

## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

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

### Place du Portage, Phase III

## Core 0B2 / Noyau 0B2

**Gatineau, Québec K1A 0S5**

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

## Request For a Standing Offer Demande d'offre à commandes

## National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Electrical &amp; Electronics Products Division

11 Laurier St./11, rue Laurier

7B3, Place du Portage, Phase III

Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Secure Tambour Door Cabinet	
<b>Solicitation No. - N° de l'invitation</b> E60HN-16STDC/A	<b>Date</b> 2016-06-23
<b>Client Reference No. - N° de référence du client</b> E60HN-16STDC	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-460-71134
<b>File No. - N° de dossier</b> hn460.E60HN-16STDC	<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 2016-08-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guertin, Benoit	<b>Buyer Id - Id de l'acheteur</b> hn460
<b>Telephone No. - N° de téléphone</b> (819)420-0331 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
E60HN-16STDC/A  
Client Ref. No. - N° de réf. du client  
E60HN-16STDC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460. E60HN-16STDC

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

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E60HN-16STDC/A  
Client Ref. No. - N° de réf. du client  
E60HN-16STDC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460. E60HN-16STDC

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1: General Information: provides a general description of the requirement;
- Part 2: Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3: Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, Price List, Security Requirement Checklist and any other annexes.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada FTAs with Peru/Columbia/Panama.

### **2. Summary**

National Master Standing Offer (NMSO) for two types of secure bi-parting tambour door cabinets built to RCMP Specifications ACOPS/CCMS 150/16. The period will be for three (3) years from date of issue plus a right to request two (2) extensions of an additional period of up to 12 months each. Up to two (2) Standing Offer may be issued. All compliant offerors will be placed on a PSPC (PWGSC) Approved Source List for all requirements above the NMSO's Call-up Limitation (see Part 7, subsection 9).

A compliant First Article unit will be required as per details herein.

### **3. Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional

information, see Part 6 – Security, Financial and Insurance Requirements and Part 7 - Standing Offer and Resulting Contract Clauses.

Manufacturers who wish to submit an offer must have at issuance of the standing offer the following valid security clearances, at the **confidential** level, issued by CISD:

- Facility Security Clearance (FSC);
- Document Safeguarding Capability (DSC).

#### 4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) calendar days

Insert: one hundred and twenty (120) calendar days

#### 1.1 SACC Manual Clauses

Reference	Section	Date
<a href="#">M9033T</a>	Financial Capability	2011-05-16
<a href="#">B1000T</a>	Condition of Material	2014-06-26

### 2. Submission of Offers

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page

1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposals are not accepted.

PWGSC Bids Receiving Unit  
11 Laurier Street, Place du Portage, Phase 3, Core 0B2, Gatineau, Québec, K1A 0S5  
Tel.: 819-956-3366 Fax: 819-997-9776

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the RFSO closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer ( 2 copies)
- Section II: Financial Offer (1 copy)
- Section III: Certifications (1 copy)
- Section IV: Additional Information (1 copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Offerors **MUST** provide a complete engineering drawing package for each line item.

### **Note:**

The drawings supplied with specifications ACOPS/CCSM 150/16 are not manufacturing drawing. The offerors have to produce their own drawing and qualify each part and assembly to make sure it meets the requirement described in the specification.

### **1.1 Technical Documentation**

Technical/descriptive literature must be submitted as part of the technical offer prior to the closing date. Simply stating a compliancy is insufficient. Offerors must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in the Statement of Work at Annex "A".

### **1.2 Improvement of Requirement During Solicitation Period**

Should offerors consider that the specifications or Statement of Work contained in the solicitation could be improved technically or technologically, offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the solicitation. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Standing Offer Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B" - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 1.3 Payment of Invoices by Credit Card

The Offeror is obligated to accept payment by credit card for all orders under \$10,000.00.

The following credit card(s) are accepted:

- ☐ VISA
- ☐ MasterCard

### 1.4 Exchange Rate Fluctuation

1. The offerors may request Canada to assume the risks and benefits of exchange rate fluctuations. If the offeror claims for an exchange rate adjustment, this request must be clearly indicated in the offer at time of bidding. The offerors must submit form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the offeror and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the offeror must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#), for each line item where they want to invoke the exchange rate fluctuation provision. Where offers are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the offeror will not be accepted for the purposes of this exchange rate fluctuation provision.

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

(End of page)



## Section IV: Additional Information

### 1.5 Offeror Contacts

Name and telephone number of the person responsible for:

#### General enquiries

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 1.6 Offeror's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Offeror must provide the required information below, on the Offeror's proposed site or premises for which safeguard measures are required for Work Performance.

Address: \_\_\_\_\_  
Street Number / Street Name/ \_\_\_\_\_  
Unit / Suite / Apartment Number: \_\_\_\_\_  
City, Province, Territory / State: \_\_\_\_\_  
Postal Code / Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_

### 1.7 Plant Closing

The Contractor's plant closing for Christmas and summer holidays, where applicable, will be taken into account in the calculation of the delivery schedule during which time there will be no delivery.

#### Plant Closing Dates

2016 Christmas Holidays	From _____	To _____
2017 Summer Holidays	From _____	To _____
2017 Christmas Holidays	From _____	To _____
2018 Summer Holidays	From _____	To _____
2018 Christmas Holidays	From _____	To _____
2019 Summer Holidays	From _____	To _____
2019 Christmas Holidays	From _____	To _____
2020 Summer Holidays	From _____	To _____
2020 Christmas Holidays	From _____	To _____
2021 Summer Holidays	From _____	To _____

(End of page)

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers (RFSO) including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

### Evaluation Criteria

All offers must be completed in full and provide all of the information requested in the RFSO document to enable full and complete evaluation.

#### 1.1 Mandatory Technical Criteria

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- All cabinets, including the first articles, must comply with LEED Canada CI – EQ 4,5.
- Security clearances as specified herein;
- Technical compliance (description of items in Annex A);
- Colours required are black, grey, nevada, beige, designer white. Offerors must submit their company's palette of standard colours along with their offer, which will become "Appendix 1.0 - Standing Offer Colour Palette" to Annex B.

In order to verify the conformance to the specified requirements, the Offeror must provide a first article to the Design Authority, transportation charges prepaid and without charge to Canada, by 14h00 on the bid closing date, at:

Royal Canadian Mounted Police,  
Protective Technical Services Branch  
1426 St-Joseph Blvd, Room 1650  
Ottawa, ON, K1A 0R2  
Attention: David Joannis or Sébastien Bazinet

The Offeror **MUST** confirm by email, prior to sending the first article to the following:

[david.joannis@rcmp-grc.gc.ca](mailto:david.joannis@rcmp-grc.gc.ca)  
[sebastien.bazinet@rcmp-grc.gc.ca](mailto:sebastien.bazinet@rcmp-grc.gc.ca)  
[benoit.guertin@tpsgc-pwgsc.gc.ca](mailto:benoit.guertin@tpsgc-pwgsc.gc.ca)

In this first article test clause,

"First article" means a preproduction model or sample, initial production sample, test sample, first lot, pilot lot, or pilot model.

“First article testing” means testing and evaluating the first article for conformance with Standing Offer requirements before or in the initial stage of production.

A first article for each cabinet indicated at Annex “A”, point 3.2 will be required as well as all the mandatory accessories listed at 3.3. The first article for Item #1 **MUST** be a 36" high. For each of the items 2, 7, 8, and 9, Offerors can send their first article within the height parameters set out in 3.2. Each first article must clearly indicate which item they are being submitted for.

If the article is rejected, Canada may, but is under no obligation to do so, request that the Offeror make any necessary changes, modifications, or repairs to the first article or select another first article for testing. The Offeror must then deliver the article to Canada within forty-five (45) calendar days of so being requested. All costs related to the First article testing and re-submission shall be borne by the Offeror. The Offeror has one (1) additional opportunity to submit the First Article following the initial rejection.

If the Offeror fails to deliver any first article by its due date, or if the first article is rejected a second time, the Offeror will be considered technically non-compliant.

The first article submitted by the Offeror that are deemed compliant will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. The first articles submitted that are deemed non-compliant will be returned to the Offeror at their expense.

The Offeror acknowledges that the design of the goods to be produced including all markings, writings and inscriptions is the property of Canada and agrees that it will not manufacture, sell or offer for sale, goods of the same design including such markings, writings and inscriptions to any person or corporation other than Canada without the Minister's prior written authorization.

## **1.2 Financial Evaluation**

The following Mandatory factors will be taken into consideration in the evaluation of each offer:

\* Compliance with pricing basis;

The lowest evaluated price will be determined as follows: Sum of unit prices of each year (including the option years) divided by total number of possible years (5 years).

### **1.2.1 Pricing Basis**

The Offeror must quote firm unit prices in Canadian dollars, Delivered Duty Paid (DDP), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination extra and all applicable Custom duties and Excise taxes must be included.

## **2. Basis of Selection**

An offer must comply with the requirements of the RFSO and meet all mandatory technical evaluation

criteria to be declared responsive. The two (2) responsive offers with the lowest evaluated price on an aggregate basis will be recommended for the issuance of a standing offer.

## **PART 5 – CERTIFICATIONS**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **1. Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

### **2. Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### **2.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for

employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contract\\_or\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **2.3 Technical Compliance Certification**

The manufacture of the line item(s) must be in strict accordance with the technical requirements. The Offeror confirms that it has received, read and will fully comply with these mandatory requirements.

The Offeror acknowledges that the Minister relies upon such representation and warranty to evaluate bids and to enter into any contract resulting from this RFSO. Such representation and warranty may be verified in such manner as the Minister may reasonably require.

Should a verification by the Minister disclose a breach of such covenant, the Minister shall have the right to treat any contract resulting from this Bid as being in default. Failure to execute this representation and warranty on the signature block immediately following this paragraph and to include it with the Bid will render the Bid non-responsive.

---

Bidders' Authorized Representative Signature

---

Date

(End of page)

## 2.4 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

**or**

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

**(End of page)**

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror'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 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Offeror's proposed location of work performance and/or document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
- (e) the Offeror must provide the address(es) of proposed site(s) or premises/location(s) of work performance and/or document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the Industrial Security Program (ISP) Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **2. Security Requirements**

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

- 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **CONFIDENTIAL**, with approved Document Safeguarding and Production Capabilities at the level of **CONFIDENTIAL**, issued by the

Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC/PWGSC).

2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of CONFIDENTIAL, granted or approved by CISD/PSPC-PWGSC.
3. Processing of CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC-PWGSC.
5. 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).

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

#### **3.1 General Conditions**

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods, apply to and form part of the Standing Offer.

Subsection 5.6 of [2005](#), General Conditions - Standing Offers - Goods, is amended as follows:

Delete: 30 days

Insert: 120 days

#### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.



The quarterly reporting periods are defined as follows:

- 1) 1st quarter: April 1 to June 30;
- 2) 2nd quarter: July 1 to September 30;
- 3) 3rd quarter: October 1 to December 31;
- 4) 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer** (will be inserted at issuance of standing offer)

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional periods of up to 12-months each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Benoit Guertin – Supply Specialist

Public Services and Procurement Canada - Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division

7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5

Telephone: (819) 420-0331

E-mail address: [TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Standing Offer Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**(End of page)**

## 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## 5.3 Offeror's Representative

Name and telephone number of the person responsible for :  
(will be inserted at issuance of standing offer)

### General enquiries

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Delivery follow-up

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

The Standing Offer Authority reserves the right to modify point 6. Identified Users to include other jurisdictional governments (Provincial, Municipal, Territorial etc.)

## 7. Call-up Procedures

Identified Users will be allowed to pick the 'Right Fit' between SO holders and must make a note to file as to the reason for their choice.

**For any work in a Land Claim area, Identified Users are to encourage Standing Offer Holders to utilize local vendors to perform any work.**

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using PWGSC-TPSGC 942 form, a call-up against a Standing Offer form, or an equivalent electronic form.

## 9. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included). Individual call-ups over \$40,000.00 and under \$100,000.00 must be submitted to the Standing Offer Authority for authorization.

Individual requirements exceeding the above amount of \$100,000.00 will be submitted to PSPC-PWGSC in a funded requisition for processing as a separate requirement. Requirements shall not be broken into a number of call-ups for the purpose of requisitioning pursuant to the standing offer.

#### **10. Packing**

Items shall be packed to permit application of the lowest transportation rates or charges via the mode of carriage selected/authorized.

#### **11. Shipment**

You are to forward a shipping notice to the consignee immediately after shipment, indicating the call-up or contract number, the quantity shipped, the date of shipment, the name of carrier and the waybill number.

#### **12. Prepaid Transportation Costs**

The Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading. The Contractor will be reimbursed for the authorized transportation at cost, without any allowance for profit and/or administrative overhead.

#### **13. Plant Closing**

The Contractor's plant closing for Christmas and summer holidays, where applicable, will be taken into account in the calculation of the delivery schedule during which time there will be no delivery.

##### Plant Closing Dates

2016 Christmas Holidays	From _____	To _____
2017 Summer Holidays	From _____	To _____
2017 Christmas Holidays	From _____	To _____
2018 Summer Holidays	From _____	To _____
2018 Christmas Holidays	From _____	To _____
2019 Summer Holidays	From _____	To _____
2019 Christmas Holidays	From _____	To _____
2020 Summer Holidays	From _____	To _____
2020 Christmas Holidays	From _____	To _____
2021 Summer Holidays	From _____	To _____

#### **14. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers – Goods;
- d) the general conditions [2010A](#) (2016-04-04) General Conditions - Goods, (Medium Complexity);
- e) Annex A Statement of Work
- f) Annex B Price List;
- g) Annex C Security Requirements Check List
- h) Annex D, Quarterly Report
- i) the Offeror's offer \_\_\_\_\_ (insert date of offer), \_\_\_\_\_ (if the offer was clarified or amended, insert at the time of issuance of the offer: “as clarified on \_\_\_\_\_” **OR** “as amended \_\_\_\_\_”. (insert date(s) of clarification(s) or amendment(s) if applicable)

#### **15. Certifications - Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### **16. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **17. Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

**(End of page)**

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

[2010A](#) (2016-04-04) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of [2010A](#) (2016-04-04) will not apply to payments made by credit cards at point of sale.

#### **2.2 SACC Manual Clauses**

SACC Reference	Section	Date
<a href="#">B1501C</a>	Electrical Equipment	2006-06-16
<a href="#">B7500C</a>	Excess Goods	2006-06-16

### **3. Term of Contract - Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **4. Payment**

#### **4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices specified in Annex "B" Basis of payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading. The Contractor will be reimbursed for the authorized transportation at cost, without any allowance for profit and/or administrative overhead.

All payments are subject to government audit.

#### **4.2 Limitation of Price**

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

#### 4.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

#### 4.4 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

#### 4.5 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 5. 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.

Each invoice must be supported by:

- i. a certified copy of the prepaid transportation bill of lading;
- ii. a copy of the shipping invoice.

2. Invoices must be distributed as per the detailed instructions in the standing offer

### 6. SACC Manual Clauses (Delivery)

SACC	Section	Date
<a href="#">D2000C</a>	Marking	2007-11-30
<a href="#">D2001C</a>	Labelling	2007-11-30
<a href="#">D9002C</a>	Incomplete Assemblies	2007-11-30

#### 6.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid – DDP– (as per call-up) Incoterms 2000 for shipments from a commercial contractor.

(End of page)

Solicitation No. - N° de l'invitation  
E60HN-16STDC/A  
Client Ref. No. - N° de réf. du client  
E60HN-16STDC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460. E60HN-16STDC

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

## **ANNEX A – Statement of Work**

### **MECHANICAL SECURITY SYSTEMS SECTION Test and Evaluation Program**

#### **SPECIFICATION FOR**

#### **ACOPS 150/16**

#### **Secure Bi-Parting Tambour Door Cabinets: Document and Electronic Storage Media (Type A), and IT Equipment (Type B)**

Solicitation No. - N° de l'invitation  
E60HN-16STDC/A  
Client Ref. No. - N° de réf. du client  
E60HN-16STDC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460. E60HN-16STDC

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

## Revisions

Revision Table			
Revision Number	Description	By	Date
0	Initial release	D. Joannis S. Bazinet	January 2016



## 1. Scope

This specification applies to bi-parting tambour door cabinets that are designed to meet the filing and storage criteria for Government of Canada Classified information, up to Secret when the cabinet is located in a Security Zone or a more restrictive zone. Secure Bi-Parting Tambour Cabinets are categorized into two Types:

Type A - Hard copy files and documents. Information stored on electronic storage media, and  
Type B- IT processing equipment, for use by the Government of Canada.

The cabinets provide protection against unauthorized entry methods for the periods of time specified in CNI-TP (Security test procedure for storage of classified assets). Note: This document will not be released.

These requirements are not intended to specify all construction details – only those which are considered critical to the design of the Secure Bi-Parting Tambour cabinets for its intended application.

### 1.1 Limited Use

Cabinets tested and qualified under this specification are to be sold only to the Canadian Federal Government, Government contractors specifically authorized to purchase these cabinets or other organizations specifically authorized or required by the Canadian Federal Government to use these cabinets.

### 1.2 Sharing Limitations

The offeror cannot divulge to anyone, at any time, via any manner, the information contained herein without the authorization of the RCMP Mechanical Security System Section Test Program.

## 2. Reference Standards

This specification refers to the following tests or materials standards. Where such references are made, they shall be to the edition in effect on the date of invitation to tender, including all published amendments in effect on that date unless otherwise specified.

1-GP-12C or 595B	CAN/CGSB Standard Paint Colours Federal Standard
ASTM-6132-08	Method of measuring dry film thickness - ultrasonic
ASTM-D3451-06	Standard for testing powder coating
ASTM-D3363-00	Standard for testing paint hardness - pencil
31-GP-107M	Metal Conditioner for Rust Remover (Non-inhibited) (Phosphoric Acid Base)
A 1008/A 1008M A607/A715	Commercial cold rolled steel
CSA-W59, W47.1, W47.2, W55.3, W186, W178.1 and W48	Welding Standards

### 3. Variants

#### 3.1 Cabinet Types

The cabinets covered by this specification shall be of the following types:

Type A – Documents and Electronic Storage Media such as diskettes, CD/DVDs, External hard drive and/or flash drive.

Type B – IT Equipment

Intended to secure such as Laptops, Servers, Secure Phone or Fax.

#### 3.2 Cabinet Dimensions

The cabinet must be offered in various sizes and configurations. The dimensions specified herein are guidelines only.

Example Type A: Legal size paper filing configuration: the interior depth must accommodate legal documents in folders and or other means of storing legal size paper.

Example Type B: 19 in. (482.6 mm) server rack cabinet: the interior dimension must provide sufficient space for the rack, cabling management and air circulation.

The door opening height shall not be more than 14 in. (355.6 mm) less than the overall height of the cabinet body.

Suggested Configuration Sizes							
Item	Type	Overall Height		Width		Depth	
1	A	36" to 60"	914 mm to 1524 mm	36" ± 0.25"	914 mm ± 6.35 mm	22"	559 mm
2	A	61" to 84"	1549 mm to 2134 mm	36" ± 0.25"	914 mm ± 6.35 mm	22"	559 mm
Item	Type	Overall Height		Width		Depth	
7	B	36" to 72"	914 mm to 1829 mm	25" ± 0.25"	635 mm ± 6.35 mm	36"	914 mm
8	B	36" to 72"	914 mm to 1829 mm	36" ± 0.25"	914 mm ± 6.35 mm	24" to 32"	610 mm to 813 mm
9	B	36" to 72"	914 mm to 1829 mm	36" ± 0.25"	914 mm ± 6.35 mm	30" to 36"	762mm to 914 mm

**Note:** The dimension in the table are overall dimensions to describe size variant, not intended to be manufacturing tolerance.

### **3.3 Accessories**

All accessories must have a unique part number and be readily available.

All accessories must be mounted using supporting aperture columns which allow the accessories to be located at different heights.

The following accessories are mandatory for their respective type.

Type A Cabinets:

- Roll-out shelf with dividers (e.g. diskette, CD/DVD, audio tapes and other multimedia devices)
- Plain shelf with optional dividers
- Drawer with hanging folder conversion bars
- Mail sorter compartments (dividers)

Type B Cabinets:

- Cooling Fan (minimum 550 CFM) with thermostat
- Secure cable entry portal and channel
- Power outlet 120V
- Lockable drawer for laptop  
(15 in. (381 mm) x 13.5 in. (343 mm) minimum)
- Cabling management
  - o For moveable items
  - o Raceway
- Server rack

### **3.4 Other Accessories (Optional)**

Other optional configuration accessories may be offered, but must be authorized by the technical authority to ensure they do not affect the security integrity of the cabinet. A part number must be assigned to all optional accessories.

## **4. General Requirements**

### **4.1 Design**

The cabinet shall have a tambour-style door. The cabinet shall be of rigid design, reliable in operation and shall provide accessibility to stored material and ease of adjustment. The design must incorporate field-replaceable parts which must be made readily available by the supplier. The design shall be such as to provide security, convenience and safety of operation. The cabinet shall be free of holes, including knockout holes and shall form a complete enclosure.

**(End of page)**

## **4.2 Construction**

All parts of the cabinet shall be of rugged construction, properly supported, mounted and secured. All metal surfaces shall be free from sharp edges, burrs or any other hazards. Parts shall be interchangeable and of a good fit with other Secure Bi-Parting Tambour Door cabinets made by the same manufacturer. All moving parts shall be treated to resist corrosion and to reduce the wear of moving parts to a minimum.

## **4.3 Welds**

All welds shall be structurally sound and free from cracks, surface voids and inclusions. They shall be clean, smooth and uniform in appearance and free from scale, flux or trapped foreign matter, which may be detrimental to the application of primer or finish. The welds should be in accordance with good industry practice and CSA-W59, W47.1, W47.2, W55.3, W186, W178.1 and W48.

## **4.4 Material**

Materials used in the cabinet's construction shall be as specified herein. Materials not specified shall be of good commercial quality, suitable in all respects for the purpose intended. Materials used in the cabinet shall be of the type, thickness and strength to meet all applicable requirements of this specification. Materials shall be free from rust, scale, pits, buckles and other imperfections which might adversely affect the appearance or the serviceability of the finished product.

## **4.5 Workmanship**

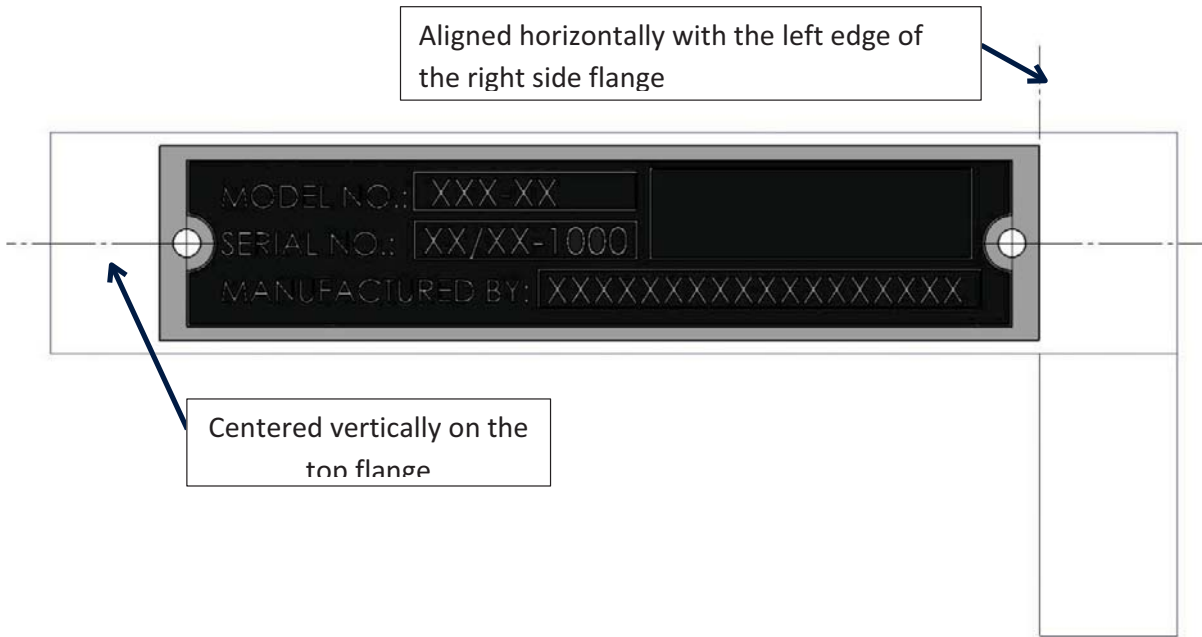
The workmanship shall be of a quality to produce a serviceable item, able to withstand rigorous daily usage. The edges of all parts and sheets shall be protected by folding, beading, flanging or grinding to eliminate burrs or sharp edges. The bending of the channels and flanges shall be straight and smooth. Welding and brazing shall be secure. Lock washers, cotter pins, clips, retainers or built-in features shall be used to prevent loosening of screws, bolts and nuts which may cause disengagement of parts. Particular attention shall be given to the quality of workmanship and the method used in the installation of the combination lock in the cabinet. All moving parts shall operate smoothly. The security tambour door cabinet shall be free of any defects or features which may affect its appearance and its serviceability or which might cause personal injury.

# **5. Labels**

## **5.1 Cabinet Identification**

An identification label shall be supplied with every cabinet. The label shall be an aesthetically pleasing metal plate fastened with two 1/8" diameter stainless steel rivets to the cabinet exterior. It shall be centered vertically on the top flange and aligned horizontally with the left edge of the right side flange. The label shall be 7/8" wide x 4"

long and the character font must be a minimum of 12 pt. The rivets shall be blind type with dome head and the appropriate grip range



The information on the identification label shall include the following:

Model No.: **150-16**  
Serial No.: **Month/Year Serial number**  
Manufactured By: **Company Name** (max. 18 characters)

**NOTES:**

- The serial number to be formatted as Month/Year - unique unit number. (e.g., 03/2016)
- The unique unit number should start at 1000 with an increment of one. (e.g., 1000, 1001, 1002)

## 5.2 Contract Identification Label

The cabinet shall be permanently and legibly marked on the inside side surface near the front and top of the cabinet. The markings may take the form of a self-adhesive label with the following information:

- the Contract Authority (e.g.: PWGSC)
- Contract Number
- the manufacturer's:
  - registered company name address
  - phone number
  - other contact information

### 5.3 Deficiency Reporting Label

A deficiency reporting information label shall be affixed to the interior of each cabinet. The markings may take the form of a self-adhesive label and have minimum 12 pt. font characters. The label must include the following text (contact for PWGSC contracts shown):

For any problems, please send an email to:  
Pour tout problème, SVP envoyer un courriel à:  
[TPSGC.DGAHNOCAA-  
ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca)

## 6. Cabinet Requirements

### 6.1 Interior Usable Space

The internal usable space is dependent of the configuration of the cabinet and the equipment. The interior height usable space shall not be more than 14 in. (355.6 mm) less than the overall height of the cabinet body.

### 6.2 Cabinet Body

The cabinet body shall consist of two sides, a top, a bottom and a back part. Each part must be fabricated from a single piece of material and not built-up. When all parts are welded together they must form a rigid non-flexing structure. Where the top and bottom parts join the sides, the exterior faces must be flush creating a flat surface. The front side faces of the cabinet body shall be formed inward to form non-hazardous edges for the door apertures. The bottom edges of the cabinet body shall be formed inward and welded to provide bearing surfaces to avoid damage to the floor. The material used for the cabinet body shall be cold-rolled commercial grade panel flat sheet steel, with a minimum nominal thickness

of 0.0478 inches (1.21 mm) 18 gauge. The material used for the cabinet body back panel shall be cold-rolled commercial grade panel flat sheet steel, with a minimum nominal thickness of 0.0359 inches (0.91 mm) 20 gauge.

### **6.3 Supporting Aperture Columns**

The supporting aperture columns shall be provided on the inside of each side (two per side); these columns shall extend the height inside of the cabinet. These columns must be used to mount the accessories specified herein. The supporting aperture must be spot-welded, no more than 5" apart, to the cabinet interior side faces. The material used for the cabinet supporting aperture columns shall be cold rolled commercial grade panel flat sheet steel, with a minimum nominal thickness of 0.0478 inches (1.21 mm) 18 gauge.

### **6.4 Door inside Liners**

A back and bottom liner are required to protect the door against accumulation of debris when the door is in the open position. Liners must completely shield the doors from the usable space of the cabinet and be securely attached to the frame so as not to interfere with door operation.

### **6.5 Hasp for Padlock**

The door must be capable of being secured by a padlock with a 5/16" diameter shackle when the door is completely closed, whether the combination lock is locked or unlocked.

## **7. Door**

The door style must be bi-parting tambour that can open vertically, in one motion or two opposing motions. The door must meet the functionality test as outline in section 11. The door will be subject to the security test as outline in section 10.

### **7.1 Door Face**

The tambour door must be made of aluminum or steel. Panels or components may be formed, creased or seamed to increase strength and reduce deflection. Hinges or connections between panel members must not be accessible from the outside (attack side) when the door is closed.

#### **7.1.1 Material – steel**

When the door is made from steel, the material used for the door face shall be cold rolled commercial grade flat sheet steel, with a minimum nominal thickness of 0.024 inches (0.671 mm) 24 gauge.

#### **7.1.2 Material – Aluminum**

When the door is made from aluminum, the material used for the door face shall be commercial grade aluminum extrusion. The minimum thickness of any face part of the extrusion shall not be less than 0.042 inches (1.06 mm).

## **7.2 Door Track**

A steel guide way must be welded to the side of the cabinet to create a door track for the door edges or tab guides. The door must extend into the track at least 3/8 inches.

## **7.3 Bi-Parting Mechanism**

Where a cable is used to guide and/or assist with bi-parting door operation, it must be aircraft grade stainless steel. Straps and other alternatives must be acceptable to the RCMP as equivalent to stainless steel cable. The mechanism must engage both parts of the door at the same time. The mechanism must have a smooth operation. The Bi-parting mechanism must have anti-tamper design and meet the security and functionality tests as specified in section 10 and 11.

## **7.4 Locking System**

### **7.4.1 Control Panel**

The control panel shall be the first panel of the top section of the door and shall interlock with the bottom section of the door. The control panel shall be designed as a replaceable part. The material used for the control panel shall be cold rolled commercial grade panel flat sheet steel, with a minimum nominal thickness of 0.0478 inches (1.21 mm) 18 gauge.

#### **7.4.1.1 Material – steel**

When the door is made from steel, the material used for the door face shall be cold rolled commercial grade flat sheet steel, with a minimum nominal thickness of 0.0478 inches (1.21 mm) 18 gauge.

#### **7.4.1.2 Material – Aluminum**

When the door is made from aluminum, the material used for the door face shall be commercial grade aluminum extrusion. The minimum thickness of any face part of the extrusion shall not be less than 0.042 inches (1.06 mm).

### **7.4.2 Locking Mechanism**

The locking mechanism must be part of the control panel which shall be used as the locking mechanism mounting plate. The mechanism must engage the frame (body) and the other half section of the door in at least two (2) locations. The locking mechanism must have an anti- tamper design and meet the security and functionality tests as specified in section 10 and 11.

**(End of page)**



#### **7.4.3 Lock**

Each cabinet shall be equipped with one Sargent and Greenleaf 8500 or 2937 Series, manipulation resistant combination lock, complete with spy-proof dial and ring. The lock shall be located in the middle of the control panel. The lock dial ring must be securely installed using four mechanical fasteners to eliminate any possible lateral and vertical movement. The combination lock bolt must engage the locking mechanism when in the lock position. The combination lock must be installed as per manufacturer instructions.

#### **7.4.4 Lock Protection Plate**

The lock mounting location shall be protected by a hardened steel plate. The plate must also protect the area where the combination lock bolt and locking mechanism engage one another. The material used for the lock protection plate shall have a minimum nominal thickness of 0.1046 inches (2.66 mm) 12 gauge, hardened to 54-56 Rockwell C with sufficient surface penetration to become drill resistant.

#### **7.4.5 Change Keyhole Protection**

A change keyhole protection must be incorporated in the locking mechanism. With the door closed and locked the change-keyhole protection must cover the change key hole entirely and must not be moveable unless the door is open and unlocked. The space between the lock back cover and the change keyhole protection shall not exceed 5/32 in. (4 mm). The design shall be such that it does not impede combination changing. The combination change process shall be done without the use of tools to disengage the change keyhole protection.

### **7.5 Anti-Pry Features**

The cabinet door must incorporate anti-pry features to mitigate forced access to the cabinet interior through prying of the door and/or the frame.

## **8. Type B Specific Requirements**

### **8.1 Electrical Requirement**

All electrical components offered with the cabinet must meet applicable CSA safety standards.

### **8.2 Secure Cable Entry (applies only to Type B cabinets)**

A secure cable entry must be included with Type B cabinets. The secure entry must utilize an indirect path inside the cabinet and must pass CNI-TP test requirements as specified in section 10.

### **8.3 Louvers/Mesh (applies only to Type B cabinets)**

Louvers or mesh panels for air circulation to cool operating IT equipment are permitted for specific cabinet configurations that may be developed expressly for those particular

applications. These specific cabinet configurations must be approved in principle by the RCMP before final development to ensure general concept and intended application meet RCMP performance standards. The final design must pass CNI-TP test requirements as specified in section 10.

When a special configuration is approved, it must be designed so that it is not readily modified by end users.

#### **8.4 Ventilation (Exhaust Fan)**

A fan must be supplied with every type B cabinet. The fan properties must be sufficient to create enough air circulation for the configuration of the cabinet with the intended equipment. The cabinet must have a fan with minimum air flow of 550 CFM even if the required air circulation needed for the configuration is less than 550 CFM. The fan must be located on the top of the cabinet and must be connected to a thermostat.

### **9. Finish**

#### **9.1 Powder Coating**

Prior to painting, all grease, oil, flux and metal splatter shall be removed from metal surfaces, which shall then be thoroughly cleaned and conditioned according to one of the procedures given in CGSB Standards 31-GP-107M. Loose scale shall be removed and the body filled to a smooth finish before painting.

Powder coating may be a thermoplastic or thermoset polymer with low volatile organic compound (VOC).

#### **9.2 Paint and Paint Colour**

The exterior and interior surfaces of the cabinet shall have the same colour. Interior component shall have the same finish. The exposed surfaces of all hardware used on a single unit shall be finished to match each other within the limits of the base material and protective coating used. The exposed surfaces of all face hardware shall be free of sharp edges, burrs, pits, nicks or scratches that penetrate the protective plating or anodizing.

Unless otherwise stated in the purchase documents, the colour shall conform to Orange 108-215 of CGSB 1-GP-12c or Federal Standard 595B. When other colours are called for in the purchase documents they shall conform to CGSB 1-GP-12c or the Federal Standard 595B and be identified.

The average thickness of the dried film shall be not less than 1.2 mils (0.030 mm), and in no area shall the film thickness be less than 1 mil (0.025 mm), when measured in accordance with CGSB 1-GP-71, Method 128.1.

## **10. Security Qualification**

The secure bi-parting tambour door cabinet furnished under this specification shall be products which have been tested and have passed the Security Tests and inspections specified in this section and have been listed on or approved for listing on the applicable security equipment list. No changes may be made in the design or construction of listed products without written approval from the RCMP.

### **10.1 Security Test – Qualification Test**

The cabinet must be tested as per CNI-TP "Security test procedure for storage of classified assets" and must meet the time of resistance for Secret information against covert and surreptitious attacks. Failure to meet any one of the CNI-TP requirements, the RCMP will provide reason(s) to consider the product as having failed to meet the requirements of this specification. The specifics of these tests will not be shared with the manufacturer due to the sensitivity on the document, but problematic areas that do not pass these tests will be consulted with the manufacturer to come up with a solution for the specific issue(s).

### **10.2 Qualification Process**

The following procedures shall govern the testing of all products submitted for qualification under this specification.

10.2.1 Samples shall be submitted for qualification only after the supplier has obtained written authorization from the RCMP.

10.2.2 Testing may be stopped at the RCMP's testing facility at any time if the product fails to meet any one of the requirements set forth in this specification. The manufacturer may be permitted to make modifications on the sample during the testing phase where such modifications, in the judgment of the RCMP and the testing facility, are clearly in the interest of the Government.

10.2.3 In case of failure of the sample, consideration will be given to the request of the manufacturer for submission for retest only after it has been clearly shown that changes have been made in the product which the RCMP considers sufficient to warrant retest.

10.2.4 The manufacturer or their representative will not be permitted to observe the tests conducted on his product at the testing facility. However, when samples tested fail to comply with the requirements of this specification, the sample may be examined by the manufacturer or his representatives and full details of the failure may be made known to them in a manner which, for reasons of security, will be in the best interest of the Government of Canada and the RCMP. Appropriate security clearances may be required prior to release of information.

10.2.5 Test samples of the variant, size and design specified shall be submitted to a testing facility approved by the RCMP. In the event the samples are destroyed or damaged to such an extent during testing that testing cannot be completed, the RCMP reserves the right to require the manufacturer to furnish additional samples necessary to complete the testing. Samples submitted for testing, shall be provided with an identification tag as per section 5.1.

10.2.6 The manufacturer shall furnish two complete sets of construction and assembly drawings and lists of materials with samples submitted for qualification. When the samples are tested and are approved for inclusion on the applicable Security Equipment list, one set of the drawings and list of materials shall be marked by the RCMP with the approval from PWGSC. Drawings will be used in inspections of products offered under contract. All material so furnished by the manufacturer will be held in proprietary confidence.

10.2.7 Once a product has been tested and approved for the security equipment list, no subsequent change of any kind can be made in its construction or in the construction drawings unless prior written authorization to make a change is obtained by the manufacturer from the PWGSC/RCMP.

### **10.3 Testing Cost**

All testing costs entailed in determining the qualification of the supplier's product, including costs of re-testing a qualified product if subsequently disqualified under provisions set forth in this specification, shall be borne by the supplier. Test costs borne by the supplier shall be payable as directed by the RCMP.

### **10.4 Continuous Security Testing**

The cabinets qualified under this specification will be continually tested by the RCMP during the term of qualification to determine whether the entry protection provided by the cabinets should or can be improved. If, at any time, entry techniques are developed within the framework of the specification which affect a cabinet's security integrity, it shall be removed from the security equipment list. Problematic areas that do not pass these tests will be consulted with the manufacturer to come up with a solution for the specific issue(s).

## **11. Functionality Tests**

### **11.1 Stability**

The stability of the cabinet will be tested in accordance with section 9 of ANSI/BIFMA X5.9-2012. The cabinet must remain stable and not tip over.

**(End of page)**

### **11.2 Pull Force Test**

The force required to open or close the door will be tested in accordance with section 20 of ANSI/BIFMA X5.9-2012. The applied force shall not exceed 50 N (11.2 lbf.).

### **11.3 Force Test for Door Locks**

The door locks will be tested in accordance with section 14.3 of ANSI/BIFMA X5.9-2012. The doors shall remain in the normal locked position during application of the forces. Following the test, there shall be no loss of serviceability of the locking mechanism.

### **11.4 Locking Mechanism Cycle Test**

The locking mechanism will be tested in accordance with section 14.4 of ANSI/BIFMA X5.9-2012. After 5000 cycles there shall be no loss of serviceability to the locking mechanism.

### **11.5 Slam Open and Closed Test**

The door will be tested in accordance with section 17.13 of ANSI/BIFMA X5.9-2012. After 10 impact tests on each door stops, there shall be no loss of serviceability to the storage unit or its components.

## **12. Inspection**

### **12.1 General**

While Quality Assurance (QA) for products covered by an NMSO is the responsibility of the Contract Authority (PWGSC), the RCMP reserves the right to withdraw the security approval at any time if the requirements specified herein are not maintained. Any design change from the qualification sample must be approved by the RCMP, Protective Technical Services Branch, prior to implementing the design change into production. The supplier is responsible for the performance of all inspection requirements as specified herein.

The supplier is responsible for ensuring that components and materials used are manufactured, tested and inspected in accordance with the requirements of referenced specifications and standards to the extent specified or, if none, in accordance with this specification

### **12.2 Manufacturing Plant Inspection**

The inspection authority reserves the right to inspect and perform tests on any cabinet built to this specification or its components during the manufacturing process at the manufacturer's plant without any prior notice to ensure it meets the quality standards identical to the ones provided during the qualification. Failure of the cabinet to meet any one or more of these tests shall provide the RCMP with sufficient reason to suspend the qualification of the manufacturer's product until the Government/RCMP is satisfied that all defects have been rectified.

### **12.3 Inspection Authority**

The inspection authority is Public Works and Government Services Canada, Quality and Plant Evaluation Section, Mechanical and Construction Products Centre, in conjunction with the Protective Technical Services Branch of the Royal Canadian Mounted Police.

### **13. Operating Instructions**

English and French printed instructions on the proper operation of the unit shall be temporarily attached to the face of the door of each unit. The instructions shall be easily removable by the user when the method of operation becomes familiar.

### **14. Warranty**

The unit should be free from defects for a period of one year and shall be covered by a warranty for that period including parts, labour and workmanship. The period of warranty shall start from the date of delivery of the product to the customer.

#### **14.1 Replacement Parts**

A parts list of all cabinet parts which may be subject to subsequent replacement because of wear or damage shall be furnished to the RCMP as part of the drawing package. The parts list shall clearly identify the parts by description, location and part number. When necessary, assembly drawings shall be provided to show the location of the parts.

Component parts, such as drawers, suspensions, combination locks and external face hardware shall be capable of identical replacement in the field without the use of specialized tools or specially qualified personnel and without weakening the security protection of the cabinet. Spare parts lists for the manufacturer's current production shall be immediately available upon the written request from the PTSS-MSSS. Manufacturers shall maintain replacement parts for a minimum of five years after any design change.

#### **14.2 Contractors – Service and Maintenance**

Contractors authorized by the manufacturer to performed warranty, service and maintenance work shall have a valid SECRET security clearance.

### **15. Preparation for Delivery**

Unless otherwise specified in the purchase documents, commercial packaging, labelling, packing and marking are acceptable.

**(End of page)**

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E60HN-16STDC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460. E60HN-16STDC

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

## **16. Notes**

### **16.1 Ordering Data**

Purchase documents for the Secure Bi-Parting Tambour Door Cabinet to this specification should state:

- (a) Type required (para. 3)
- (b) Colour, if other than Orange 108-215 (para. 8.2)
- (c) Packaging, if other than commercial (para. 11)
- (d) Mandatory accessories for type A or type B cabinets (para. 3.3)

### **16.2 Source of Publications**

The publications referred to in paragraph 2 may be obtained from the Canadian General Standards Board, c/o Public Works and Government Services Canada, Tower III Place du Portage, 11 Laurier Street, Gatineau, Quebec K1A 0S5 or by the recognized Standard organization.

## **Appendix 1.0 - Colour Palette (will be inserted at issuance of standing offer)**

## **Appendix 2.0 – Accessories' Catalogue (if applicable) (will be inserted at issuance of standing offer)**

The catalogue can be updated on a yearly basis on the anniversary of the standing offer.

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**Annex “B” Price List**

Type A - Documents and Electronic Storage Media							
Item	Description ( H x W x D )	Unit Price					Delivery
Cabinet		Year 1	Year 2	Year 3	Year 4	Year 5	# days
1							
2							
Accessories							
3	Roll-out shelf with dividers (e.g. diskette, CD/DVD, audio tapes and other multimedia devices)						
4	Plain shelf with optional dividers						
5	Drawer with hanging folder conversion bars						
6	Mail sorter compartments (dividers)						
Type B - IT Equipment							
Cabinet	( H x W x D )						
7							
8							
9							
Accessories							
10	Cooling Fan (minimum 550 CFM) with thermostat						
11	Secure cable entry portal and channel						
12	Power outlet 120V						
13	Lockable drawer for laptop (15 in. (381 mm) x 13.5 in. (343 mm) minimum)						
14	Cabling management: For moveable items						
15	Cabling management: Raceway						
16	Server Rack						



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Buyer ID - Id de l'acheteur  
hn460  
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**For Evaluation purposes:**

Item	Evaluation Price (Sum: Year 1 to Year 5) / 5
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$
11	\$
12	\$
13	\$
14	\$
15	\$
16	\$
<b>TOTAL</b>	\$

## ANNEX "C - SECURITY REQUIREMENTS CHECK LIST (SRCL)

**ANNEXE "C" - 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		2. Branch or Directorate / Direction générale ou Direction	
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			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input 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 type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input 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 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"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à : <input type="checkbox"/> 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"/>



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

Special comments:

Commentaires spéciaux :

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



**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 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 et/ou CLASSIFIÉE?

☐ No ☐ Yes  
☐ Non ☐ 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 ☐ Yes  
☐ Non ☐ Oui

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

E80HN-16STDC

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) Guertin, Benoit	Title - Titre Supply Specialist	Signature 
Telephone No. - N° de téléphone 819-956-4479 879420031	Facsimile No. - N° de télécopieur 819-953-4944	E-mail address - Adresse courriel benoit.guertin@tpsgc-pwgsc.gc.ca
		Date 2016/04/12

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

Name (print) - Nom (en lettres moulées) DAINA CHENIER	Title - Titre SO	Signature 
Telephone No. - N° de téléphone 819-956-7726	Facsimile No. - N° de télécopieur 819-956-4777	E-mail address - Adresse courriel DAINA.CHENIER@tpsgc-pwgsc.gc.ca
		Date 2016-04-21

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☐ No ☐ Yes  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ Non ☐ Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) Benoit Guertin	Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 2016/04/21

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division	Title - Titre	Signature 
Telephone No. - N° de téléphone Tel/Tél - 613-957-1258 / Fax/Télec - 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Apr 21, 2016

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

Total of Quarterly Expenditures for all Contracts