



**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 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**

Clothing and Textiles Division / Division des vêtements et  
des textiles  
11 Laurier St./ 11, rue Laurier  
6A2, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> UNIQUELY NUMBERED & RETIRED BADGES	
<b>Solicitation No. - N° de l'invitation</b> 21120-167153/A	<b>Date</b> 2016-08-05
<b>Client Reference No. - N° de référence du client</b> 21120-16-2267153	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PR-724-71373	
<b>File No. - N° de dossier</b> pr724.21120-167153	<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 2016-09-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Sloan, Kim	<b>Buyer Id - Id de l'acheteur</b> pr724
<b>Telephone No. - N° de téléphone</b> (819) 956-5379 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## PART 1 - GENERAL INFORMATION

### 1.1 SECURITY REQUIREMENT

There is a security requirement associated with this requirement.

- 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 site(s) must meet the security requirement 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;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- 2. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **1.2 Requirement**

The "Requirement" is detailed under Annex A of the resulting contract clauses.

## **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).

# **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 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 240 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.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

## **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.5 Technical Data and/or Viewing Sample(s)**

Technical data and sample(s) (if applicable) may be viewed (by appointment only) at the following offices:

Public Works & Government Services Canada  
Place Bonaventure, South-East Portal  
800 de La Gauchetière Street West, 7th Floor  
Montreal, Quebec H5A 1L6  
TEL: 514-496-3404  
FAX: 514-496-3822  
Attention: Viviane Rouhault ([viviane.rouhault@tpsgc-pwgsc.gc.ca](mailto:viviane.rouhault@tpsgc-pwgsc.gc.ca))

Public Works & Government Services Canada  
Suite 480, 33 City Centre Drive  
Mississauga, Ont. L5B 2N5  
TEL: 905-615-2070  
FAX 905-615-2023  
Attention: Hodan A. Ahmed ([hodan.a.ahmed@tpsgc-pwgsc.gc.ca](mailto:hodan.a.ahmed@tpsgc-pwgsc.gc.ca))

Public Works & Government Services Canada  
Suite 100, 167 Lombard Avenue  
P.O. Box 1408  
Winnipeg, Manitoba R3C 2Z1  
TEL: 204-983-3774  
FAX: 204-983-7796  
Attention: Bev Laurin ([bev.laurin@tpsgc-pwgsc.gc.ca](mailto:bev.laurin@tpsgc-pwgsc.gc.ca))

Public Works & Government Services Canada  
Telus Plaza North  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T5J 1S6  
TEL: (780) 497-3564  
FAX: (780) 497-3510  
Attention: Nicole Boucher ([wst-pa-edm@tpsgc-pwgsc.gc.ca](mailto:wst-pa-edm@tpsgc-pwgsc.gc.ca))

Public Works & Government Services Canada  
HQ, Acquisitions, CAAMS  
11 Laurier Ave., Place du Portage, Phase 3, STN 6  
Hull, Quebec K1A 0S5  
TEL: 613-698-0753  
FAX: 819-956-5454  
Attention: Kimberley A. Sloan ([Kim.Sloan@pwgsc-tpsgc.gc.ca](mailto:Kim.Sloan@pwgsc-tpsgc.gc.ca))

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

3) Green Initiatives (for PWGSC information only)

Bidders are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

#### **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 (reference pre-award sample, Part 4, Evaluation Procedures, 1.1.1 Mandatory Technical Criteria).

#### **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.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

#### **Section IV: Additional Information**

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**Protected B level is required for this requirement. All bidders must be certified within three (3) months of the bid closing date.**

### **3.1.2 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

- 3.1.2.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

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

- 3.1.2.2** **The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements**

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

###### **Pre-Award Sample for Metal Insignia**

As part of the technical evaluation, to confirm a Bidder's capability of meeting the technical requirements, one (1) pre-award sample of each item listed below must be included with the bid.

The Bidder must submit pre-award samples that are manufactured by the same process and finish in accordance with Annex C Scope of Work of this bid solicitation document. Rejection of the pre-award samples will be the basis for declaring the bid non-responsive.

1. CSC Uniquely-Numbered Badge #037550
2. CSC Retired Badge
3. CSC Retraité insigne
4. CSC Retraitée insigne

The pre-award samples will be evaluated for quality of workmanship and conformance to specified manufacturing process and finishing.

The Bidder must deliver the required pre-award samples at no charge to Canada and must ensure that they are received with the bid at time and place of bid closing. Failure to submit the pre-award samples within the specified time frame will result in the bid being declared non-responsive. The samples submitted by the Bidder will remain the property of Canada.

The requirement for pre-award samples will not relieve the successful bidder from submitting samples as required by the contract terms or from strictly adhering to the technical requirement of this Request For Proposal and any resultant contract.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

- a. The Bidder must submit firm unit price(s) in Canadian dollars, applicable taxes are excluded, DDP (various CSC offices across Canada) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.

The Bidder must submit firm unit pricing for all items and all destinations including "as and when requested" quantities .

##### 4.1.2.2 SACC MANUAL CLAUSE

A9033T 2012/07/16 Financial Capability  
C3011T 2013/11/06 Exchange Rate Fluctuation

#### 4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract (1 contract only). Evaluation will be established using the "as and when requested" quantities for all items, including destination.

**SECURITY LEVEL PROTECTION B IS REQUIRED FOR THIS REQUIREMENT. ALL BIDDERS MUST BE CERTIFIED WITHIN (3) three MONTHS OF THE BID CLOSING DATE.**

#### 4.3 Contract Financial Security

1. If this bid is accepted, the Bidder may be required to provide contract financial security, after the bid closing date and within 10 calendar days from receipt of a written request from the Contracting Authority.
  - (a) a security deposit as defined in clause "Security Deposit Definition" in the amount of up to ten percent (10%) of the contract price.
2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmaturing, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may, as its discretion, accept another offer, issue a new bid solicitation, award a contract or reject all the bids.

#### 4.4 Security Deposit Definition

1. "security deposit" means
  - (a) a bill of exchange that is payable to the Receiver General for Canada, and certified by an approved financial institution or drawn by an approved financial institution on itself; or
  - (b) a Government guaranteed bond; or
  - (c) an irrevocable standby letter of credit, or



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- (d) such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;
2. "approved financial institution" means
- (a) any corporation or institution that is a member of the Canadian Payments Association;
  - (b) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the "Régie de l'assurance-dépôts du Québec" to the maximum permitted by law;
  - (c) a credit union as defined in paragraph 137(6) the *Income Tax Act*;
  - (d) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by Canadian province or territory; or
  - (e) the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- (a) payable to bearer;
  - (b) accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the *Domestic Bonds of Canada Regulations*;
  - (c) registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit"
- (a) means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
    - (i) will make a payment to or to the order of Canada, as the beneficiary;
    - (ii) will accept and pay bills of exchange drawn by Canada;
    - (iii) authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
    - (iv) authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
  - (b) must state the face amount which may be drawn against it;
  - (c) must state its expiry date;
  - (d) must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
  - (e) must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
  - (f) must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - (g) must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

## **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>), to be given further consideration in the procurement process.

### **5.1.2 Additional Certifications Required with the Bid**

## **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 Additional Certifications Precedent to Contract Award**

#### **5.2.2.1 Sample(s) and Production Certification**

The Bidder certifies that:

- ( ) the manufacturer that produced the pre-award sample(s) will remain unchanged for the pre-production sample(s) and full production of the contract quantity.

## **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

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 #21120-167153**

6.1.1 The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding and production capabilities at the level of PROTECTED B, ISSUED BY THE Canadian Industrial Security Directorate, Public Works and Government Services Canada.

6.1.2 The Contractor personnel requiring access to PROTECTED INFORMATION, ASSETS OR WORK SITE(S) MUST each HOLD A VALID reliability status, GRANTED OR APPROVED BY THE Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

6.1.3 Processing of PROTECTED material electronically at the Contractor's site is NOT permitted under this Contract.

6.1.4 Subcontracts which contain security requirement are NOT to be awarded without the prior written permission of CISD/PWGSC.

6.1.5 The Contractor must comply with the provision of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex B
- (b) Industrial Security Manual (Latest Edition)

### **6.1.6 Contractor's Site(s) or Premises Requiring Safeguarding Measures**

6.1.6.1 The Contractor must diligently maintain up-to-date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

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

6.1.6.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

## 6.2 Requirement

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

## 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>) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

2030 (2016/04/04), General Conditions - Goods (Higher Complexity), apply to and form part of the Contract.

#### 6.4 Term of Contract

**Period of Contract** is for "as and when quantities" as requested by the client, for a period of five (5) years from date of award of contract.

##### 6.4.1 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) **various CSC offices across Canada**, Incoterms 2000 for shipments from commercial contractor.

##### 6.4.2 Packaging - Commercial

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

##### 6.4.3 Rejected Goods

If any goods are rejected and are sold to any resale, all markings and insignia must be removed before being turned over to the purchaser.

##### 6.4.4 SACC Manual Clauses

C5201C	2008/05/12	Prepaid Transportation Charges
D2025C	2013/11/06	Wood Packaging Materials
D6010C	2007/11/30	Palletization

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kimberley A. Sloan  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial and Consumer Products Directorate (CCPD)  
Clothing & Textiles Division  
Place du Portage, Phase III, 6A2  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone : 613-698-0753      Facsimile: 819-956-5454  
E-mail address: Kim.Sloan@tpsgc-pwgsc.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 Technical Authority

The Technical Authority for this Contract is:

Public Works & Government Services Canada  
Commercial and Consumer Products Directorate (CCPD)  
6A2, Phase III,  
Place du Portage

11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

ATTN.: Clothing Advisory Service \_\_\_\_\_ (to be advised at contract)

The Technical 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 Technical Authority, however the Technical 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

The person responsible for :

#### General enquiries

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in **Annex A**. 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.

### 6.6.2 SACC Manual Clauses

H1001C 2008/05/12 Multiple Payments  
C2000C 2007/11/30 Taxes - Foreign-based Contractor  
C3011C 2013/11/06 Exchange Rate Fluctuation

## 6.7 Applicable Laws

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 6.8 Invoicing Instructions

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

a) One (1) copy must be forwarded to the following address :

Correctional Service Canada  
340 Laurier Ave. West  
Ottawa, ON K1A 0P9  
Attn: Eric Doiron  
Email: Eric.Doiron@csc-scc.gc.ca

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

(c) The original and one (1) copy must be forwarded to the **consignee** for certification and payment.

## 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.

### 6.10 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 2030 (2016/04/04), General Conditions - Goods (Higher Complexity);
- c) Annex A, Requirement;
- d) Annex C & D, Scope of Work and Specifications;
- e) Drawings;
- f) Viewing Sample(s);
- g) the Contractor's bid dated \_\_\_\_\_

### 6.11 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) Specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

### 6.12 Plant Closing

The Contractor's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

### 6.13 Plant Location

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

### 6.14 Subcontractor(s)

---

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: \_\_\_\_\_

Location: \_\_\_\_\_

Value of subcontract: \$ \_\_\_\_\_

Nature of subcontracting work performed: \_\_\_\_\_

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

#### **6.15 Overshipment**

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

#### **6.16 Lead Impression(s) (Stamped)**

The Contractor must provide a (the) lead impression(s) prior to submitting the pre-production sample(s) and commencement of production. The lead impression(s) will be taken from the die before hardening. The lead impression(s) along with the sealed sample(s) must be forwarded to the Technical Authority for acceptance within 15 **calendar days** from date of contract award. The lead impression(s) must be shipped at no charge to Canada to the attention of the Technical Authority.

If the first lead impression(s) is/are found to be unsatisfactory, the Contractor must submit a/the second lead impression(s) within 21 **calendar days** of notification of rejection from the Technical Authority.

The Contractor must not commence production of the pre-production sample(s), or of the item, under the contract until the Contractor has received a written notification from the Technical Authority that the lead impression(s) is/are acceptable. The production of the pre-production sample(s) or of the contract balance before lead impression acceptance will be at the sole risk of the Contractor.

Rejection by the Technical Authority of the second lead impression(s) submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default.

The lead impression(s) may not be required if the Contractor is currently in production. The request for waiver of sample(s) must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the discretion of the Technical Authority and will be evidenced through a contract amendment.

#### **6.17 Pre-Production Sample(s)**

1. The Contractor must provide 3 pre-production sample(s) of each item, accompanied by the viewing sample(s) if applicable, to the Technical Authority for acceptance within \_\_\_\_ calendar days from **date of approval of lead impression(s)**.

2. If the pre-production sample(s) are rejected, the Contractor must submit second pre-production sample(s) within \_\_\_\_ calendar days of notification of rejection from the Technical Authority.

3. If the pre-production sample(s) are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.

4. Rejection by the Technical Authority of the second pre-production sample(s) submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.

5. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.

6. In addition to providing the pre-production sample(s), the Contractor must provide a copy of the inspection report(s) and laboratory test report(s) **and/or** Certificate(s) of compliance, as applicable, to the Contracting Authority and Technical Authority, transportation charges prepaid, and without charge to Canada.

7. The pre-production sample(s) submitted by the Contractor will remain the property of Canada.

8. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the pre-production sample(s). A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.

9. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the pre-production sample(s) is/are fully acceptable or conditionally acceptable. Any production of items before pre-production sample acceptance will be at the sole risk of the Contractor.

10. The pre-production sample(s) may not be required if the Contractor is currently in production. The request for waiver of pre-production sample(s) must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.

#### **6.18.1 Viewing Sample(s) - Guidance Only**

The viewing sample(s) are representative of the required item but are not part of the technical requirement. The viewing sample(s) may not meet the technical requirement in all respects and must be used for guidance only during production.

#### **6.18.2 Viewing Sample(s) - Return to Sender**

The viewing sample(s) which may have been sent to the Contractor, are to be returned to the sender upon completion of Contract.

The viewing sample(s) are not to be mutilated or cut, and must be returned in the same condition as sent to the Contractor.

#### **6.19 Financial Security**

1. Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract.

2. Where Canada so converts the security deposit:

(a) the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and

(b) if Canada enters into a Contract to have the Work completed, the Contractor will:

(i) be considered to have irrevocably abandoned the Work; and

(ii) remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.



Solicitation No. - N° de l'invitation  
21120-167153/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pr724

Client Ref. No. - N° de réf. du client

File No. - N° du dossier  
pr724.21120-167153

CCC No./N° CCC - FMS No./N° VME

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3. If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

4. If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

#### **6.20 Conclusion or Termination of Contract**

No information or asset provided by Correctional Service Canada (CSC) or produced for CSC, carried out as part of this contract is to be copied or retained by the contractor following the conclusion/termination of this contract.

## ANNEX «A» REQUIREMENT

### 1. TECHNICAL REQUIREMENT

The Contractor is required to provide Canada for Correctional Service Canada (CSC), Departmental Security with Uniquely-numbered and Retired metal identification badges, **in accordance with the specification and scope of work, Annex C and Annex D** dated 2016-05-31, **drawings, viewing sample(s).**

### 2. ADDRESSES

Destination Address	Invoicing Address
Various Correctional Services Canada offices across Canada	Correctional Service Canada 340 Laurier Ave. West Ottawa, Ontario K1A 0P9 ATTN: Eric Doiron

### 3. DELIVERABLES CONTRACT QUANTITIES

#### “As and When Requested” Quantity 2016-2017 Year 1

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	CSC Uniquely-numbered Badge	Up to 250	Each	\$_____/each
002	CSC Retired Badge	Up to 150	Each	\$_____/each
003	CSC Retraité insigne	Up to 125	Each	\$_____/each
004	CSC Retraitée insigne	Up to 50	Each	\$_____/each

#### “As and When Requested” Quantity 2017-2018 Year 2

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	CSC Uniquely-numbered Badge	Up to 250	Each	\$_____/each
002	CSC Retired Badge	Up to 125	Each	\$_____/each
003	CSC Retraité insigne	Up to 100	Each	\$_____/each
004	CSC Retraitée insigne	Up to 25	Each	\$_____/each

**“As and When Requested” Quantity 2018-2019 Year 3**

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	CSC Uniquely-numbered Badge	Up to 250	Each	\$_____/each
002	CSC Retired Badge	Up to 125	Each	\$_____/each
003	CSC Retraité insigne	Up to 100	Each	\$_____/each
004	CSC Retraitée insigne	Up to 25	Each	\$_____/each

**“As and When Requested” Quantity 2019-2020 Year 4**

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	CSC Uniquely-numbered Badge	Up to 250	Each	\$_____/each
002	CSC Retired Badge	Up to 125	Each	\$_____/each
003	CSC Retraité insigne	Up to 100	Each	\$_____/each
004	CSC Retraitée insigne	Up to 25	Each	\$_____/each

**“As and When Requested” Quantity 2020-2021 Year 5**

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	CSC Uniquely-numbered Badge	Up to 250	Each	\$_____/each
002	CSC Retired Badge	Up to 125	Each	\$_____/each
003	CSC Retraité insigne	Up to 100	Each	\$_____/each
004	CSC Retraitée insigne	Up to 25	Each	\$_____/each



Government of Canada  
Gouvernement du Canada

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TBD DSD

Security Classification / Classification de sécurité

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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du Canada

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**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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



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

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité

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**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIAL		TRÈS SECRET
Information / Assets		X														
Renseignements / Biens		X														
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  
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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Guy St-Martin	Title - Titre Deputy Director DSD	Signature 
Telephone No. - N° de téléphone 613-943-3008	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Guy.St-Martin@CSC.gc.ca
		Date 2015-09-18

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

Name (print) - Nom (en lettres moulées) Robert Wattle	Title - Titre CSC (NHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438	Signature 
Telephone No. - N° de téléphone 613-944-6665	Facsimile No. - N° de télécopieur 613-947-4438	E-mail address - Adresse courriel Robert.Wattle@CSC.gc.ca
		Date SEP 18 2015

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

☒ No  
Non  
☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

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

## **SCOPE OF WORK – UNIQUELY-NUMBERED METAL IDENTIFICATION BADGE AND REPLICA METAL IDENTIFICATION BADGE**

### **SCOPE**

1. A requirement for the production of Correctional Service Canada (CSC) **Uniquely-Numbered Metal Identification Badge**, gold plated with durenamel.
2. A requirement for the production of Correctional Service Canada (CSC) **Replica Metal Identification Badge**, gold plated with durenamel inclusions with one of three possible wordings: ("RETIRED", "RETRAITÉ" or "RETRAITÉE").

### **APPLICABLE PUBLICATIONS**

The following publication is applicable to the manufacture of the items listed in the scope of work.

**ASTM B36:** Standard Specifications for Brass Plate, Sheet, Strip and Rolled Bar.

The above standard can be ordered by contacting:

ASTM International  
100 Bar Harbor Drive  
PO Box C700  
West Conshohocken, PA 19428-2959 USA

Telephone: (610) 832-9585

Fax: (610) 832-9555

<http://www.astm.org/Standards>

### **MATERIALS AND MANUFACTURE:**

#### ***Uniquely-Numbered Metal Identification Badge and Replica Metal Identification Badge ("RETIRED", "RETRAITÉ" or "RETRAITÉE") Specifications***

##### **Design:**

- Star shaped background with crown at top
- Maple leaf with cross key and torch overlaid (riveted) at centre
- Lettering encircling the overlay design, lettering across the bottom scroll with box below to engrave the ID numbers or lettering
- Durenamel in gold, green, red and white and retaining clip at back.



**Base Material:**

Shall be 1.6 mm (0.63”) “Gilding Metal” with a composition of 95% copper / 5% zinc, alloy UNS number C21000, meeting the requirements of:

\*ASTM B36: Standard Specification for Brass Plate, Sheet, Strip and Rolled Bar.

\*ASTM: American Society for Testing and Materials

**Preparation of Pieces:**

Pieces shall be prepared by degreasing the surface area with sandblasting, bead blasting, dimpling or sandpapering to ensure a proper tooth for the durenamel.

**Durenamel:**

The resin and hardener shall be mixed in the appropriate proportions and cured at the time and temperature specified for the materials used.

**Filling of Durenamel:**

Each cavity containing the durenamel shall be overfilled in order to ensure that the surface of the badge is flat after polishing. There shall be no appearance of concavity in the finishing piece.

**Grinding:**

A wet sanding wheel or belt shall be used to grind the durenamel flat and finishing with a 600 grit.

Care shall be given to ensure that each piece does not get too hot causing wrinkling or lifting of durenamel.

**Polishing:**

Each piece shall be polished using a soft felt wheel at low speed.

Light soft pressure is required. The piece shall not be pressed against the polishing wheel causing the epoxy to expand and contract resulting in the durenamel popping off of the piece.

**Color of Durenamel:**

The colors required in the Identification badge are:

- Red: **PMS 485**
- Gold: **PMS 131**
- Green: **PMS 7483**
- White
- Black
- Circular colour around Maple Leaf (Beige): **PANTONE DS 51-7 U**

**Riveting:**

The maple leaf with key and torch shall be riveted to the Correctional Service Canada (CSC) crest with protrusions of 0.8mm to 1.6 mm to 1.6 mm at back.

**Electro Plating:**

Electroplating shall be in accordance with the best commercial practice for the base metal involved.

The piece shall be put in a lukewarm tank (26°C - 30°C) between the first flash and the rinse tank to avoid the durenamel from falling out.

**Copper Plating:**

Copper plating shall cover the entire surface of the area being plated to a thickness of 0.00012 mm,  $\pm$  0.00002 mm.

**Nickel Plating:**

Bright Nickel plating shall be used as an undercoating for the gold plating. The plating shall be a continuous bright Nickel deposit approximately 0.0012 mm,  $\pm$  0.00002 mm.

**Gold Plating:**

Gold plating shall be produced in a cyanide or acid gold solution. The plating shall be non-porous, continuous and unbroken over the entire plated surface. There shall be no cut through, shaded, peeled or blistered plating.

Gold plating shall withstand a solution containing 50% by volume of chemically pure concentrated nitric acid (specific gravity 1.42) and an equal volume of distilled water at 18 C° for two (2) minutes without the surface showing signs of attack. The test is conducted by placing several drops of the test acid on the surface to be tested. Any effect to the gold plating of the article shall be cause for rejection. Unless otherwise specified, gold plating deposits shall be not less than 0.00012 mm thick,  $\pm$  0.00002 mm. The gold deposited shall be 99% plus pure. The thickness of the deposit shall be measured on a smooth surface that is free from ridges or recesses.

**Thickness:**

The badges shall be consistent in thickness (Uniquely-Numbered Metal Identification Badge and the *Replica* Metal Identification Badge (“RETIRED”, “RETRAITÉ” or “RETRAITÉE”).

**Retaining Clip:**

The retaining clip shall be made from Brass, 70% copper, 30% zinc, ½ hard, void from sharp edges and burs shaped in accordance with the Sealed Sample. The width of the retaining clip shall be no more than 7 mm (9/32”).

The retaining clip shall be soft-soldered to the back of the badge.

**Identification Number or Lettering Engraving:**

The numbers or lettering shall be engraved on the banner below the scroll and filled with black soft epoxy enamel (for the *Replica* Metal Identification Badges with the wording (“RETIRED”, “RETRAITÉ” or “RETRAITÉE”), the first letter will be in regular caps and the remaining letters in smaller caps lettering).

Care shall be given to ensure that numbers or letters are filled, clearly legible and the banner wiped clean.

**Workmanship:**

Unless sharp edges, points or corners are part of a specific design, there shall be no sharp edges, points or corners on the finished product. Items shall be free from any defects, which may adversely affect appearance or serviceability.

**SAMPLE APPROVAL:**

**Lead Impression:**

Prior to submission of the pre-production samples, the contractor shall submit a lead impression of each part of the badge (Uniquely-Numbered Metal Identification Badge and the *Replica* Metal Identification Badge (“RETIRED”, “RETRAITÉ” or “RETRAITÉE”). Lead impressions shall be suitably packaged to prevent damage during shipping and handling.

**Pre-Production Sample:**

The pre-production sample shall be completely representative of the final product, being made from parts and materials as specified and by equipment and processes that will be used in quantity production (showing durenamel, plating and engraving for both the Uniquely-Numbered Metal Identification Badge and the *Replica* Metal Identification Badge (“RETIRED”, “RETRAITÉ” or “RETRAITÉE”) a sample of each).

**Quality Assurance:**

The contractor shall be responsible for the performance of all inspections and tests necessary to demonstrate that the material conforms to the requirements of these specifications.

Three (3) pre-production samples (unless otherwise specified) shall be forwarded to the Design Authority for approval of both the Uniquely-Numbered Metal Identification Badge and the *Replica Metal* Identification Badge (“RETIRED”, “RETRAITÉ” or “RETRAITÉE”).

If the first sets of samples are rejected, a second set of samples shall be submitted within 14 days of notification of non conformity. Production shall not start until notification is received that the samples are satisfactory.

Rejection of the second set may be the basis for termination of contract.

All of the required samples will be forwarded to the Inspection Authority, transportation charges prepaid, and without charges to Her Majesty (or the Crown).

The template will be the sole proprietary of Correctional Service Canada (CSC) and cannot be used in conjunction with any other contract or advertising without the express written authorization of CSC.

**Packaging:**

Each Uniquely-Numbered Metal Identification Badge and the *Replica* Metal Identification Badge (“RETIRED”, “RETRAITÉ” or “RETRAITÉE”) produced shall be placed in an individual plastic bag.

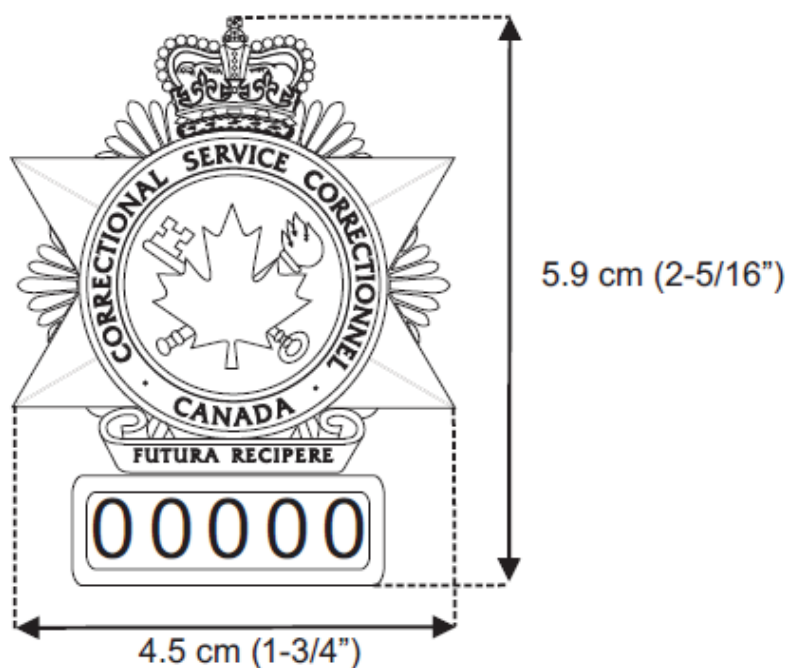
**Shipping:**

Shipping containers shall conform to the industry standard for the shipment of valuable and attractive items and as a minimum be in accordance with the best commercial standards. Badges contained in each shipping container shall be in sequence. The exterior of each container shall clearly identify the number sequence contained (i.e. 022222 to 033333) and the contract number.

All packages will require a hand written transmittal receipt confirming delivery of the packages.

Technical Specifications for the  
Uniquely-Numbered Metal Identification Badge

Metal Badge  
Insigne en métal



Badge Dimension



*Replica Metal Identification Badge with three possible wordings - "RETIRED", "RETRAITÉ" or "RETRAITÉE"*



Sample Numbered Badge



Sample « Retraitée » Badge



Sample « Retraité » Badge



Sample « Retired » Badge



