



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

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

Bid Receiving/Réception des soumissions  
RCMP - F Division  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-5232

**Request for a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale  
(OCIR)

Proposal to: Royal Canadian Mounted  
Police

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

Proposition aux : Gendarmerie royale du  
Canada

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

**Comments – Commentaries**

THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ

<b>Title – Sujet:</b> Custodial Supplies, Depot, Regina, SK		<b>Date :</b> November 9, 2016
<b>Solicitation No. – N° de l'invitation</b> M9424-16-6306/B		
<b>Client Reference No. - No. De Référence du Client</b> PW-16-00755380		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	December 20, 2016	
<b>Incoterms 2010 "DDP Delivered Duty Paid"</b> See herein — Voir aux présentes	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à Tania Sentes</b>		
<b>Telephone No. – No. de téléphone</b> 639-625-3463	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	
<b>Delivery Required –Livraison exigée</b> N/A	<b>Delivery Offered – Livraison proposée</b> N/A	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – 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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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six 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, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, 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 Requirement, the Basis of Payment and any other annexes.

### **1.2 Summary**

- 1.2.1 For the supply, delivery and offloading of Custodial Supplies as requested, when called-up by Royal Canadian Mounted Police (RCMP) located in Regina, SK.
- 1.2.2 The period of the Standing Offer will be one (1) year from the date of issuance, with two (2) one (1) option years' period.
- 1.2.3 All products must be delivered to the specified address within seven (7) calendar days of receipt of a call-up.
- 1.2.4 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the WTO-AGP, and the Agreement on Internal Trade (AIT).

### **1.3 Debriefings**

After issuance of a standing offer, 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.



## 1.4 Procurement Ombudsman

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 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.

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

**This request for standing offers (RFSO) cancels and supersedes previous RFSO number M9424-16-0696/A dated October 7, 2016 with a closing of November 17, 2016 at 2:00 pm.**

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) days

Insert: ninety (90) days

### 2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.



### **2.3 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 Request for Standing Offers (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.

### **2.4 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 Saskatchewan.

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.

### **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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

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

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



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

### **3.1 Offer Preparation Instructions**

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

- Section I: Technical Offer (one hard copy)
- Section II: Financial Offer (one hard copy)
- Section III: Certifications (one hard 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 that of the Request for Standing Offers.

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, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical 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.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.



### 3.1.1 Payment by Credit Card

Insert in full text the following clause when it is anticipated that users will make payments for call-ups against the standing offer by Government of Canada Acquisition Card credit card. If not applicable, delete this clause.

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### 3.1.2. Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

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

#### 4.1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

To be considered responsive, a bid must meet all of the mandatory requirements of the bid solicitation. All mandatory requirements must be met through way of cross-referencing with product literature, and or certifications supplied with the bid. If, in some instances(s) this is not available, the bidder is to note how their product meets the requirement. Bids not meeting all of the mandatory requirements will be given no further consideration.



Criteria Number	Mandatory Specifications	Met / Not Met		Reference to Proposal
MT1	Offeror must have the capacity to deliver and offload the requested supplies to multiple locations within the RCMP Training Academy.			
MT2	Offeror must have the capacity to deliver the requested supplies within seven (7) days from receipt of Call-up.			

**4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) including unloading, Canadian customs duties and excise taxes included.

**4.1.3 Financial Evaluation Process**

The Total Bid Price will be calculated in the following method:

- a) The unit price quoted in Table 1 for each line item will be multiplied by the estimated quantity and summed to obtain the extended price per line item.
- b) The supply and installation fee provided in Table 2 will be multiplied by the estimated quantity and summed to obtain the extended price per line.
- c) The aggregate of Table 1 and Table 2 will be equal the Total Evaluated Price

The lowest offeror will be recommended for issuance of a Standing Offer.

The estimated quantities listed at Annex “C” are for evaluation purposes only and will not form part of any resulting Standing Offer. Refer to Unit Price Schedule at Annex C. A price must be entered for each item. If an item is available at no charge, then \$0.00 must be entered for that line.

**4.2. Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers, and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated 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.

### 5.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

#### 5.1.1 Integrity Provisions

In accordance with the Ineligibility and Suspension Policy (<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:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

#### 5.1.2 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](http://www.labour.gc.ca/eng/standards_eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

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.



## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1. Offer**

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

#### **6.2. Security Requirements**

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

The contractor is required to have all personnel working on site to be security cleared at the level of **Facility Access with Escort** as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP). The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site.

#### **6.3. 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.

Revision to Departmental Name: As this Standing Offer and resulting contract(s) are issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

##### **6.3.1 General Conditions**

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

#### **6.4. Term of Standing Offer**

##### **6.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is for one (1) year from date of issuance.



#### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from date of award 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.5. Authorities**

#### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 – 11<sup>th</sup> Avenue  
Regina, SK S4P 3J7

Telephone: 639-625-3463  
Facsimile: 306-780-5232  
E-mail address: [tania.sentes@rcmp-grc.gc.ca](mailto:tania.sentes@rcmp-grc.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 Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **6.5.2 Technical Authority**

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

The Technical 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.

### **6.6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:

Royal Canadian Mounted Police  
Depot – Training Academy  
5600 – 11<sup>th</sup> Avenue  
Regina, SK S4P 3J7



## 6.7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form 942, Call-up Against a Standing Offer.

## 6.8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 6.9. 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 or Services
- d) the supplemental general conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement
- f) Annex B, Basis of Payment
- g) Annex C, Unit Prices
- h) Annex D, Security Requirements Checklist
- i) the Offeror's offer dated \_\_\_\_\_

## 6.10. Procurement Ombudsman

### 6.10.1 Dispute Resolution Services

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

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

### 6.10.2 Contract Administration

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

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



## **6.11. Certifications**

### **6.11.1 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.

### **6.11. 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 Saskatchewan.

## **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.

### **6.1. Requirement**

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

### **6.2. Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

#### **6.2.1 Supplemental General Conditions**

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.3. Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be made within seven (7) calendar days from receipt of a call-up against the Standing Offer.



## **6.4. Payment**

### **6.4.1 Basis of Payment**

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

### **6.4.2 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16), Limitation of Price

### **6.4.3 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

1. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
2. all such documents have been verified by Canada;
3. the Work delivered has been accepted by Canada.

### **6.4.4 Payment by Credit Card**

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

## **6.5. Invoicing Instructions**

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

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.6 Delivery and Unloading**

Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.

When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.

The delivery personnel must schedule a delivery time with the Technical Authority. All deliveries must be completed the same day by 4:30 pm. For additional information regarding the delivery and unloading requirements, see Annex "A" – Requirement.



## 6.7 Shipping Instructions – Delivered Duty Paid

Goods must be consigned and delivered to the destination specified in the call-up:

Incoterms 2010 "DDP Delivered Duty Paid" to the RCMP Training Academy at 5600 – 11<sup>th</sup> Avenue, Regina, SK S4P 3K7. There could be up to 40 building locations, the delivery locations and list of items to each location will be detailed within the Call Up.

## 6.8 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations  
B3000T (2006-06-16) Equivalent Products  
B4024T (2006-08-15) No Substitute Products  
B7500C (2006-06-16) Excess Goods  
D5328C (2014-06-26), Inspection and Acceptance  
G1005C (2016-01-28) Insurance – No Specific Requirement

## 6.9 Environmental Considerations

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports and final reports in electronic format. Should printed material be requested, the use of double sided printing in black and white format is recommended unless otherwise specified by the Technical Authority.
- When printed material is requested, the minimum recycled content of 30% is recommended and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Shipping Requirements:

Minimize packaging  
Include recycled content in packaging;  
Re-use packaging;  
Include a provision for a take-back program for packaging;  
Reduce/eliminate toxics in packaging.



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## ANNEX A REQUIREMENT

Request for a Regional Individual Standing Offer (RISO) for the supply, delivery, and offloading of Custodial Supplies as requested, for Royal Canadian Mounted Police (RCMP) in Regina, Saskatchewan, in accordance with the terms and conditions outlined herein.

All products must be delivered to the specified address within seven (7) calendar days of receipt of a Call-up.

Offerors are requested to indicate if the items are available in their catalogue and/or on their published price list. If an item is left blank, it will be considered as not for offer. Bidders must provide products that are of the same description, as detailed in the item description of the bid solicitation.

Each Offeror must offer a minimum of 80% of the items listed (28 out of the 35 line items).

Prices in Annex C Unit Prices must be without discount.

### **Delivery Requirements:**

1. The Contractor must deliver and unload the following items, as required to as many as forty (40) buildings within the RCMP Training Academy.
2. Delivery must be within seven (7) days from receipt of call-up.
3. The delivery personnel must schedule a delivery date and time with the Technical Authority. All deliveries must be completed the same day by 4:30 pm.
4. The Contractor must report to Stores at "C" Block, an employee of the RCMP will escort the delivery personnel for the duration of the delivery and unloading.
5. To ensure an accurate delivery packing slip(s) must be provided and reconciled as the items are delivered to each building.

### **Packaging Requirements:**

The requested items must be packaged in a manner to ensure safe transport and efficient unloading at each building.

### **Cleaning Supplies:**

The Contractor must deliver at least 90% of the requested items on the delivery date and the back ordered items must be delivered within ten (10) business days.

See Annex B Basis of Payment for a sample basket of items and estimated quantities.



### Service Requirement:

The RCMP has a one-time service requirement to supply, remove, dispose of / or recycle and install approximately 1059 toilet paper dispensers located in various buildings across the RCMP Training Academy in accordance with the terms and conditions outlined herein.

Installation of all products must be completed within sixty (60) days of award of Call Up and security clearance obtained.

The following Georgia Pacific Model dispensers are requested.

Dispensers		
Item No.	Description	Quantity
1.	Georgia Pacific Model # 56784 – or equivalent	508
2.	Georgia Pacific Model # 56790 – or equivalent	551

### Equivalent Products

All supporting documentation must be included with the tender at bid closing. The mandatory specifications for equivalent dispensers is outlined in Appendix A-1 – Mandatory Technical Criteria.

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
  - a) designates the brand name, model and/or part number of the substitute product;
  - b) states that the substitute product is fully interchangeable with the item specified;
  - c) provides complete specifications and descriptive literature for each substitute product;
  - d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
  - e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.



**Installation:**

1. Install all products in accordance with the manufacturers' specifications.
2. Ensure all products function properly and when necessary make minor adjustment/repairs.
3. Touch up all minor nicks and scratches on the products that may have occurred during installation.
4. Clean the products once installed.
5. Clean up the installation site. It must present a neat, orderly and work like appearance at all times. This activity must be accomplished by the removal of scrap material, packaging materials, debris and the like from the site, as frequently as is necessary.
6. After completion of the installation, the Contractor (or its authorized representative) must walk through the installation site with the Technical Authority to verify the operating condition of all products in accordance with the Inspection and Post Installation Deficiency Procedures listed herein.

**Inspection:**

Inspection and Post-Installation Deficiency Procedures

- A. The Contractor, must adhere to the following procedures.
  1. The Contractor must notify the Technical Authority when the installation is completed. Notification must be given no later than one business day following completion of the installation.
  2. The Technical Authority must arrange for the initial walk-through inspection with the Contractor.
  3. The walk-through inspection must take place no later than three business days after installation is completed unless an alternate time frame has been confirmed by the Technical Authority.
  4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase unless an alternative time frame has been confirmed by the Technical Authority.
  5. The Technical Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every area.
  6. The Technical Authority must forward the deficiency list to the Contractor.
  7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts unless an alternate time frame has been confirmed by the Technical Authority. For all other listed deficiencies, within fourteen business days of receipt of the deficiencies list, the Contractor must submit, to the Technical Authority, the remedial action plan showing delivery and completion dates to occur within 60 calendar days from the submission date of the remedial action plan. The Technical Authority may request a shorter remedy period and the Contractor may accept, if possible. The Technical Authority may, at their discretion also accept a longer



remedial period.

8. The Contractor must notify the Technical Authority when all deficiencies have been remedied. If the Technical Authority is satisfied with the deficiency corrections, the Technical Authority must provide the Contractor a final sign-off indicating that the deficiencies have been rectified.

### **Warranty**

The warranty period will be twelve (12) months after delivery and acceptance of the unit(s) or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer. All costs related to warranty work must be included in price, non-warranty maintenance and after sales service are to be charged separately.

### **Service**

- A. Replacement components must be available to replace broken pieces during the Warranty period.
- B. In the case where major repairs are required during the Warranty period, the work will be provided onsite or a replacement item will be provided, as mutually agreed upon between the Technical Authority and the Contractor.
- C. Non-warranty maintenance and after sales service are to be charged separately.



**Appendix A-1**

**Mandatory Technical Criteria**

Bidders are required to indicate whether or not they comply with the mandatory specifications. Bidders must include two (2) copies of descriptive literature of the make and model of the items offered in sufficient detail to clearly indicate compliance with each of the individual requirements in the specifications and cross reference where this specification is located within the descriptive literature.

**The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.**

Failure to meet any of the following specifications will render your proposal non-compliant and will be given no further consideration

**The dispensers to be considered as equivalent products must have the following specifications**

No.	Specifications	Compliance		Comments(s)/ Cross Reference
		Yes	No	
1.	Dispense two rolls of two ply core-less toilet paper			
2.	Horizontal style dispenser measuring 6 ½" x 7 ½" x 14"*			
3.	Vertical style dispenser measuring 11" x 7" x 7"*			
4.	All dispensers are to be the same colour			
5.	All dispensers are to be made of the same material			

\*A variance of up to 2 inches would be accepted. Vendor to indicate measurement in the comments section.



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## ANNEX B

### BASIS OF PAYMENT

Prices herein are inclusive firm prices in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2010 "DDP Delivered Duty Paid", in accordance to Annex "A" Requirement, Canadian customs duties and excise taxes included.

- A) Prices for Custodial Supplies as listed in Offerors' regular current published price lists less a discount of: \_\_\_\_\_ % ;

A hard copy of any new catalogue must be provided to the Standing Offer Authority within 15 days of release. Decreased discounts will not be allowed.

- B) In addition to the above pricing, special offering due to year end or surplus manufacturing runs, special job lots, sales, etc., to be made available as they occur if they are of lesser cost than under the above pricing arrangement.
- C) Prices for the installation of the dispensers must include all labour, material, tools, equipment, transportation, and supervision necessary to complete the work in accordance to Annex "A" Requirement.



**ANNEX C**

**Unit Prices**

**Table 1: Custodial Supplies**

Item No.	Description	Requested Unit Format	Estimated Quantity for 12 months (a)	Unit Price as per requested format (b)	Extended Price (a x b)
<b>A.</b>	<b>Mops, Brooms, Buckets and Brushes</b>				
1.	Spray trigger, chemical resistant, for use with 20 to 24 oz spray bottle	Each	228	\$ _____ / unit (s)	\$
2.	Toilet Plunger - Atlas Graham Industries # 1150 or equivalent	Each	24	\$ _____ / unit (s)	\$
3.	Dust Mop - 36" Cut end slip-on (for use with 36" Breakaway frame see # 4)	Each	36	\$ _____ / unit (s)	\$
4.	Dust Mop - 36" Breakaway frame - Atlas Graham #12636 or equivalent	Each	12	\$ _____ / unit (s)	\$
5.	Orange looped wet mop narrow band – Atlas Graham Industries #1723 – or Equivalent	Each	132	\$ _____ / unit (s)	\$
6.	Wet Mop Handle - Atlas Graham Sidewinder #1854 or equivalent	Each	36	\$ _____ / unit (s)	\$
7.	Mop Bucket with Wringer combo Rubbermaid 75778BRN or equivalent	Each	12	\$ _____ / unit (s)	\$
<b>B.</b>	<b>Cleaners and Soaps</b>				
1.	Bleach, concentration must be between 5.25% and 7% sodium hypochlorite, max bottle size is 5.38 litre	1 Litre	1355	\$ _____ / litre	\$
2.	Vinegar 5% acid used as cleaner	4 Litre	1152	\$ _____ / 4 litres	\$
3.	Oxivir TB Disinfectant RTU, - Diversey Canada Inc. # 4277293 – No Substitute	1 Litre	1728	\$ _____ / litre	\$
4.	Mildew remover spay with trigger – The Chlorox Company of Canada # 12438 - or equivalent	950 ml bottle	864	\$ _____ / 950 ml bottle	\$
5.	Spray 9 – Multi Purpose Germicidal Cleaner – ITW Permatex Canada # C26804 - or equivalent	4 Litre	96	\$ _____ / 4 litres	\$
6.	A-125 Liquid Detergent – ECOLAB #A125 or	4 Litre	528	\$ _____ / 4 litres	\$



	equivalent				
7.	Wypall Heavy Duty Waterless Hand Wipe – Kimberly-Clark # 58310 – No Substitute	50 wipes per tub	576	\$ _____ / tub	\$
8.	Purell Non Alcoholic Hand Sanitizing Wipes – Refills # 911502CAN00 – No Substitute	1500 wipes per refill	144	\$ _____ / refill	\$
9.	Bar Soap 1.5 oz. – unscented	Each	7680	\$ _____ / unit	\$
10.	Shampoo .75 oz. – unscented	Each	4800	\$ _____ / unit	\$
11.	Antibacterial Hand Soap - dispenser refill - Lawrason's Healthy Hands # 33431 or equivalent	4 Litre	96	\$ _____ / 4 litres	\$
12.	Hair and Body Wash – dispenser refill - GOJO Spa Bath, # 9157-04, or equivalent	3.78 Litre	360	\$ _____ / 3.78 litres	\$
13.	Drain Maintainer – Heavy Duty - Avmor Biomor or equivalent	4 Litre	192	\$ _____ / 4 litres	\$
14.	Full Court Wood Floor Cleaner – Ecolab # 61027049 – No Substitute	4 Litre	192	\$ _____ / 4 litres	\$
15.	Toilet bowl cleaner – low acid, Green Product - Avmor EP-74, or equivalent	1 Litre	288	\$ _____ / litre	\$
<b>C.</b>	<b>Floor and Scrubbing Pads and Sponges</b>				
1.	17” Red Buffing Pad – 3M # F-5100-RED - No Substitute	Each	144	\$ _____ / unit	\$
<b>D.</b>	<b>Towels and Tissue</b>				
1.	8” x 425’ Towels to fit Paper Towel Dispenser Kimberley Clark Professional Model # 09990-02 – No Substitute	1 Roll	12960	\$ _____ / roll	\$
2.	19 – ½ “ Towels – Wypall # 35421-40 – No Substitute	1 Roll	4536	\$ _____ / roll	\$
3.	2 Ply Bath Tissue – Neverout # 19029 – No Substitute	1 Roll	36864	\$ _____ / roll	\$
4.	Facial Tissue (100 tissues per box)	1 Box	12960	\$ _____ / box	\$
5.	Biodegradable Tampons (200 per box)	1 Box	48	\$ _____ / box	\$
<b>E.</b>	<b>Garbage Bags and Miscellaneous</b>				
1.	28 x 40 Strong Garbage Bag	Each	70200	\$ _____ / unit	\$
2.	28 x 42 Green Compost Bag	Each	7200	\$ _____ / unit	\$
3.	Upright Dust Filter Vacuum Bag to fit Windsor Sensor XP12	Each	360	\$ _____ / unit	\$
4.	Environmelt 50lb Ice Melter or Equivalent	50 lb	36	\$ _____ / 50 lb	\$



5.	Isagel Hand Sanitizer – Coloplast # 1645 – No Substitute	621 ml bottle	12384	\$ _____ / 621 ml bottle	\$
<b>F.</b>	<b>Personal Protective Equipment and Gloves</b>				
1.	Vinyl Glove – Lightly Powdered – Size Medium	Each	8400	\$ _____ / unit	\$
2.	Pebble Grip Yellow Glove – Size 8	Pair	240	\$ _____ / pair	\$
<b>Supplies Total</b>					

**Table 2: Dispenser Supply and Installation**

Item No.	Description	Unit of Measure	Quantity (a)	Unit Price (b)	Total (a x b)
1.	Georgia Pacific Model # 56784 – or equivalent	Each	508	\$ _____	\$
2.	Georgia Pacific Model # 56790 – or equivalent	Each	551	\$ _____	\$
<b>Installation Total</b>					\$

<b>Supplies Total (Table 1)</b>	\$
<b>Dispenser Supply and Installation Total (Table 2)</b>	\$
<b>Total Evaluated Price (Table 1 + Table 2)</b>	\$



ANNEX "D"

INTEGRITY FORM - BIDDER'S INFORMATION

As per the new Integrity Regime within the Federal Government the following information is required from all vendors prior to contract award.

Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the quote 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 vendor 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 specified will render the quote to be non-responsive.

Integrity Provisions – Required Documentation

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

Individual Corporation Joint Venture

Legal Business Name:

Alternate Name: (Name that your company is operating under if different from Legal Business Name.)

Telephone Number:

Address:

City/Province:

Postal Code:

Fax Number:

E-mail Address:

GST or Business # The entire BN or GST has 15 characters. (ex: 123456789 RT0001)

If no GST or Business #, provide your SIN #

Complete list of name(s) of Board of Directors or Owners, as applicable:

Table with 2 columns: Complete Name, Please indicate if they are a Board of Director or Owner.



**ANNEX "E"**

**SECURITY REQUIREMENTS CHECKLIST**

(attached to the end of this document)



SRCL # 2016-1117630

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
Dispenser installation

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

(T)

**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  
remove & replace toilet paper dispensers at Depot buildings

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada

NATO / OTAN

Foreign / Étranger

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

No release restrictions / Aucune restriction relative à la diffusion   
Not releasable / À ne pas diffuser   
Restricted to: / Limité à:   
Specify country(ies): / Préciser le(s) pays:

All NATO countries / Tous les pays de l'OTAN   
Restricted to: / Limité à:   
Specify country(ies): / Préciser le(s) pays:

No release restrictions / Aucune restriction relative à la diffusion   
Restricted to: / Limité à:   
Specify country(ies): / Préciser le(s) pays:

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

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

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

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



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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  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 checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
 Commentaires spéciaux : site access with escort *FA2 w Escort.*  
*CB.*

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?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  No  Yes  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  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?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  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?  No  Yes  
 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?  Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  Non  Oui



Contract Number / Numéro du contrat:

Security Classification / Classification de sécurité  
Dispenser installation

**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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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?  No / Non  Yes / Oui  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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?  No / Non  Yes / Oui  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).