



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Nova Scotia**  
**Bid Fax: (902) 496-5016**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux 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 - Commentaires**

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Title - Sujet</b> ISO Aduit Services	
<b>Solicitation No. - N° de l'invitation</b> W3554-166152/A	<b>Date</b> 2016-04-12
<b>Client Reference No. - N° de référence du client</b> W3554-16-6152	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-305-9828	
<b>File No. - N° de dossier</b> HAL-5-75257 (305)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Collier, Susan	<b>Buyer Id - Id de l'acheteur</b> hal305
<b>Telephone No. - N° de téléphone</b> (902) 496-5350 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE FMF CAPE SCOTT RM 3311 BLDG D-200 HALIFAX NOVA SCOTIA B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## TABLE OF CONTENTS

### **ISO Audit Surveillance Services**

#### PART 1 - GENERAL INFORMATION

- 1.1 SECURITY REQUIREMENTS
- 1.2 STATEMENT OF WORK OR REQUIREMENT
- 1.3 DEBRIEFINGS
- 1.4 TRADE AGREEMENTS
- 1.5 CANADIAN CONTENT

#### PART 2 - BIDDER INSTRUCTIONS

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF BIDS
- 2.3 FORMER PUBLIC SERVANT
- 2.4 ENQUIRIES - BID SOLICITATION
- 2.5 APPLICABLE LAWS

#### PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 BID PREPARATION INSTRUCTIONS

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

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF SELECTION

#### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 CERTIFICATIONS REQUIRED WITH THE BID
- 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

#### PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 SECURITY REQUIREMENTS
- 6.2 STATEMENT OF WORK OR REQUIREMENT
- 6.3 STANDARD CLAUSES AND CONDITIONS
- 6.4 TERM OF CONTRACT
- 6.5 AUTHORITIES
- 6.6 Proactive Disclosure of contracts with former public servants
- 6.7 PAYMENT
- 6.8 INVOICING INSTRUCTIONS
- 6.9 CERTIFICATIONS
- 7.0 APPLICABLE LAWS
- 7.1 PRIORITY OF DOCUMENTS
- 7.2 SACC MANUAL CLAUSES
- 7.3 APPLICABLE SACC MANUAL CLAUSE

Solicitation No. - N° de l'invitation  
W3554-166152/A  
Client Ref. No. - N° de réf. du client  
W3554-166152

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

Buyer ID - Id de l'acheteur  
HAL305  
CCC No./N° CCC - FMS No./N° VME

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ANNEX "A"

STATEMENT OF WORK

A1.1 EVALUATION GRID  
Technical Statement of Requirement (TSOR)

ANNEX "B"

BASIS OF PAYMENT

ANNEX "C"

SECURITY SRCL

ANNEX D

INTEGRITY CHECK

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - 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;

### 1.2 Statement of Work

The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) Fleet Maintenance Facility Cape Scott (FMFCS) HMC Dockyard, and Halifax Nova Scotia to provide ISO Surveillance Audit Services for a three (3) year period to the ISO 9001:2008 and 14001:2004 Standards commencing in 2016, transitioning to the 2015 standard for 2017 and 2018.

This requirement will also assist the Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) with the transition from ISO 9001: 2008 and 14001:2004 to the revised 2015 standards. This requirement will also provide ISO Registrar Certification and Surveillance Services to Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) in ISO 9001:2015 and 14001:2015 for FMFCB included as an option if requested, commencing in 2017.

Please see Annex A for more details herein.

This requirement is subject to Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA) and World Trade Agreement on Government [Procurement (WTO-AGP).

**Please see Specification, Annex A for a complete detail listing of the requirement.**

### 1.3 Debriefings

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

### 1.4 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT) and World Trade Organization on Government Procurement (WTO-AGP).

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## 1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

### 3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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

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

**Due to the nature of the bid solicitation, bids submitted by facsimile to PWGSC will not be accepted.**

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada

will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

### Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (Two (2) hard copies)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

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

### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated, simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

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

**Bidders must submit a firm unit dollar amount in Table 1 and Table 2 or be deemed non responsive.**

### **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.
- © The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **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 aggregate price (combined total of Table 1+Table 2) evaluated price will be recommended for award of a contract.

Technical Evaluation Criteria for the technical bids are included in Annex A1, Technical Statement of Requirements (TSOR).

- (A) The criteria in the TSOR will be used to assess whether a bid meets the Technical Requirements.



- (B) The bid will be assessed against the requirements shown in Table 1 "TSOR Technical Requirements" and assigned a "PASS" or "FAIL" designation.
- (C) For each and every Technical requirement listed in Table 1, the Contractor must provide a reference as to where in their proposal it states they have met the Technical Requirement.
- (D) A compliant bid must PASS all TSOR Technical Requirements`.

#### **4.1.2 Financial Evaluation**

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

**Bidders must submit a firm unit dollar amount in Table 1 and Table 2 or be deemed non responsive.**

#### **4.2 Basis of Selection**

**4.2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default 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 will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

### 5.2.3 Canadian Content Certification - A3050T (2014-11-27)

#### Canadian Content Certification - A3066T (2010-01-11)

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

### 5.2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as

beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.5 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W3554-166152**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### **6.2 Statement of Work**

The Department of Public Works and Government Services Canada has a requirement, on behalf of Department of National Defence, (DND) Fleet Maintenance Facility Cape Scott (FMFCS) HMC Dockyard, and Halifax Nova Scotia to provide ISO Surveillance Audit Services for a three (3) year period to the ISO 9001:2008 and 14001:2004 Standards commencing in 2016, transitioning to the 2015 standard for 2017 and 2018.

This requirement will also assist the Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) with the transition from ISO 9001: 2008 and 14001:2004 to

the revised 2015 standards. This requirement will also provide ISO Registrar Certification and Surveillance Services to Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) in ISO 9001:2015 and 14001:2015 included as an option if requested, commencing in 2017.

Please see Annex A for more details herein.

This requirement is subject to Agreement on Internal Trade (AIT) and the North American Free Trade Agreement (NAFTA) and World Trade Agreement on Government [Procurement (WTO-AGP).

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

[2010 B](#) (2016-04-04), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

The Work is to be performed commencing contract award for a three (3) year period inclusive.

#### **6.4.2 Optional Goods and or Services**

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Susan Collier  
Title: Supply Specialist  
Public Works and Procurement Services  
Acquisitions Branch  
Directorate: Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, Nova Scotia B3J 3C9

Telephone: 902-496-5350  
Facsimile: 902-496-5016  
E-mail address: susan.collier@pwgsc-tpsgc.gc.ca

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

#### **6.5.2 Project Authority (To be given upon contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Business Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts 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.

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price, as specified in Annex B, Basis of Payment.* Customs duties are *included*, and Applicable Taxes are extra.

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

#### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

#### 6.7.3 SACC Manual Clauses

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Single Payment - **H1000C (2008-05-12)**

**6.8 Invoicing Instructions**

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

Each invoice must be supported by:

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

**6.9 Certifications**

**6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

**7.0 Applicable Laws**

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

**7.1 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 2010 B (2016-04-04), Professional Services (Medium Complexity);
- ©) Annex A, Statement of Work ;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

**7.2 SACC Manual Clauses**

Excess Goods – B7500C (2006-06-16)

Electrical Equipment - B1501C (2006-06-16)

Insurance – G1005C (2008-05-12)

Defence Contract - A9006C (2012-07-16)

## ANNEX "A"

### STATEMENT OF WORK

#### ISO SURVEILLANCE AND AUDIT SERVICES

#### REGISTRAR CERTIFICATION SERVICES

#### 1. PURPOSE:

- 1.1 To provide ISO surveillance audit Services to Fleet Maintenance Facility Cape Scott (FMFCS) to the ISO 9001:2008 and 14001:2004 standards, commencing upon contract award, transitioning to the 2015 standard for 2017 and 2018.
- 1.2 To assist the Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) with the transition from the ISO 9001: 2008 and 14001: 2004 to the revised 2015 standards, commencing upon contract award.
- 1.3 To provide ISO Registrar Certification and Surveillance Services for a three (3) year period to Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) in ISO 9001:2015 and 14001:2015. 14001 for FMFCB included as an optional service and may or may not be required. If it is required, will commence in 2017. Department of National Defence may acquire the optional service as stated below and indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

#### 2. BACKGROUND:

- 2.1 The Fleet Maintenance Facilities are a major component of the Department of National Defence Naval Engineering and Maintenance System. FMFCS is located in HMC Dockyard, Halifax, Nova Scotia and FMFCB is located in HMC Dockyard, Esquimalt, British Columbia. The two FMFs support the Royal Canadian Navy (RCN) through the provision of both general and defence-specific engineering and maintenance services, designed to meet the unique work requirements of the Fleet.
- 2.2 The Units each have a workforce comprising of more than 1200 military and civilian personnel. The exact number of employees within each of the FMFs will fluctuate due to staffing actions such as hiring, retirements, deployments, Military postings etc. A general breakdown of the workforce at each FMF is as follows:

Department	FMFCS Numbers	FMFCB Numbers
Command	4	6
Finance	13	8
Unit Support	67	100
Operations	65	67
Process Integration	20	9
Strategy	0	1
Engineering	213	162
FTA	31	26
Production	902	926

Total	1254	1305
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2.3 FMFCS has been ISO 9001: 2008 registered since 2003 and 14001: 2004 registered since 2005. FMFCB has been ISO 9001: 2008 registered since 2003 and, while not officially registered to ISO 14001: 04, are compliant to the requirements. Surveillance audits had been performed on an annual basis at both FMFs by an assortment of registrars throughout the years. The FMFs have an integrated Management System which includes a single Quality Manual, Policy Statement and Objectives as well extensive use of common process documentation. To further the integration and alignment of the two FMFs, there is a desire to integrate the registration process within the FMFs as well. Current ISO certifications at the FMFs have the following expiry dates:

- FMFCS - ISO 9001: 2008 expires August 31, 2018.  
- ISO 14001: 2004 expires September 11, 2018.
- FMFCB - ISO 9001: 2008 expires August 10, 2017.

### 3. REQUIREMENTS:

3.1 The Registrar is required to provide third party assessment of the Management System activities at FMFCS to verify conformance to ISO 9001:2008 and ISO 14001:2004 within the time frame outlined below. In addition, the Registrar is required to assist both FMFs in the transition and ultimate registration to the 2015 standards of ISO 9001 and 14001 within the time frame outlined below. In particular, the Registrar shall satisfy the following requirements:

3.1.1 Evaluate the organization's Management System documentation as required and identify preventive or corrective action requirements as necessary.

3.1.2 Carry out surveillance audit services to the 9001: 2008 and 14001: 2004 standards at FMFCS. Such audit is to be carried out not later than September 30, 2016.

3.1.3 Provide subject matter expertise (SME) to both FMFs, to assist with the transition from the 2008 and 2004 standards to the new 2015 standards of ISO 9001 and 14001, in preparation for the certification of both FMFs to the 2015 standards in 2017.

3.1.3.1 This service will take place from the time of contract initiation up until the successful certification of both FMFs to the 9001: 2015 and 14001: 2015 standards (Certification is to be obtained at FMFCB not later than June of 2017, and at FMFCS, not later than August of 2017).

3.1.3.2 Level of expected effort required as follows:

Each bidder is required to provide with their bid, their proposal of how they will accomplish assisting both FMF's transition from their current ISO Standard to the 9001: 2015 and 14001: 2015 after the initial audit..

3.1.4 Conduct a registration assessment of the Management System at both FMFs to verify ISO 9001:2015 and ISO 14001:2015 conformance, and issue Certificates of Registration at each FMF. Registration to occur at FMFCB NLT June, 2017 and at FMFCS NLT August, 2017.

3.1.5 Provide timely shipment of each Registration Certificate. (i.e. ISO 9001:2015 & ISO 14001:2015).

3.1.6 Work closely with the FMF Management System Officer, Management System Supervisor and the Process Integration Manager, to focus on suitable improvement opportunities and provide subject matter expertise on matters related to the ISO 9001 and 14001 standards.



- 
- 3.1.6.1 Level of effort required could be in the order of:
- 3.1.6.1.1 A call-up included to be provided to provide general support such as answers to basic questions relating to ISO 9001/14001. This support could take the form of remote services (telephone) or in-person assistance.
- 3.1.7 Provide surveillance audit services for both FMFs to the ISO 9001: 2015 and ISO 14001:2015 standards for the 2018 and 2019 calendar years.
- 3.1.8 Allow for termination of contract if contractual requirements are not met, after reasonable attempts have been made to resolve any discrepancies.
- 3.1.9 The Registrar shall provide details, including estimated costs, of mandatory post-registration maintenance assessments and subsequent assessment requirements.
- 3.2 The Firm's personnel shall hold a Valid Security Clearance to the Reliability Status level at all times during the performance of work. The contractor must possess a valid Visitor's Security Clearance issued by PWGSC/ISD.
- 3.3 The bidders are required to include (in their assessment proposals) work plans and schedules for conducting the registration activities. This work plan shall outline access and information requirements needed to accomplish the work.

#### Optional Goods and or Services

Department of National Defence may acquire the optional service for 14001:2015 for FMFCB and FMFCS. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

#### **4. SCOPE:**

- 4.1 Activities shall be sufficient to enable registration of the FMF facilities, within the Halifax Metro and Esquimalt areas and the including necessary maintenance assessment requirements.
- 4.2 Bidders shall provide sufficient level of detail and support in their proposals for the determination of the overall merit of the services offered.

#### **5. CONSTRAINTS:**

- 5.1 The contractor will take into consideration any and all constraints that may be necessary to carry out this process within the FMFs. Such constraints include:
- 5.1.1 The size and extent of the facilities;
- 5.1.2 The number of employees within the FMFs; and
- 5.1.3 The diversity and nature of the work carried out by the Work Centers.
- 5.2 The time frame of re-registration goal shall be deemed critical. Overall assessment activity planning and reporting methods will be considered as important contributing factors in the selection process of the Registrar.

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All proposals will include any required travel, accommodation, meal expenditures and premium time cost, as part of the overall bid price.

**6. CLIENT SUPPORT:**

- 6.1 The Registrar can expect the full support of the FMF organizations.
- 6.2 A reasonable amount of office space and standard equipment including telephones and fax service will be made available.

**7. DELIVERABLES:**

- 7.1 The Registrar is required to provide the necessary planning and schedule documents outlining assessment activities, corrective and preventive action requirements, advice, and guidance required by the Commanding Officer and the Management Team to facilitate the registration of the Management System of the FMFs, on a timeline that ensures that the registration dates are met. The deliverables shall include, but are not limited to, the following:

- 7.1.1 Registration Audit Plans and Schedules.

- 7.1.2 Progress and Status Reports.

- 7.1.3 Assessment Reports.

**8. CO-ORDINATION:**

- 8.1 Liaison shall be required with the FMF Management System Officer.
- 8.2 All findings, documentation, methods and procedural processes produced during the fulfillment of this contract will remain the property of the Fleet Maintenance Facility Cape Scott and Fleet Maintenance Facility Cape Breton.

### A1.1 EVALUATION GRID Technical Statement of Requirement (TSOR)

Mandatory Technical Evaluation Criteria for the technical bids are included in Annex A1, Technical Statement of Requirements (TSOR).

(A) The criteria in the TSOR will be used to assess whether a bid meets the Mandatory Technical Requirements.

(B) The bid will be assessed against the requirements shown in Table 1 "TSOR Mandatory Technical Requirements" and assigned a "PASS" or "FAIL" designation.

(C) For each and every Mandatory Technical requirement listed in Table 1, the Contractor must provide a reference as to where in their proposal it states they have met the Technical Requirement.

(D) A compliant bid must PASS all "TSOR Technical Requirements".

#### Mandatory Technical Rated Requirements "PASS" or "FAIL":

Mandatory Technical Requirements	Compliant		Cross Reference
	PASS	FAIL	Page No.
1. The supplier shall be accredited by the ANSI-ASQ National Accreditation Board (ANAB) or other approved accreditation body.			
2. The supplier shall have experience in the auditing of firms or organizations engaged in activities and functions, large industrial complex. Proposals shall include two detailed examples complete with (2) reference letters.			
3. The supplier shall have experience performing audits of both Quality and Environmental Management Systems, with preference given to those conducting integrated audits. Proposals shall include a list of ISO 9001:2008 and ISO 14001:2004 registrations completed in the last 2 years including two (2) reference letters from the most current clients.			
4. Level of expected effort required as follows:  Each bidder is required to provide with their bid, their proposal of how they will accomplish assisting both FMF's transition from their current ISO Standard to the 9001: 2015 and 14001: 2015 after the initial audit.			
5. The Registrar shall provide details, including estimated costs, of mandatory post-registration maintenance assessments and subsequent assessment requirements.			
6. The bidders are required to include (in their assessment proposals) work plans and schedules for conducting the registration activities. This work plan			

Solicitation No. - N° de l'invitation  
W3554-166152/A  
Client Ref. No. - N° de réf. du client  
W3554-166152

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

Buyer ID - Id de l'acheteur  
HAL305  
CCC No./N° CCC - FMS No./N° VME

Mandatory Technical Requirements	Compliant		Cross Reference
	PASS	FAIL	Page No.
shall outline access and information requirements needed to accomplish the work.			

Bidders shall provide sufficient level of detail and support in their proposals for the determination of the overall merit of the services offered. Proposals shall be judged on the above Requirements and the attached bid evaluation criteria data sheet.

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**Annex B**  
**Basis of Payment**

**Bidders must submit a firm unit dollar amount in Table 1 and Table 2.**

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

**EVALUATION 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 aggregate price (combined total of Table 1+Table 2) evaluated price will be recommended for award of a contract.

**Table 1**

Requirement	3 Year Period
1. As per Statement of Work, Annex A detailed herein.	\$

**Table 2**  
**Optional Services**

**Please note: The client may or may not require this service.**

Department of National Defence may acquire the optional service as stated below and indicated in the Statement of Work Annex A herein. It will be at the discretion of the Project Authority to determine if the optional services will be required at any time during the contract period and to establish priorities in accordance with the project budget.

Requirement	3 Year Period
1. 14001:2015 for FMFCB . Commencing in 2017, as per Statement of Work, Annex A detailed herein.	\$

**Please note: Price of bidder's proposal must include any required travel, accommodation, meal expenditures and premium time cost, as part of the overall bid price**

Solicitation No. - N° de l'invitation  
W3554-166152/A  
Client Ref. No. - N° de réf. du client  
W3554-166152

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

Buyer ID - Id de l'acheteur  
HAL305  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C SECURITY (SRCL)**

Solicitation No. - N° de l'invitation  
W3554-166152/A  
Client Ref. No. - N° de réf. du client  
W3554-166152

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

Buyer ID - Id de l'acheteur  
HAL305  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX D

### INTEGRITY CHECK

#### INTEGRITY and Certification – Related documentation

**Offeror's List of Directors below. Please provide a list of names of all individuals who are currently Directors in accordance with Part 5 – CERTIFICATION.**

**Directors: Please print clearly**

Name	Name	Name	Name

**Attach additional names on a separate sheet if required.**





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DEC 29 2015

Contract Number / Numéro du contrat

W3554-166152

Security Classification / Classification de sécurité

UNCLASSIFIED

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization /

Ministère ou organisme gouvernemental d'origine

DND

2. Branch or Directorate / Direction générale ou Direction

Fleet Maintenance Facility Cape Scott

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

1.1 To provide ISO surveillance audit Services to Fleet Maintenance Facility Cape Scott (FMFCS) and Fleet Maintenance Facility Cape Breton (FMFCB) to the ISO 9001:2008 and 14001:2004 standards.

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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)

☒ No ☐ Yes  
Non 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.

☐ No ☒ Yes  
Non 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?

☒ No ☐ Yes  
Non 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 ☐

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative  
à la diffusion

All NATO countries  
Tous les pays de l'OTAN

No release restrictions  
Aucune restriction relative  
à la diffusion

Not releasable  
À ne pas diffuser

Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s)  
pays:

Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s) pays:

Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s)  
pays:

7. c) Level of information / Niveau d'information

PROTECTED A ☐  
PROTÉGÉ A ☐  
PROTECTED B ☐  
PROTÉGÉ B ☐  
PROTECTED C ☐  
PROTÉGÉ C ☐  
CONFIDENTIAL ☐  
CONFIDENTIEL ☐  
SECRET ☐  
SECRET ☐  
TOP SECRET ☐  
TRÈS SECRET ☐  
TOP SECRET (SIGINT) ☐  
TRÈS SECRET (SIGINT) ☐

NATO UNCLASSIFIED ☐  
NATO NON CLASSIFIÉ ☐  
NATO RESTRICTED ☐  
NATO DIFFUSION RESTREINTE ☐  
NATO CONFIDENTIAL ☐  
NATO CONFIDENTIEL ☐  
NATO SECRET ☐  
NATO SECRET ☐  
COSMIC TOP SECRET ☐  
COSMIC TRÈS SECRET ☐

PROTECTED A ☐  
PROTÉGÉ A ☐  
PROTECTED B ☐  
PROTÉGÉ B ☐  
PROTECTED C ☐  
PROTÉGÉ C ☐  
CONFIDENTIAL ☐  
CONFIDENTIEL ☐  
SECRET ☐  
SECRET ☐  
TOP SECRET ☐  
TRÈS SECRET ☐  
TOP SECRET (SIGINT) ☐  
TRÈS SECRET (SIGINT) ☐





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W3554-168152

Security Classification / Classification de sécurité

UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui





Government  
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Gouvernement  
du Canada

Contract Number / Numéro du contrat  
W3554-166152

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biers Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien Electronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W3554-166152

Security Classification / Classification de sécurité  
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)  
Lewis Thibault

Title - Titre  
Contract Officer

Signature

Telephone No. - N° de téléphone  
(902) 427-2971

Facsimile No. - N° de télécopieur  
(902) 427-2885

E-mail address - Adresse courriel  
lewis.thibault@forces.gc.ca

Date  
22 December 2015

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DSO - Industrial Security  
Senior Security Analyst  
Tel: 613-996-0286

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
E-mail: sasa.medjovic@forces.gc.ca

Date  
2015- Dec 23

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

☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)  
John Staver  
Susan Collier

Title - Titre  
Supply Team Leader  
Supply Specialist

Signature

Telephone No. - N° de téléphone  
(902) 496-5887-5350

Facsimile No. - N° de télécopieur  
(902) 496-5018

E-mail address - Adresse courriel  
john.staver@pwgsc-tpgsc.gc.ca

Date  
4/12/2016

17. Contracting Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)  
Chrisoula Langis - Contract Security Division  
Chrisoula.Langis@tpsgc-pwgsc.gc.ca  
Tel/Tél: 613-941-4935 / Téléc/Fax: 613-954-4171

Signature

Telephone No. - N° de téléphone  
5152

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
Jan 18/16