



**Royal Canadian Mounted Police  
Gendarmerie royale du Canada**

**RETOURNER LES SOUMISSIONS A:  
RETURN BIDS TO:  
Bid Receiving/Réception des  
sousmissions**

Royal Canadian Mounted Police (RCMP)  
Mailstop #1004  
14200 Green Timbers Way  
Surrey, B.C. V3T 6P3

Gendarmerie royale du Canada (GRC)  
Mailstop #1004  
14200 Green Timbers Way  
Surrey (Colombie-Britannique) V3T 6P3

**Amendment #2 to REQUEST FOR  
PROPOSAL  
Amendement #2 À DEMANDE DE  
PROPOSITION**

Proposal to : Royal Canadian Mounted Police

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

Proposition aux: Gendarmerie royale du Canada.

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

**Comments – Commentaries**

THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ

**Title – Sujet**  
**FIRST AID TRAINING/FORMATION EN SECOURISME**

**Solicitation No. - No. de  
l'invitation M2989-5-0152**

**Date:**  
April 08/ avril, 2016

**Buy & Sell Reference No. - No. De Référence du Client**  
**PW-16-00727644**

**Solicitation Closes: - L'invitation prend fin**

**On/le: May/Mai 02, 2016**

**At/à : 2 :00 p:m PDT (Pacific Daylight Time)  
HAP (heure avancée du Pacifique)**

**F.O.B. - F.A.B.**

Destination

**Address Enquiries to: - Adresser toutes questions à:**

Hedy Sawatzky, Reg Sr Procurement Officer, RCMP  
Agente principale d'approvisionnement régulier  
hedy.sawatzky@rcmp-grc.gc.ca

**Telephone No. - No de  
telephone: 778-290-2779**

**Fax No. - N° de FAX:**  
778-290-6110

**Destination of Goods, Services:**

**Destinations des biens, services :**

Royal Canadian Mounted Police (RCMP)  
#1101 – 45337 Calais Crescent  
Chilliwack, B.C. V2R 5I7

Gendarmerie royale du Canada (GRC)  
1101 – 45337, croissant Calais  
Chilliwack (Colombie-Britannique) V2R 5I7

**Delivery Required -**

**Livraison exigée:**

See Herein - - Voir aux  
présentes

**Delivery Offered - Livraison**

**proposée**

**Name and title of person authorized to sign on behalf of  
Vendor/Firm - Nom et titre de la personne autorisée à  
signer au nom du fournisseur/de l'entrepreneur**

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

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

**THIS AMENDMENT #2 IS BEING ISSUED TO AMEND THE RFP AS FOLLOWS:  
LA MODIFICATION N° 2 VISE À MODIFIER LA DP DE LA MANIÈRE SUIVANTE :**

Solicitation – N° de l'invitation #M2989-5-0152

Reference- No. De Référence #PW-1600727644

This amendment is raised to correct an administrative error. The RFP files were incorrectly uploaded in the wrong language. There are no changes to the documents other than correcting the language.

La présente modification vise à corriger une erreur administrative. Les documents de la DP ont été téléchargés par erreur dans la mauvaise langue. Il n'y a aucun changement apporté aux documents, à l'exception de la langue de rédaction.



**Royal Canadian Mounted Police  
Gendarmerie royale du Canada**

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

**Bid Receiving/Réception des  
sousmissions**  
Royal Canadian Mounted Police (RCMP)  
Mailstop #1004  
14200 Green Timbers Way  
Surrey, B.C. V3T 6P3

Gendarmerie royale du Canada (GRC)  
réception  
14200 Green Timbers Way  
Surrey (Colombie-Britannique) V3T 6P3

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

Proposition aux: Gendarmerie royale du Canada.

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

**Comments – Commentaries**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Project Title : First Aid Training  
Formation en secourisme**

**Solicitation No. - No. de  
l'invitation  
M2989-5-0152**

**Date: March 22, 2016**

**Buy & Sell Reference No. - No. De Référence du Client**

**Solicitation Closes: - L'invitation prend fin**

**On/ le : May 02, 2016  
Mai 02, 2016**

**At /à : 2:00 p:m PDT (Pacific  
Daylight Time)  
HAP (heure avancée du Pacifique)**

**F.O.B. - F.A.B.**

Destination

**Address Enquiries to: - Adresser toutes questions à:**

Hedy Sawatzky, Reg Sr Proc Officer, RCMP, GRC  
Agente principale d'approvisionnement régulier  
hedy.sawatzky@rcmp-grc.gc.ca

**Telephone No. - No de  
telephone: 778-290-2776**

**Fax No. - N° de FAX:  
778-290-6110**

**Destination of Goods, Services:  
Destinations des biens, services :**

Royal Canadian Mounted Police  
#1101 – 45337 Calais Crescent  
Chilliwack, B.C. V2R 5I7

Gendarmerie royale du Canada (GRC)  
1101 – 45337, croissant Calais  
Chilliwack (Colombie-Britannique) V2R 5I7

**Delivery Required -  
Livraison exigée:**

See Herein - Voir aux  
présentes

**Delivery Offered - Livraison  
proposée**

**Name and title of person authorized to sign on behalf of  
Vendor/Firm - Nom et titre de la personne autorisée à  
signer au nom du fournisseur/de l'entrepreneur**

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

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



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders;
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist (SRCL).

### **1.2 Summary**

The RCMP (Royal Canadian Mounted Police) PRTC (Pacific Region Training Centre) "E" Division, located at 45337 Calais Crescent, Chilliwack, B.C., has a requirement for a Contractor to deliver First Aid Training consisting of the delivery of Standard First Aid (SFA), Cardio Pulmonary Resuscitation (CPR-C), and Automated External Defibrillator (AED) certification for RCMP members.

The RCMP has set standards of training for RCMP members relating specifically to SFA, CPR-C & AED's. As per RCMP Policy, this certification is mandatory training which candidates must take every 3 (three) years. The co-ordination and delivery of SFA, CPR-C & AED through a blended learning method is an ongoing requirement for members of the RCMP. Approximately 2128 (two thousand one hundred and twenty eight) members per year will attend PRTC for training and will require certification for SFA, CPR-C & AED.

The method of delivery must be a Blended Learning Delivery. (A combination of practical and online training) The purpose of blended delivery of SFA, CPR-C & AED certification is to provide candidates with the knowledge and skills necessary to help sustain life and minimize the consequences of injury/sudden illness until advanced medical help is available. The knowledge and skills objectives from the blended delivery must remain the same as traditional First Aid Courses. The candidates must successfully complete a self-paced theory component (online training) which includes evaluations. The candidates will then successfully complete a practical classroom component which will be taught by the RCMP instructors at PRTC.



The Contractor will be required to teach the practical portion of their First Aid Training program to a maximum of fifteen (15) RCMP First Aid instructors, up to a maximum of two (2) times per year. The RCMP instructors will in turn train/instruct practical First Aid Training to RCMP candidates.

The Contractor must provide the RCMP candidates with access to the Contractor owned website for the First Aid Training. The Contractor must provide technical support for the on line First Aid Training, Monday to Friday during regular business hours, within a three (3) hour response time. Technical service will not be required on weekends and Canadian Statutory holidays.

There will be no allowances for travel, vacation, overtime, or sick leave. The practical portion of the training will take place Monday to Friday during business hours. There will be no training schedules on weekends or Canadian Statutory holidays.

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

For services requirements, Bidders must provide the required information as detailed in article 5.1.3 of Part 5 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded for former public servants.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), THE Agreement on Internal Trade (AIT), Bilateral Agreements with Chili, Columbia, Honduras, Korea, and Panama.

### **1.3. Debriefings**

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

### **1.4. Procurement Ombudsman**

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

## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses And Conditions**

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

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



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

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

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

Delete subsection 1.4 and 1.5 in their entirety.

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

Delete: 60 days

Insert: 120 days

## **2.2 Submission of Bids**

### **Submit Bids Via Mail/Courier, or Hand Deliver To:**

#### **BID RECEIVING UNIT**

Royal Canadian Mounted Police (RCMP)  
Mailstop #1004  
14200 Green Timbers Way  
Surrey, B.C. V3T 6P3

Bids are to be directed only to the RCMP Front Desk by the date, time and place indicated on page 1 of the bid solicitation. The RCMP will NOT assume responsibility for bids directed to any other location.

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

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquires received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory





specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **2.5 Promotion of direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section 1: Technical Bid (1 hard copy)

Section 11: Financial Bid (1 hard copy)

Section 111: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and



- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section 1: Technical Bid**

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

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

Bidders should provide a brief summary on their Business/Company and include how long they have been in business, how many employees they have, what area their business services.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the "Basis of Payment" in Annex "B". The total amount of Applicable Taxes must be shown separately.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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



**4.1.1 Technical Evaluation Criteria**

**1.1.1 Mandatory Evaluation Criteria**

At bid closing, the Bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance.

Any proposal which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.

<b>MANDATORY REQUIREMENTS TECHNICAL PROPOSAL</b>	<b>Met</b>	<b>Not Met</b>
<b>M01</b> The Bidder must be certified by Worksafe BC to deliver SFA, CPR-C & AED training via both an online and practical component. <i>(This Will be confirmed with the Work Safe BC website)</i>		
<b>M02</b> The Bidder's online SFA, CPR-C, and AED training must not exceed six (6) hours in length. <i>(To be determined during bid evaluation)</i>		
<b>M03</b> The Bidder must provide a Syllabus for their online SFA, CPR-C & AED Training Course <u>with their bid submission</u> . <i>(The Bidder's Syllabus must clearly indicate the length of time for the various elements of the online portion in their Syllabus)</i>		
<b>M04</b> The Bidder's practical portion of their SFA, CPR-C, & AED training must not exceed four (4) hours in length. <i>(To be determined during bid evaluation)</i>		
<b>M05</b> The Bidder must provide a Syllabus for the practical portion of the SFA, CPR-C, & AED Training <u>with their bid submission</u> . <i>(The Bidder's Syllabus must clearly indicate the length of time for the various elements of the practical portion in their Syllabus)</i>		
<b>M06</b> The Bidder must provide their necessary codes/passwords to access their website, <u>with their bid submission</u> .		
<b>M07</b> The Bidder's proposed online SFA, CPR-C, & AED training must allow for the candidates to register with a designated password and must allow for the changing of passwords. <i>(To be determined during bid evaluation)</i>		



<p><b>M08</b> The Bidder's proposed online SFA CPR-C, &amp; AED training must capture only the candidate's name and employee number. <i>(To be determined during bid evaluation)</i></p>		
<p><b>M09</b>The Bidder's proposed online SFA, CPR-C, &amp; AED training must allow for the candidate to "pause" and "save" their work during the course. (The candidates must have the capability of returning to where they left off as opposed to restarting the program) <i>(To be determined during bid evaluation)</i></p>		
<p><b>M10</b> The Bidder's website must be currently operating and not under development at the time of bid submission. <i>(To be determined during bid evaluation)</i></p>		
<p><b>M11</b> The Bidder's website must be capable of streaming to a connection with a minimum speed of .5 Mbps (1/2 a Megabyte per second). This will ensure that slower internet locations such as dial up and satellite will be able to stream the online course with no issues. <i>(To be determined during bid evaluation)</i></p>		
<p><b>M12</b> The Bidder's website must have the ability for designated RCMP personnel to upload a list of the candidates in order to verify First Aid expiry dates. <i>(To be determined during bid evaluation)</i></p>		
<p><b>M13</b> The Bidder's website must have the ability to issue final course certificates to the candidates. <i>(To be determined during bid evaluation)</i></p>		

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

**Evaluation of Price - Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The total cost for the initial contract period (initial period) and all the option periods (option #1 and option #2) will be added together for a "Total Bid Price".

**4.2 Basis of Selection**

**4.2.1 Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## **PART 5 – CERTIFICATIONS**

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

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

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

### **5.1. Certifications Precedent to Contract Award**

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

#### **5.1.1 Integrity Provisions - Associated Information**

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

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

#### **5.1.3 Former Public Servant Certification**

##### **FORMER PUBLIC SERVANT – Competitive Bid**

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



**Definitions**

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

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

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

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

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

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

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

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

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

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:



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

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

## **PART 6 – SECURITY**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - a) the Bidder and its personnel must be capable of obtaining an RCMP security clearance to the level of Facility Access 2 (FA2) prior to the commencement of the Work.
  - b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 – Resulting Contract Clauses;
  - c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

## **Part 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement - Contract**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

#### **7.1.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "B" Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.



**7.2 Standard Clauses and Conditions**

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

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

**7.2.1 General Conditions**

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

Section 41 Integrity Provisions - Contract of 2035 referenced above is amended as follows:  
Delete subsection 41.4 in its entirety.

**7.3 Security Requirements**

The Contractor and its personnel must be capable of obtaining an RCMP security clearance to the level of Facility Access 2 (FA2) prior to the commencement of the Work. (Escort Required)

**7.4 Term of Contract:**

**7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to two (2) years inclusive.

**7.4.2 Option To Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year option periods. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.





**7.5 AUTHORITIES:**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Hedy Sawatzky  
Reg Sr Procurement Officers  
Royal Canadian Mounted Police  
Contracting & Procurement Unit  
Mailstop #909  
14200 Green Timbers Way  
Surrey, B.C. V3T 6P3  
[hedy.sawatzky@rcmp-grc.g.ca](mailto:hedy.sawatzky@rcmp-grc.g.ca)

P) 778-290-2779

F) 778-290-6110

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**7.5.2 Project Authority**

The Project Authority for the Contract is:

TBA

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. The Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**7.5.3 Contractor's Representative**

TBA

**7.6 Proactive Disclosure of contract with Former Public Servants**

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



**7.7 PAYMENT:**

**7.7.1 Basis of Payment**

The Contractor will be paid an all inclusive per candidate rate of \$ TBD for the on line training, an all inclusive per candidate rate of \$ TBD for the practical instructor training, a firm per hard copy manual rate, and a firm per electronic manual with updates rate, as per Annex B – Basis of Payment, for Work performed in accordance with the Contract.

**7.7.2 Limitation of Price**

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

**7.7.3 Monthly Payments**

Canada will pay the contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

**7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**7.9 Certifications**

**7.9.1 Compliance**

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

**7.10 Applicable Laws**

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



### **7.11 Priority Of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25) Higher Complexity – Services are incorporated by reference into and form part of this Contract;
- (c) Annex “A” Statement of Work;
- (d) Annex “B” Basis of Payment;
- (e) Annex “C” Security Requirements Checklist (SRCL);
- (f) the Contractor's proposal dated (TBA).

### **7.12 Procurement Ombudsman**

#### **7.12.1 Dispute Resolution Services**

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

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

#### **7.12.2 Contract Administration**

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

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

### **7.13 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### **7.14 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



**7.15 License to Material Subject to Copyright**

1. In this section, "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
2. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all rights comprised in the copyright in the Material, for any government purposes. Canada may use independent contractors in the exercise of Canada's license pursuant to this clause.
3. Copyright in any translation of the Material made by or for Canada belongs to Canada. Canada agrees to reproduce the Contractor's copyright notice, if any, on all copies of the Material, and to acknowledge the Contractor's title to the copyright in the original Work on all copies of translations of the Material effected by or for Canada.
4. No restrictions other than those set out in this section must apply to Canada's use of copies of the Material or of translated versions of the Material.
5. At the request of Canada, the Contractor must provide to Canada, at the completion of the Work or at such other time as Canada may require, a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is an author of the Material, the Contractor permanently waives its moral rights in respect of the Material.



**ANNEX "A"**

**STATEMENT OF WORK**

**1. Project Title**

SFA (Standard First Aid), CPR-C (Cardio Pulmonary Resuscitation) & AED (Automated External Defibrillator) Certification (Blended Learning Delivery) Training.

**2. Requirement**

The RCMP (Royal Canadian Mounted Police) PRTC (Pacific Region Training Centre) "E" Division, located at 45337 Calais Crescent, Chilliwack, B.C., has a requirement for a Contractor to deliver First Aid Training consisting of the delivery of Standard First Aid (SFA), Cardio Pulmonary Resuscitation (CPR-C), and Automated External Defibrillator (AED) certification for RCMP members.

The RCMP has set standards of training for RCMP members relating specifically to SFA, CPR-C & AED's. As per RCMP Policy, this certification is mandatory training which candidates must take every 3 (three) years. The co-ordination and delivery of SFA, CPR-C & AED through a blended learning method is an ongoing requirement for members of the RCMP. Approximately 2128 (two thousand one hundred and twenty eight) members per year will attend PRTC for training and will require certification for SFA, CPR-C & AED.

The method of delivery must be a Blended Learning Delivery. (A combination of practical and online training) The purpose of blended delivery of SFA, CPR-C & AED certification is to provide candidates with the knowledge and skills necessary to help sustain life and minimize the consequences of injury/sudden illness until advanced medical help is available. The knowledge and skills objectives from the blended delivery must remain the same as traditional First Aid Courses. The candidates must successfully complete a self-paced theory component (online training) which includes evaluations. The candidates will then successfully complete a practical classroom component which will be taught by the RCMP instructors at PRTC.

The Contractor will be required to teach the practical portion of their First Aid Training program to a maximum of fifteen (15) RCMP First Aid instructors, up to a maximum of two (2) times per year. The RCMP instructors will in turn train/instruct practical First Aid Training to RCMP candidates.

The Contractor must provide the RCMP candidates with access to the Contractor owned website for the First Aid Training. The Contractor must provide technical support for the on line First Aid Training, Monday to Friday during regular business hours, within a three (3) hour response time. Technical service will not be required on weekends and Canadian Statutory holidays.

There will be no allowances for travel, vacation, overtime, or sick leave. The practical portion of the training will take place Monday to Friday during business hours. There will be not training schedules on weekends or Canadian Statutory holidays.



### **3. Background**

In December of 2012 the Federal Occupational Health and Safety Regulations were amended. The amendment removed the requirement for the Federal Minister of Labour to approve first aid training programs and allowed for first aid training to be given by qualified individuals who hold a valid certification from provincially approved organizations. In B.C. the approving authority is WorkSafeBC. The RCMP are delivering CPR-C & AED on a weekly basis. The RCMP instructors have previously been trained by external service providers as SFA & CPR-C instructors. Currently, the RCMP use an external service provider to deliver first aid training in a blended learning package. The blended learning online and classroom components are interdependent and sequential in structure. Both components are required to achieve the learning objectives for certification. This method has proven to be very successful for and is the required method of training delivery.

### **4. Objective**

To provide SFA, CPR-C, and AED certification training to RCMP candidates.

### **5. Terminology & Acronyms:**

AED	Automated External Defibrillator
CLC	Canada Labour Code
CPR	Cardio Pulmonary Resuscitation
CTS	Course Training Standard
ESDC	Employment and Social Development Canada
OHSR	Occupational Health and Safety Regulations
PRTC	Pacific Region Training Centre
RCMP	Royal Canadian Mounted Police
SFA	Standard First Aid

### **6. Scope of Work**

The Contractor will perform the following tasks:

- a) meet with the RCMP designate at the location of the Work (PRTC), once a year for face to face meetings at the PRTC;
- b) be available via telephone and email for discussions regarding training issues and supplier website issues as required;
- c) ensure the learning material for both the candidates and the RCMP First Aid instructors is kept up to date in accordance with Worksafe BC;
- d) provide candidate access to the Contractor's website for the online SFA, CPR-C, and AED training;



- e) deliver the practical First Aid instructor Training consisting of the delivery of SFA, CPR-C, and AED certification to RCMP First Aid instructors;
- f) provide all necessary equipment to complete the practical First Aid instructor Training;
- g) bring to the classroom, one (1) hard copy of a First Aid instructor manual for each RCMP First Aid instructor who will be taking the practical instructor training;
- h) provide access to the electronic version of the First Aid instructor manual;
- i) bring to the classroom a hard copy certificate of completion for each RCMP instructor who will be taking the practical First Aid instructor training.

#### **7. Travel/Meetings**

- a) there will be no allowances for travel and living expenses;
- b) all travel costs incurred by the Contractor are the responsibility of the Contractor;
- c) the Contractor will be required to attend the location of the Work (PRTC) for the practical training up to a maximum of two (2) times per year;
- d) the Contractor will be required to attend the location of the Work (PRTC), for the purposes of a face to face meeting with the RCMP designate, one (1) time per year.

#### **8. Constraints - Language Requirements**

The Contractor and its personnel who will be working on the contract must be capable of performing the Work in fluent English, both written and oral.

#### **9. Outputs and Deliverables**

The Contractor shall provide the following:

- a) access to various reports on candidate's status, from the contractor's website;
- b) a monthly/quarterly list of every incidence/call (problems) which the contractor was required to address/resolve;
- c) a response time within three (3) hours for every telephone call (Monday to Friday, during regular business hours, not including weekends and Canadian statutory holidays);
- d) have available for the practical First Aid instructor training, sufficient security cleared instructors within a lead time of thirty (30) calendar days notice;



- e) bring to the classroom all necessary equipment to complete the practical First Aid instructor training;
- f) bring to the classroom one (1) hard copy of the First Aid manual for each RCMP instructor who is taking the practical First Aid Training;
- g) Bring to the classroom, one (1) hard copy certificate of completion for each RCMP First Aid instructor who will be taking the practical First Aid Training.

#### **10. Departmental Support**

The RCMP Technical Authority shall provide the following to the Contractor:

- a) suitable candidates for both the online and practical in class training consisting of SFA, CPR-C & AED. (The Candidates will be advised 7 (seven) weeks in advance of their course date and provided with a link to access the online training);
- b) access to classroom space at the location of the Work for the practical First Aid instructor Training;
- c) access to the Project Authority ;
- d) access to various RCMP personnel as required;
- e) RCMP First Aid instructor names and email addresses.

#### **11. Location of Work**

The location of the practical First Aid instructor Training will be held at the RCMP Pacific Region Training Centre (PRTC) located at 45337 Calais Crescent, Chilliwack, B.C. V2R 0N6.





**Annex "B"**  
**BASIS OF PAYMENT – (Financial Evaluation)**

Name of Person or Firm:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
GST# or SIN#:	_____
Former Public Servant:	Yes _____ No _____

The Contractor shall be paid on the basis of an all inclusive per candidate rate for the First Aid on line training, and an all inclusive per candidate rate for the First Aid practical instructor training, a firm per hard copy First Aid manual rate, and a firm per electronic copy First Aid manual rate. All prices to be in Canadian dollars, exclusive of Goods and Services Tax (GST). If the GST is applicable, it is extra to the price and must be shown as a separate line item. Customs Duties and freight and travel are included. PST exempt under exemption #1000-5001.

Please provide your quotation for the Work detailed in the Statement of Work, attached at Annex "A".

There will be no provision for travel and living expenses, overtime, annual leave, Canadian Statutory Holidays and sick leave.

**Initial two (2) year Contract period (a)**

<i>Description</i>	<i>Rate</i>
On Line First Aid Training ( <i>incl certificates</i> )	\$ _____ per candidate
Practical First Aid Instructor Training ( <i>incl certificates</i> )	\$ _____ per candidate
Instructor First Aid Manuals (hard copy) (up to a max of 30)	\$ _____ per candidate
Instructor First Aid Manuals (hard copy) ( 30 + ) ( <i>more than</i> )	\$ _____ per candidate
Electronic First Aid Manual with current updates ( <i>RCMP will distribute the manuals as required</i> )	\$ _____ per candidate



**Option Year One (1) (b)**

<u>Description</u>	<u>Rate</u>
On Line First Aid Training ( <i>incl certificates</i> )	\$ _____ per candidate
Practical First Aid Instructor Training ( <i>incl certificates</i> )	\$ _____ per candidate
Instructor First Aid Manuals ( <b>hard copy</b> ) (up to a max of 30)	\$ _____ per candidate
Instructor First Aid Manuals (hard copy) ( 30 + ) (more than)	\$ _____ per candidate
Electronic First Aid Manual with current updates (RCMP will distribute the manuals as required)	\$ _____ per candidate

**Option Year Two (2) (c)**

<u>Description</u>	<u>Rate</u>
On Line First Aid Training ( <i>incl certificates</i> )	\$ _____ per candidate
Practical First Aid Instructor Training ( <i>incl certificates</i> )	\$ _____ per candidate
Instructor First Aid Manuals (hard copy) ( up to a max of 30)	\$ _____ per candidate
Instructor First Aid Manuals (hard copy) (30+) (more than)	\$ _____ per candidate
Electronic First Aid Manual with current updates (RCMP will distribute the manuals as required)	\$ _____ per candidate

**Total Bid Price:** \_\_\_\_\_ (ttl of a, b,c)



**ANNEX "C"**

**Security Requirements Check List (SRCL)**

**(see attached 4 page)**



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

N 2015 1111 4530

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

<b>PART A CONTRACT INFORMATION / PARTIE A DESCRIPTION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction Pacific Region Training	
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 External instructor to provide standard first aid online and practical course material to Operational Skills Training (OST) Candidates. RCMP employees will log onto contractors website and input access codes provided by PRTC to obtain the online training portion. The practical instruction portion will be given by PRTC's OST instructor cadre. The contractor will not have access to the ROSS Network or RCMP protected information.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input 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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A - CONTRACT / PARTIE A - CONTRAT

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 :

Yes/No checkboxes with 'Yes' and 'No' labels.

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

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

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

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

- Checkboxes for RELIABILITY STATUS, CONFIDENTIAL, SECRET, TOP SECRET, NATO CONFIDENTIAL, NATO SECRET, COSMIC TOP SECRET, and SITE ACCESS.

Special comments: Commentaires spéciaux : Facility Access 2 - Escort Required

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

Yes/No checkboxes with 'Yes' and 'No' labels.

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

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?

Yes/No checkboxes with 'Yes' and 'No' labels.

Security Classification / Classification de sécurité





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

PART C / Partie C

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 RESTRICTIONNÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

Security Classification / Classification de sécurité
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Government of Canada

Gouvernement du Canada

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

PART I - AUTHORIZATION / PARTIE I - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) S/Sgt Julie de Decker		Title - Titre A/OIC PRTC Support Services	Signature 
Telephone No. - N° de téléphone (604) 703-2487	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel julie.dedecker@rcmp-grc.gc.ca	Date 2015-07-07
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sgt. Kevin Beson Departmental Security Section		Title - Titre Ops/NO	Signature 
Telephone No. - N° de téléphone 778-290-2594	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date JUL 16 2015
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Hedy Sawatzky		Title - Titre Reg Sr Proc Officer	Signature 
Telephone No. - N° de téléphone 778-290-2779	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel hedy.sawatzky@rcmp-grc.gc.ca	Date NOV 03 2015
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

FA-02 Clearance - escort required

Contractors are not allowed to access any Protected RCMP information, RCMP IT systems or networks.

The signed SRCL is attached in PDF format. Signed original held in Pacific Region.

Regards,

Irene

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada