.3.1 There will only be a single question period. All enquiries regarding the ITQ must be submitted in writing to the Contracting Authority within the period identified below. Enquiries received after this period may not be answered.

Period 1: Enquiries should be submitted **no later than** February 4, 2016 2:00 PM DST.

2.3.2 Respondents should reference as accurately as possible the section and numbered item of the ITQ 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.

2.3.3 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.

2.4 Applicable Laws

2.4.1 The relations between the parties will be governed by the laws in force in the Province of Ontario.

2.4.2 A Respondent may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its Response, by inserting the name of the Canadian province or territory of its choice in the ITQ Submission Form (Annex A). If no other province or territory is specified, the Respondent agrees that the laws of Ontario are acceptable to it.

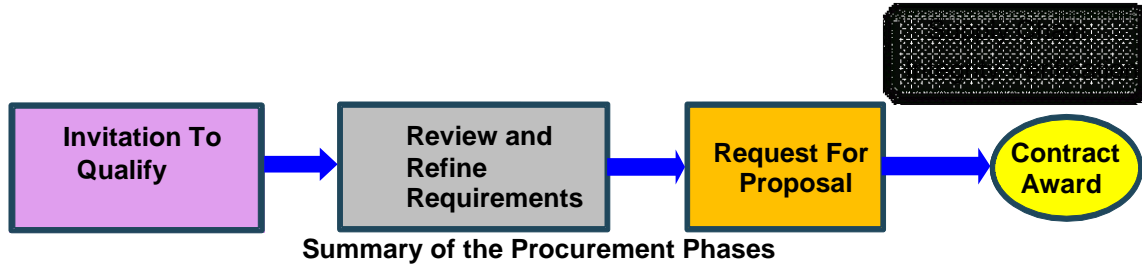
2.5 Language

2.5.1 Respondents are requested to identify in the ITQ Submission Form (Annex A) which of Canada’s two official languages it will use for future communications with Canada and, if successful in the ITQ evaluation, for all subsequent phases of the procurement process.

PART 3 PROCUREMENT PROCESS

3.1 Overview

A multi-phase collaborative procurement approach called Collaborative Procurement Solution (CPS) will be used for the Enterprise Monitoring Command Centre Solution requirements. This approach focuses on the engagement with industry in order to help define the requirements and the procurement approach. This approach will allow Canada to perform due diligence with respect to the requirements with Qualified Respondents before issuing a bid solicitation. The diagram below depicts the major phases of the CPS.



Procurement Phase	Objectives
Invitation to Qualify	<ul style="list-style-type: none"> • Issue ITQ on BuyandSell.gc.ca • Obtain ITQ Responses from Respondents for the Enterprise Command Centre Monitoring Solution • Evaluate ITQ Responses for the Enterprise Command Centre Monitoring Solution • Select the Qualified Respondents to continue to the Review and Refine Requirements Phase
Review and Refine Requirements	<ul style="list-style-type: none"> • Qualified Respondents have an opportunity to enhance their understanding of the requirements • Select the Qualified Respondents to continue to the Bid Solicitation Phase
Request for Proposal	<ul style="list-style-type: none"> • Issue RFP to all Qualified Respondents for the Enterprise Command Centre Monitoring Solution • Obtain proposals from the Bidders • Qualified Respondents to provide their list of IT products (equipment, firmware, software, services), together with network diagrams and information about subcontractors • Evaluate the proposals for the Enterprise Command Centre Monitoring Solution • Select the successful proposal for the Enterprise Command Centre Monitoring Solution • Conduct the supply chain integrity verification of the Bidder recommended for Contract awards' IT products to ensure that all IT products proposed, network architecture and subcontractors meet SSC security and supply chain standards
Contract Award	<ul style="list-style-type: none"> • Award the contract to the winning Bidder for the Enterprise Command Centre Monitoring Solution



3.2 Invitation to Qualify Phase (ITQ)

- 3.2.1** The objective of the ITQ is to qualify Respondents who have the required experience in implementing and operating an Enterprise Command Centre Monitoring Solution.
- 3.2.2** The Responses received under this ITQ will be evaluated against mandatory criteria as detailed in Part 6 – Evaluation Procedure and Basis for Qualification.
- 3.2.3** Respondents who meet all the mandatory criteria will be considered Qualified Respondents for the Enterprise Command Centre Monitoring Solution requirement and will proceed to the Review and Refine Requirements Phase described below.
- 3.2.4** Once the Qualified Respondents have been selected and notified as such, Canada intends to proceed with the Review and Refine Requirements Phase. Qualified Respondents may withdraw from the process at any time by providing a written notification to the Contracting Authority.

3.3 Review and Refine Requirements Phase (RRR)

- 3.3.1** Canada will start the Review and Refine Requirements (RRR) Phase by providing the Qualified Respondents with the detailed process that will be followed for this Phase.
- 3.3.2** Canada will provide Qualified Respondents for the Enterprise Command Centre Monitoring Solution with a preliminary Statement of Work (SOW) for the Enterprise Command Centre Monitoring Solution and interact with Qualified Respondents to seek feedback on and clarify Canada's requirements to refine the SOW further. These interactions could include:
 - a) one-on-one sessions;
 - b) presentation sessions; and
 - c) written questions and answers.
- 3.3.3** Canada will consider the feedback provided by Qualified Respondents when finalizing the SOW for the Enterprise Command Centre Monitoring Solution and its solicitation requirements for use in the Bid Solicitation Phase.

3.4 Bid Solicitation Phase

- 3.4.1** During the Bid Solicitation Phase, Canada intends to issue a formal RFP to the Qualified Respondents who have participated in the RRR Phase.
- 3.4.2** Canada will conduct a supply chain integrity verification of Bidder recommended for Contract Awards' IT products (equipment, software, firmware and services) that the Bidder will use to provide an Enterprise Command Centre Monitoring Solution to ensure that all IT products meet certain security and supply chain standards. More information about this process will be provided to the Qualified Respondents during the RFP Phase.
- 3.4.3** Only once the top ranked Bidder passes the supply chain integrity verification for the Enterprise Command Centre Monitoring Solution will proceed to the Contract Award Phase described below.

3.5 Contract Award Phase

- 3.5.1** After completion of the Bid Solicitation Phase, the selected Bidder will be recommended for Contract Award providing that Canada has received all necessary internal approvals.
- 3.5.2** Canada is considering a 5-year contract plus 5 one-year optional periods.



PART 4 RESPONSE PREPARATION INSTRUCTIONS

4.1 Response Preparation Instructions

4.1.1 Copies of Response: Canada requests that Respondents provide their Response in separately bound sections as follows:

- a) **Section I: Technical Response** - 1 hard copy and 2 soft copies on CD-ROM.
- b) **Section II: Certifications** - 1 hard copy and 2 soft copies on CD-ROM.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

4.1.2 Pricing is not a requirement of this ITQ and should not be included in the Response.

4.1.3 Canada requests that no brochures and promotional materials be included with the Response.

4.1.4 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;
- c) include a title page at the front of each volume of the Response that includes the title, date, procurement process number, Respondent's name and address and contact information of its representative; and
- d) include a table of contents.

4.1.5 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.

4.2 Types of Respondents

4.2.1 A Respondent can be a corporation, a partnership or a joint venture.

4.2.2 For the Enterprise Command Centre Monitoring Solution, each Respondent (including related entities) will only be permitted to qualify once. If a Respondent or any related entities participate in more than one Response, Canada will provide those Respondents with 2 working days to identify one Response to be considered by Canada. Failure to meet this deadline may result in all Responses being disqualified or in Canada choosing, in its discretion, which Response to evaluate.

4.2.3 For the purposes of this article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.) an entity will be considered to be "related" to a Respondent if:

- a) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- b) they are "related persons" or "affiliated persons" according to the Canada *Income Tax Act*;
- c) the entities have now or in the two years before the ITQ closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or



- d) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

4.3 Content of the Response

4.3.1 A complete ITQ Response consists of the following documents, each of which is described in detail below:

- a) Section I: Technical Response
 - 1) ITQ Submission Form – Annex A (requested at ITQ closing)
 - 2) ITQ Reference Project Forms – Annex B (mandatory at ITQ closing)
- b) Section II: Certifications
 - 1) Federal Contractors Program for Employment Equity – Certification – Annex C (requested at ITQ closing)

4.4 ITQ Submission Form – Annex A (Requested at ITQ closing)

4.4.1 Respondents are requested to include a completed ITQ Submission Form (Annex A) with their Response. The form provides a common form in which Respondents can provide information required for evaluation. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the ITQ Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to do so.

4.5 ITQ Reference Project Forms – Annex B (Mandatory at ITQ closing)

- 4.5.1** Respondents must provide, in sufficient detail, their previous corporate experience in delivering an Enterprise Command Centre Monitoring Solution by submitting fully completed ITQ Reference Project Forms (Annex B) with their Response. The project description must clearly demonstrate that the Respondents meet all mandatory experience requirements. Simply repeating the requirement does not, in itself, demonstrate that a Respondent has the experience required. Sufficient details are required. Respondents are also asked to use the same terminology used in this ITQ; if a Respondent uses different terminology, that Respondent is requested to define the terminology so that Canada can accurately assess whether the experience meets the requirements of this ITQ.
- 4.5.2** The Respondents' experience will be evaluated on a simple pass/fail (i.e., compliant / non-compliant) basis. Respondents that fail to meet any of the mandatory experience requirements in Annex B will be disqualified.
- 4.5.3** The project references required for the mandatory experience requirements in Annex B do not have to be the same. Also, as an example, the customer for the Annex B.1 experience requirements could be ABC Co., while the customer for the Annex B.2 experience requirements could be XYZ Ltd. However, for Annex B.1, the Respondent must provide a single project to meet all the elements of the experience required by Annex B.1.
- 4.5.4** In the case of a joint venture Respondent, each project reference given can be from a different joint venture member. The project references are not required to be projects performed by the joint venture Respondent itself.
- 4.5.5** Respondents are requested to indicate the page number(s) in their supporting project documentation that addresses a particular mandatory corporate technical experience requirement.
- 4.5.6** Canada will only consider the experience of the Respondent itself (not including any affiliate of the Respondent), subject to the following:
 - a) The experience of a corporate predecessor will be evaluated as experience of the Respondent if:



- i) The corporate predecessor amalgamated with another corporation to form the Respondent; or
- ii) All or substantially all the assets of the corporate predecessor were acquired by the Respondent, the majority of the corporate predecessor employees became employees of the Respondent, and both the corporate predecessor and the Respondent carry on essentially the same business; or
- iii) All or substantially all of a specific business unit that was responsible within the corporate predecessor for the work connected with the experience requirement has been transferred to the Respondent, along with all or substantially all the employees of that business unit, and the Respondent continues to carry on essentially the same business as that business unit.

4.5.7 The customer organization for each project reference must not be an affiliate and must deal at arm's length with the Respondent in order to be considered as a project reference.

4.6 Certifications

Respondents are requested to submit the certifications required under Part 7 at ITQ closing. If the certifications are not submitted with the Response, the contracting authority will provide the Respondent with the opportunity to do so. Failure to comply with the request of the contracting authority and provide any required information within the requested time period will result in the Response being disqualified.



PART 5 SECURITY AND FINANCIAL REQUIREMENTS

5.1 Security Clearance Requirement

- 5.1.1** Security clearance is an important corporate requirement. Canada will require the successful bidder to meet the security requirements set out in the Annex D - SRCL before the Bid Solicitation (RFP) closing date.
- 5.1.2** For more information on personnel and organization security screening please visit PWGSC's Industrial Security Program (ISP) web site. Respondents can also contact CISD by telephone at 1-866-368-4646, or (613) 948-4176 in the National Capital Region.
- 5.1.3** Canada reserves the right to revise the security requirements following the ITQ Phase. Canada will provide the RFP and contract security clauses at a subsequent phase of this procurement process.

5.2 Financial Capability

- 5.2.1** It is anticipated that SACC Manual clause A9033T (2012-07-16), financial capability, will apply to the resulting bid solicitation(s); except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the contracting authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the Contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- 5.2.2** In the case of a joint venture, each member of the joint venture will have to meet the financial capability requirements.
- 5.2.3** Financial capability will be evaluated during the Bid Solicitation Phase.



PART 6 EVALUATION PROCEDURES AND BASIS OF QUALIFICATION

6.1 General Evaluation Procedures

- 6.1.1** An evaluation team composed of representatives of Canada will evaluate the ITQ Responses. Canada may hire any independent consultant, or use any Government resources, to evaluate any ITQ Response. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- 6.1.2** 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 be disqualified.
- 6.1.3** 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 working 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.

6.2 Evaluation of ITQ Submission Form (Annex A)

- 6.2.1** The ITQ Submission Forms will be evaluated for completeness. If Canada determines that the information required by the ITQ Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to do so. Failure to comply with the request of the contracting authority and provide any required information within the requested time period will result in the Response being disqualified.

6.3 Evaluation of Compliance with Mandatory Experience Requirements (Annex B)

- 6.3.1** For the Enterprise Command Centre Monitoring Solution, the mandatory experience requirements at Annex B will be evaluated on a simple pass/fail basis.
- 6.3.2** Canada is not obliged to, but may in its discretion contact the primary reference and, where applicable, the backup reference, in order to validate that any information on any signed ITQ reference project form is accurate. Canada may conduct the reference check with respect to none, some or all of the mandatory experience requirements. Canada may conduct any project reference validation check in writing by e-mail by sending the reference a copy of the completed and signed ITQ reference project form. Canada will email (cc) the Respondent’s contact when an e-mail is sent out for project reference validation checks.
- 6.3.3** If Canada chooses to contact one or more references to validate information provided by a Respondent, Canada must receive the reference’s Response within 5 Federal Government Working Days (FGWDs) from the date of the request. If Canada does not receive confirmation (within 5 FGWDs) from either the primary or backup reference that the information on the signed ITQ reference project form is accurate (or that any inaccuracies are not material to whether or not the project meets the mandatory requirements), that Respondent’s project reference will not be considered in the evaluation. Canada may also contact a primary or backup reference for clarification purposes, either by email or by telephone.
- 6.3.4** If during a Response validation by Canada it becomes apparent that the address, telephone number, or email address for any of the references is incorrect or missing, the Respondent will be permitted to provide the correct address, telephone number, or email address within 1 FGWD of a request. If the named individual for the primary reference is unavailable because they are on leave, or no longer working for that organization, Canada will contact the backup reference from the same customer organization.



6.4 Basis for Qualification

- 6.4.1** A Response must comply with the requirements of the ITQ and meet all mandatory requirements to be declared responsive. A Respondent whose Response for the Enterprise Command Centre Monitoring Solution ITQ has been declared responsive will be a Qualified Respondent and proceed to the RRR phase. However, Canada reserves the right to re-evaluate any aspect of the qualification of any Respondent at any time during the solicitation process.
- 6.4.2** Unsuccessful Respondents will not be given another opportunity to participate or be re-evaluated for the subsequent phases, unless SSC determines in its sole discretion that a second opportunity is required in order to increase competition for the Bid Solicitation Phase.

6.5 ITQ Phase Second Qualification Round

- 6.5.1** SSC reserves the right, in its sole discretion, to run a second qualification round among the unsuccessful Respondents if, in Canada's opinion, the first qualification round results in an insufficient number of Qualified Respondents.
- 6.5.2** If SSC determines that unsuccessful Respondents will be given a second opportunity to qualify, SSC will provide written debriefs to all unsuccessful Respondents for the Enterprise Command Centre Monitoring Solution at the same time.
- 6.5.3** Any Respondent who does not qualify after the second attempt will not be given another opportunity to participate or be re-evaluated for the subsequent phases.



PART 7 CERTIFICATIONS

Compliance with the certifications Respondents provide to Canada is subject to verification by Canada during the response evaluation period, during the subsequent phases of the procurement process described in this ITQ, and after award of any resulting contract(s). The Contracting Authority will have the right to ask for additional information to verify the Respondents' compliance with the certifications at any time. The Respondent's response will be disqualified if any certification made by the Respondent is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also result in the response being disqualified.

Respondents are requested to use Annexes C (Federal Contractors Program for Employment Equity - Certification) and D (Security Requirements Checklist) to provide the certifications requested below. For a joint venture bidder, the certifications requested below are required for each member of the joint venture.

7.1 Former Public Servant Certification

- a) Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Respondents must provide the information required below.
- b) For the purposes of this clause,
 - i) **"former public servant"** means a 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 and includes:
 - (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.
 - ii) **"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.
 - iii) **"pension"** means, in the context of the fee abatement formula, 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 *Canadian Pension Plan Act*, R.S., 1985, c. C-8.
- c) If the Respondent is an FPS in receipt of a pension as defined above, the Respondent must provide the following information:



- i) name of former public servant;
 - ii) date of termination of employment or retirement from the Public Service.
- d) If the Respondent is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Respondent must provide the following information:
- i) name of former public servant;
 - ii) conditions of the lump sum payment incentive;
 - iii) date of termination of employment;
 - iv) amount of lump sum payment;
 - v) rate of pay on which lump sum payment is based;
 - vi) period of lump sum payment including start date, end date and number of weeks; and
 - vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- f) By submitting a response, the Respondent certifies that the information submitted by the Respondent in response to the above requirements is accurate and complete.

7.2 Federal Contractors Program – Certification

- a) By submitting a response, the Respondent certifies that the Respondent, and any of the Respondent's members if the Respondent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity [FCP Limited Eligibility to Bid](#) list available from Employment and Social Development Canada (ESDC) – Labour's website.
- b) Canada will have the right to declare a response non-responsive if the Respondent, or any member of the Respondent if the Respondent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.
- c) Canada will also have the right to terminate the Supply Arrangement and any issued Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Supply Arrangement and any issued Contract.

The Respondent is requested to provide the Contracting Authority with a completed Annex C – Federal Contractors Program for Employment Equity – Certification, with their response. If the Respondent is a joint venture, the Respondent must provide the Contracting Authority with a completed certification for each member of the joint venture.



ANNEX A: ITQ SUBMISSION FORM

ITQ SUBMISSION FORM	
Respondent full legal name	
Authorized Representative of Respondent for evaluation purposes (e.g. clarifications)	Name:
	Title:
	Address:
	Telephone #:
	Email:
Procurement Business Number:	
Canada's Official Language in which the Respondent will communicate with Canada during any subsequent process - indicate either English or French	
Former Public Servants See Part 7 of the ITQ entitled Former Public Servant Certification for a definition of "Former Public Servant". This requirement applies to the Respondent. In the case of a joint venture Respondent, the requirement applies to each member of the joint venture.	Is the Respondent in receipt of a pension as defined in this solicitation? Yes ____ No ____ If yes, please provide the information required by the Article in section 7.2 entitled "Former Public Servant Certification".
	Is the Respondent a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, please provide the information required by the Article in section 7.2 entitled "Former Public Servant Certification".
Applicable Laws (the Respondent may insert the Canadian province or territory of its choice; otherwise, the applicable laws of Ontario will apply)	
As the authorized representative of the Respondent, by signing below, I confirm that I have read and understood the entire ITQ including the documents incorporated by reference into the ITQ and the entire Response, and I certify that: 1. The Respondent meets all the mandatory requirements described in the ITQ; and 2. All the information provided in the ITQ Response is complete, true and accurate.	
Signature of the authorized representative of the Respondent	Name
	Address
	Email
	Signature
	Phone



ANNEX B: ITQ REFERENCE PROJECT FORMS

Considering that the Enterprise Command Centre Monitoring Solution will be critical to Canada's operation in supporting the internal operations of the Government of Canada, SSC has defined minimum past experience criteria for Respondents to qualify.

The Respondent's ITQ mandatory criteria are detailed in this Annex B, ITQ Reference Project Forms, Annexes B.1 to B.5 inclusive.

The following definitions apply to the ITQ Reference Project Forms only:

Service	ITQ Definition
99.9% service availability per month	A maximum of 3.60 hours per month during which a service was not available to a customer, excluding approved maintenance windows.
Customer Site	A unique civic address location where the service is provided to a customer other than the Respondent.

Annex B.1: ITQ Reference Project Form	
Respondent	
Name	
Address	
Mandatory Experience Requirement #1	
Requirements Statements:	
Respondent must have developed, implemented and operated an Enterprise Command Centre Monitoring Solution over a period of at least 24 continuous months in the last 5 years leading up to the ITQ closing date where the Enterprise Command Centre Monitoring Solution has met a 99.9% service availability which excludes any LAN or WAN failure at a Customer Site (Respondents should note that being under contract to deliver a minimum of 99.9% service availability does not actually demonstrate the service availability actually provided).	
Reference Project for Mandatory Experience Requirement #1	
Entity under contract to Customer Organization to perform the reference project	
Project Name	
Project Duration (including start date, completion of implementation and end date, if applicable)	
General Project Description (e.g. work performed, experienced gained)	
Demonstrate, using specific detailed examples, how the project specified meets all of the requirement statements stipulated under the Mandatory Experience Requirement #1.	
Name of customer Organization	
Customer Organization Primary Contact Name	
Customer Organization Primary Contact Telephone	
Customer Organization Primary Contact Email	
Customer Organization Backup Contact Name	



Customer Organization Backup Contact Telephone	
Customer Organization Backup Contact Email	

Annex B.2: ITQ Reference Project Form	
Respondent	
Name	
Address	
Mandatory Experience Requirement #2	
Requirements Statements:	
Respondent must have developed, implemented and operated an Enterprise Command Centre Monitoring Solution over a period of at least 24 continuous months in the last 5 years leading up to the ITQ closing date that is capable of integrating with other Service Management tools.	
Reference Project for Mandatory Experience Requirement #2	
Customer Organization receiving services for the reference project	
If applicable, prime contractor for whom the Respondent performed the work (if no prime contractor is indicated, the Respondent is indicating that it performed the work directly for the Customer)	
Project Name	
Project Duration (including start date, completion of implementation and end date, if applicable)	
General Project Description (e.g. work performed, experienced gained)	
Demonstrate, using specific detailed examples, how the project specified meets all of the requirement statements stipulated under the Mandatory Experience Requirement #2. (if using multiple Customers to demonstrate this experience, indicate the number of users for each Customer)	
Customer Organization Primary Contact Name (if Respondent performed the work directly for the Customer)	
Customer Organization Primary Contact Telephone	
Customer Organization Primary Contact Email	
Customer Organization Backup Contact Name	
Customer Organization Backup Contact Telephone	
Customer Organization Backup Contact Email	
Prime Contractor Primary Contact Name (if Respondent performed the work as a subcontractor)	
Prime Contractor Primary Contact Telephone	
Prime Contractor Primary Contact Email	
Prime Contractor Backup Contact Name	
Prime Contractor Backup Contact Telephone	
Prime Contractor Backup Contact Email	



Annex B.3: ITQ Reference Project Form	
Respondent	
Name	
Address	
Mandatory Experience Requirement #3	
Requirements Statements:	
Respondent must have provided technical support in English and in French for a period of at least 24 continuous months in the last 5 years where technical support met or exceeded the following:	
a) operated 7 days per week, b) 24 hours per day, c) 365 days per year (7X24X365)	
Reference Project for Mandatory Experience Requirement #3	
Customer Organization receiving services for the reference project	
If applicable, prime contractor for whom the Respondent performed the work (if no prime contractor is indicated, the Respondent is indicating that it performed the work directly for the Customer)	
Project Name	
Project Duration (including start date, completion of implementation and end date, if applicable)	
General Project Description (e.g. work performed, experienced gained)	
Demonstrate, using specific detailed examples, how the project specified meets all of the requirement statements stipulated under the Mandatory Experience Requirement #3. (if using multiple Customers to demonstrate this experience, indicate the number of users for each Customer)	
Name of customer Organization (if Respondent performed the work directly for the Customer)	
Customer Organization Primary Contact Name	
Customer Organization Primary Contact Telephone	
Customer Organization Primary Contact Email	
Customer Organization Backup Contact Name	
Customer Organization Backup Contact Telephone	
Customer Organization Backup Contact Email	
Prime Contractor Primary Contact Name (if Respondent performed the work as a subcontractor)	
Prime Contractor Primary Contact Telephone	
Prime Contractor Primary Contact Email	
Prime Contractor Backup Contact Name	
Prime Contractor Backup Contact Telephone	
Prime Contractor Backup Contact Email	



Annex B.4: ITQ Reference Project Form	
Respondent	
Name	
Address	
Mandatory Experience Requirement #4	
Requirements Statements:	
Respondent must have an Enterprise Command Centre Monitoring Solution that has a user console that is capable of displaying performance and usage of the infrastructure and applications in near real-time, generate reports and dashboards. It must support 100 concurrent connections.	
Reference Project for Mandatory Experience Requirement #4	
Customer Organization receiving services for the reference project	
If applicable, prime contractor for whom the Respondent performed the work (if no prime contractor is indicated, the Respondent is indicating that it performed the work directly for the Customer)	
Project Name	
Project Duration (including start date, completion of implementation and end date, if applicable)	
General Project Description (e.g. work performed, experienced gained)	
Demonstrate, using specific detailed examples, how the project specified meets all of the requirement statements stipulated under the Mandatory Experience Requirement #4. (if using multiple Customers to demonstrate this experience, indicate the number of users for each Customer)	
Name of customer Organization (if Respondent performed the work directly for the Customer)	
Customer Organization Primary Contact Name	
Customer Organization Primary Contact Telephone	
Customer Organization Primary Contact Email	
Customer Organization Backup Contact Name	
Customer Organization Backup Contact Telephone	
Customer Organization Backup Contact Email	
Prime Contractor Primary Contact Name (if Respondent performed the work as a subcontractor)	
Prime Contractor Primary Contact Telephone	
Prime Contractor Primary Contact Email	
Prime Contractor Backup Contact Name	
Prime Contractor Backup Contact Telephone	
Prime Contractor Backup Contact Email	



Annex B.5: ITQ Reference Project Form	
Respondent	
Name	
Address	
Mandatory Experience Requirement #5	
Requirements Statements:	
Respondent must have developed, implemented and operated an Enterprise Command Centre Monitoring Solution over a period of at least 24 continuous months in the last 5 years leading up to the ITQ closing date that had a distributed management architecture including, but not limited to, the ability to function across different security zones and datacenters.	
Reference Project for Mandatory Experience Requirement #5	
Customer Organization receiving services for the reference project	
If applicable, prime contractor for whom the Respondent performed the work (if no prime contractor is indicated, the Respondent is indicating that it performed the work directly for the Customer)	
Project Name	
Project Duration (including start date, completion of implementation and end date, if applicable)	
General Project Description (e.g. work performed, experienced gained)	
Demonstrate, using specific detailed examples, how the project specified meets all of the requirement statements stipulated under the Mandatory Experience Requirement #5. (if using multiple Customers to demonstrate this experience, indicate the number of users for each Customer)	
Name of customer Organization (if Respondent performed the work directly for the Customer)	
Customer Organization Primary Contact Name	
Customer Organization Primary Contact Telephone	
Customer Organization Primary Contact Email	
Customer Organization Backup Contact Name	
Customer Organization Backup Contact Telephone	
Customer Organization Backup Contact Email	
Prime Contractor Primary Contact Name (if Respondent performed the work as a subcontractor)	
Prime Contractor Primary Contact Telephone	
Prime Contractor Primary Contact Email	
Prime Contractor Backup Contact Name	
Prime Contractor Backup Contact Telephone	
Prime Contractor Backup Contact Email	



ANNEX C: FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Respondent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Respondent's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract. For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

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

Complete both A and B.

A. Check only one of the following:

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

OR

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

B. Check only one of the following:

- B1. The Respondent is not a Joint Venture.

OR

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



ANNEX D: DRAFT OF SECURITY REQUIREMENT CHECK LIST (SRCL)

Government of Canada / Gouvernement du Canada

Draft

Contract Number / Numéro du contrat: **RAS-15-2054**

Security Classification / Classification de sécurité: **Unclassified**

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

PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department / Origine: **Ministère des opérations publiques et de l'origine** / **Division Services Canada** / **Pres. Sec. / Directeur / Direction générale / Directeur Cyber et I.T. Security**

2. a) Subcontract Number / Numéro du contrat de sous-traitance: _____ b) Name and Address of subcontractor / Nom et adresse du sous-traitant: _____

3. Brief Description of Work / À brève description du travail: _____
The contract is a buy order for a specific information security solution required by the Government of Canada.

4. a) Will the supplier require access to Classified / Confidential data?
 Le fournisseur aura-t-il accès à des renseignements classifiés?
 No / Non Yes / Oui

b) Will the supplier require access to unclassified military technology information subject to the provisions of the Trade Secret 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?
 No / Non Yes / Oui

5. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED / Confidential information or assets?
 Le fournisseur ainsi que ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS / CONFIDENTIELS?
 (Specify the level of access using the chart in Question 7.)
 (Préciser le niveau d'accès en utilisant le tableau de la question 7.)
 No / Non Yes / Oui

b) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED / Confidential 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 / CONFIDENTIELS n'est pas autorisé.
 No / Non Yes / Oui

6. c) Does commercial, courier or delivery requirements require overnight storage?
 S'agit-il d'un contrat de messagerie ou de livraison commerciale sans accompagnement de nuit?
 No / Non 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"/>	Not releasable / À ne pas diffuser <input type="checkbox"/>
Restricted to / Limité à: <input type="checkbox"/>	Specify country(ies) / Étranger (s) pays: _____	Specify country(ies) / Étranger (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 LIMITÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO UNRESTRICTED / NATO NON RESTREINT <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité: **Unclassified**

TS/SC/ST 350 (2014/15)

Canada



Government of Canada / Gouvernement du Canada

Document number / Numéro du document
RAS - 15 - 30554
Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier be required to provide access to IT or IT-LD under CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens de COMSEC classifiés PROTÉGÉS ou CLASSIFIÉS? No / Non Yes / Oui

9. Will the supplier be required to provide access to IT or IT-LD under INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature confidentiellement protégée? No / Non Yes / Oui

*Sheet Title(s) of instruction / titre(s) de la page(s) de l'instruction
Document Number / Numéro du document

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

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

<input type="checkbox"/> RELIABILITY STATUS / NIVEAU DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGNI / TRÈS SECRET - SIGNI	<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 ADDRESS / ADRESSE AUX ENDROITS			

Special documents / Commentaires supplémentaires

NOTE: If multiple levels of access are identified, a Security Classification Review must be conducted.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de sécurité doit être suivi.

10. b) May this work be performed by staff of the work?
Peut-on effectuer et autorisation sécuritaire pour le travail?
If Yes, will this security personnel be required?
Dans l'affirmative, le personnel en question sera-t-il requis?

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 provide and store PROTECTED and/or CLASSIFIED information in possession of site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer à la place des renseignements ou des biens PROTÉGÉS 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

12. Will the production (manufacture, and/or repair or refurbishment) of UNCLASSIFIED and/or CLASSIFIED information equipment occur at the site of the work?
Les installations du fournisseur seront-elles le lieu de fabrication (réparation et/ou réparation/renouvellement) de matériel PROTÉGÉ ou CLASSIFIÉ? No / Non Yes / Oui

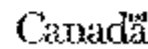
INFORMATION TECHNOLOGY (IT) MEDIA / SUIVI-POINT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

13. Will the supplier be required to use IT systems to store security sensitive data, such as to store IT or IT-LD under CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker des renseignements ou des biens PROTÉGÉS ou CLASSIFIÉS? No / Non Yes / Oui

14. Is there an electronic link between the site/Work/Task and the government department or agency?
Existe-t-il un lien électronique entre le système informatique et/ou le travail et le ministère/le Service? No / Non Yes / Oui

FORM 1 (3-0-10062/00-102)

Security Classification / Classification de sécurité
Unclassified





Gouvernement du Canada / Government of Canada

Order Number / Numéro de contrat

RAS 15-30554

Security Classification / Classification de sécurité
Unclassified

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

For those completing this form manually, fill the summary sheet below to indicate the category(ies) and level(s) of release or original of this report's site(s) or premises.
Les utilisateurs qui remplissent ce formulaire manuellement doivent compléter le tableau récapitulatif ci-dessous pour la forme, en indiquant la catégorie et le niveau de sécurité pour chaque catégorie.

For users completing this form online (through internally developed means), the summary sheet is automatically populated by your responses to previous questions. Do not answer the questions and return this form to the original recipient. Répondez aux questions précédentes et renvoyez le formulaire à son destinataire respectif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

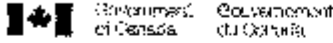
Category / Catégorie	SOURCE / PROVENANCE			CLASSIFIED / CLASSIFIÉ			DATE					NUMBER / NOMBRE		
	A	R	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NOUVEAU / NEWLY RELEASED / RÉVÉLÉ	RECLASSIFIED / RECLASSIFIÉ	RETRACTED / RETIRÉ	REMOVED / SUPPRIMÉ	PROCESSED / PROCÉDÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
1. Original Source / Source Originale (e.g., Source)														
2. Media / Média														
3. Other / Autre														

12. a) Is the description of the work site filed within the SINGLE PROTECTED and/or CLASSIFIED?
La description (PDA) du travail est-elle présentée (PDR) et/ou de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by associating 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 document be attached to the SINGLE PROTECTED and/or CLASSIFIED?
La documentation associée sera-t-elle présentée (PDR) et/ou de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Contract Number / Numéro du contrat RAS-15-30554 Security Classification / Classification de sécurité Unclassified
--

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Oligère de projet de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Matti Seghe		Security Lead	
Signature		Date	
<i>Matti Seghe</i>		2015 09 05	
14. Organization Security Authority / Responsabilité de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Mark Pitts		Director Security	
Signature		Date	
Telephone No. / N° de téléphone		Facsimile No. / N° de télécopieur	
514 293 8110		UTS 982 0791	
E-mail address - Adresse courriel		Date	
m.pitts@scs.gc.ca		2015 09 05	
15. Are these additional indicators (e.g., Security Code, Security Classification (CSP)) signed? Ces indicateurs supplémentaires (p. ex., code de sécurité, Classification de la sécurité) sont-elles jointes?			
			Yes / Oui <input type="checkbox"/>
			No / Non <input checked="" type="checkbox"/>
16. Authorization Officer / Agent d'autorisation			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Gary Cooper		Contracting Authority	
Signature		Date	
<i>Gary Cooper</i>		Dec 7 2015	
Telephone No. / N° de téléphone		Facsimile No. / N° de télécopieur	
613-792-5945		910-911-1000	
E-mail address - Adresse courriel		Date	
gary.cooper@scs.gc.ca		Dec 7 2015	
17. Contracting Security Authority / Autorité contractante en matière de S&S			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Contracting Authority		Contracting Authority	
Signature		Date	
<i>Contracting Authority</i>		<i>Contracting Authority</i>	
Telephone No. / N° de téléphone		Facsimile No. / N° de télécopieur	
E-mail address - Adresse courriel		Date	

PROJET S&S-1530554

Security Classification / Classification de sécurité Unclassified
--





Annex E: Treasury Board of Canada Secretariat - Standard on Identity and Credential Assurance Definitions

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=26776>

Assurance

A measure of certainty that a statement or fact is true.

Assurance level

A level of confidence that may be relied on by others.

Authoritative party

A federation member that provides assurances (of credential or identity) to other members (relying parties).

Authoritative source

A collection or registry of records maintained by an authority that meets established criteria.

Biological or behavioural characteristic confirmation

A process that compares biological (anatomical and physiological) characteristics in order to establish a link to an individual. Example: Facial photo comparison.

Credential

A unique physical or electronic object (or identifier) issued to, or associated with, an individual, organization or device.

Credential assurance

The assurance that an individual, organization or device has maintained control over what has been entrusted to him or her (e.g., key, token, document, identifier) and that the credential has not been compromised (e.g., tampered with, modified).

Credential assurance level

The level of confidence that an individual, organization or device has maintained control over what has been entrusted to him or her (e.g., key, token, document, identifier) and that the credential has not been compromised (e.g., tampered with, corrupted, modified).



Credential risk

The risk that an individual, organization or device has lost control over the credential that has been issued to him or her.

Evidence of identity

A record from an authoritative source indicating an individual's identity. There are two categories of evidence of identity: foundational and supporting.

Federation

A cooperative agreement between autonomous entities that have agreed to work together. The federation is supported by trust relationships and standards to support interoperability.

Foundational evidence of identity

Evidence of identity that establishes core identity information such as given name(s), surname, date of birth, sex and place of birth. Examples include records of birth, immigration or citizenship from an authority with the necessary jurisdiction.

Identity

A reference or designation used to distinguish a unique and particular individual, organization or device.

Identity assurance

A measure of certainty that an individual, organization or device is who or what it claims to be.

Identity assurance level

The level of confidence that an individual, organization or device is who or what it claims to be.

Identity management

The set of principles, practices, processes and procedures used to realize an organization's mandate and its objectives related to identity.

Identity risk

The risk that an individual, organization or device is not who or what it claims to be.



Knowledge-based confirmation

A process that compares personal or private information (i.e., shared secrets) to establish an individual's identity. Examples of information that can be used for knowledge-based confirmation include passwords, personal identification numbers, hint questions, program-specific information and credit or financial information.

Physical possession confirmation

A process that requires physical possession or presentation of evidence to establish an individual's identity.

Relying party

A federation member that relies on assurances (of credential or identity) from other members (authoritative parties).

Supporting evidence of identity

Evidence of identity that corroborates the foundational evidence of identity and assists in linking the identity information to an individual. It may also provide additional information such as a photo, signature or address. Examples include social insurance records; records of entitlement to travel, drive or obtain health insurance; and records of marriage, death or name change originating from a jurisdictional authority.

Trusted referee confirmation

A process that relies on a trusted referee to establish a link to an individual. The trusted referee is determined by program-specific criteria. Examples of trusted referee include guarantor, notary and certified agent.