



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Canada Border Services Agency / Réception des soumissions Agence des services frontaliers du Canada

Canada Border Services Agency
 Bid Receiving Unit
 2405 St-Laurent Unit H
 Ottawa, ON K1A 0L8
 (613) 941-6034

Bid Receiving Unit is open from Monday to Friday inclusively, between the hours of 07:00 and 3:00, excluding Statutory Holidays.

**REQUEST FOR PROPOSAL
 DEMANDE DE PROPOSITION**

Proposal To: Canada Border Services Agency

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 thereof.

Proposition aux: Agence des services frontaliers du Canada

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Issuing Office – Bureau de distribution
 Canada Border Services Agency / l'Agence des services frontaliers du Canada
 Place Vanier, Tower B
 355 North River Road, 17th Floor
 Ottawa (Ontario) K1A 0L8

Title – Sujet Sporting and Recreational Services	
Solicitation No. – N° de l'invitation 1000331893	Date November 10, 2016
GETS Reference No. – N° de reference de SEAG -	
Solicitation Closes – L'invitation prend fin at – à 11 :00 AM on – le December 19, 2016	Time Zone Fuseau horaire

F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address Inquiries to : - Adresser toutes questions à: Manon Périard-Boulerice CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Agence des services frontaliers du Canada (ASFC) Canada Border Services Agency (CBSA)

Instructions :
 See Herein - Voir aux présentes

Delivery required – Livraison exigé	Delivered Offered – Livraison proposée
See Herein – Voir aux présentes	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Task Authorization Form.

1.2 Summary

This bid solicitation is being issued to satisfy the requirement of the Canada Border Services Agency (CBSA) for the provision of Sporting and Recreational Services. The Rigaud College of the Canada Border Services Agency (CBSA) located in Rigaud, Québec is the organization responsible for the training and development of all Border Services Officers. Despite its primary role of providing services to CBSA employees, it can also offer its facilities to other Federal organizations.

It is intended to reach an agreement on an "as when required" contract basis for a period of one (1) year plus two (2) additional option periods of one (1) year each.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

This requirement is subject to the provisions of the Agreement on Government of the World Trade Organization Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (ACI), the free trade Agreement Canada-Chile (CCFTA), the Canada-Peru free trade agreement (CPFTA) and the free trade agreement between Canada and Colombia (CCFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).



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.



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: 180 days

2.2 Submission of Bids

Bids must be submitted only to the Canada Border Services Agency's Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the



implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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



eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least twenty (20) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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 (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed in Attachment 2 of Part 4. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - a. the name of the individual;
 - b. the date of birth of the individual;
 - c. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and



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

Refer to Attachment 1 of Part 4

4.1.2 Financial Evaluation

4.1.2.1 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 4.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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



ATTACHMENT 1 to PART 4 OF THE BID SOLICITATION, MANDATORY REQUIREMENTS

General Information:

- a) Education must be obtained from a recognized* Canadian University or the equivalent as established by a recognized” Canadian Academic credentials assessment services, if obtained outside Canada.

*The list of recognized Canadian academic credentials assessment service providers can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

- b) The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- c) The Bidder should provide Client reference contact information (name, as well as telephone number or e-mail address) for each project summary. If the information is not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority. Canada reserves the right to contact Client references to validate information in the bid. If the reference is unable to verify or validate the information stated in the bid, the bid will be deemed non-compliant.

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria		Bid Preparation Instructions
M1	ALL CONTRACTOR STAFF MUST be certified in first aid and cardiopulmonary resuscitation (CPR/AED).	To demonstrate experience, the Bidder must provide a copy of the certificate for each. If not provided with the bid, the Bidder must provide them upon request and in the timeframe stated by the Contracting Authority.
M2	THE COORDINATOR MUST have a University Degree in a field related to physical education;	To demonstrate experience, the Bidder must provide a copy of the Degree. If not provided with the bid, the Bidder must provide them upon request and in the timeframe stated by the Contracting Authority.



M3	<p>THE COORDINATOR MUST</p> <p>have a minimum of thirty six (36) months experience in managing staff within the last one hundred and twenty (120) months;</p>	<p>To demonstrate experience, the Bidder must provide project summaries. The project summaries must at a minimum include the following information:</p> <ul style="list-style-type: none"> ✓ Client; ✓ Special event range with description of tasks completed ✓ Group size ✓ Start and end dates
M4	<p>THE CONTRACTOR MUST PROPOSE FOUR (4) PHYSICAL FITNESS SPECIALISTS.</p> <p>EACH FOUR (4) PHYSICAL FITNESS SPECIALISTS MUST</p> <p>have a university degree in a field related to physical education or kinesiology;</p>	<p>To demonstrate experience, the Bidder must provide a copy of the Degree or a proof that the Degree is underway.</p> <p>If not provided with the bid. The Bidder must provide them upon request and in the timeframe stated by the Contracting Authority.</p>
M5	<p>THE CONTRACTOR MUST PROPOSE FOUR (4) PHYSICAL FITNESS SPECIALISTS.</p> <p>EACH FOUR (4) PHYSICAL FITNESS SPECIALISTS MUST</p> <p>Have thirty six (36) months of experience in the last one hundred and twenty (120) months in organizing and providing social, recreational and physical fitness activities for adults;</p>	<p>To demonstrate experience, the Bidder must provide a resume and one (1) reference letter with the bid proposal.</p> <p>If not provided with the bid, the Bidder must provide them upon request and in the timeframe stated by the Contracting Authority.</p>
M6	<p>THE SPECIAL EVENTS FACILITATOR MUST</p> <p>have at least twelve (12) months of experience in the last one hundred and twenty (120) months in the facilitation of special events for groups of fifty (50) people or more.</p>	<p>To demonstrate experience, the Bidder must provide a resume of a special event facilitator. The resumes of special event facilitators must as a minimum, include the following information:</p> <ul style="list-style-type: none"> ✓ Client; ✓ Project Scope – description to demonstrate scale and complexity; ✓ Size of the group; ✓ Project Start and end date.



ATTACHMENT 2 to PART 4 OF THE BID SOLICITATION, FINANCIAL BID (FINANCIAL GRID)

The Bidder should complete this pricing schedule and include it in its financial bid. At a minimum, the bidder must complete the pricing schedule by indicating his/her financial submission, for the period stated below, the all-inclusive hourly rate the bidder offers for each specified resource category.

The rates described below, once submitted by the bidder, include the total estimated cost of all travel and subsistence that could be caused by the work described in Part 4, subsequent contract clauses, of the solicitation and to be performed at the CBSA College in Rigaud

In order to meet the terms of any subsequent contract, these fees cannot be charged directly and separately from professional fees in any subsequent contract that may result from the request for proposal.

The volumetric data included in this pricing schedule is provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data. The data provided is used as an estimate only*

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

*Estimate means a rough calculation. The figures provided could vary downward.

**Period of Contract (January 16, 2017 to December 31, 2017); and
Option Period 1 (January 1, 2018 to December 31, 2018); and
Option Period 2 (January 1, 2019 to December 31, 2019)**

Number	Resource Category	Volumetric data (# of estimated hours per year) A	Hourly Rate on Contract B	Total in CDN \$ for the Contract Period C (A x B)
1	Coordinator	5,625		
2	Physical Fitness Specialist	10,755		
3	Loan Counter Clerk	6,600		
4	Special Events Facilitator (Vaudreuil Lounge)	600		
ESTIMATED TOTAL: (C1+C2+C3+C4)				

Note: The estimated hours are subject to change due to operational and organizational needs of the CBSA.



PART 5 – CERTIFICATION 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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

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



The Bidder must provide the Contracting Authority with a completed Attachment 1 to Part 5 [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



ATTACHMENT 1 to PART 5 OF THE BID SOLICITATION, FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. 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 \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 ADDITIONAL SECURITY REQUIREMENT:

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resources, the Bidder should submit a complete signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (<https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp>) with their Bid. If not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority..

Until the credit check, fingerprinting* (if required) and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder (specifically the recommended Bidder personnel) is deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder (specifically the recommended Bidder personnel) will **not** be permitted access to Protected / Classified information or assets, and further, will **not** be permitted to enter sites where such information or assets are kept.

In the event the recommended Bidder is not deemed suitable following the security screening process required by the CBSA, the said recommended Bidder's bid will be deemed non-compliant and the next ranked Bidder will be **contacted**. If only one bid was obtained and the recommended Bidder does not meet the security requirement, then, the Contracting Authority will determine the next steps in order to ensure all requirements are met.

***Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.**



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means TBD (To be filled in prior to contract award based on 5% of the initial Contract Amount.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.



4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.3 Periodic Usage Reports – Contracts with Tasks Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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.

7.2.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.



7.3 Security Requirements

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

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

7.3.2 The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

***Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.**

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from January 16th, 2017 to December 31st, 2017 inclusive.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional twelve (12) months option period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Manon Périard-Boulerice
Title: Contracting Officer
Organization: Canada Borders Services Agency
Branch: Procurement Strategies and Material Management (SPMMD)
Directorate: Comptrollership
Address: 355 North River Road, Tower B, 17th Floor, Ottawa ON K1A 0L8

Telephone: To be inserted at the time of award
E-mail address: To be inserted at the time of award

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

7.5.2 Project Authority *(to be completed at time of award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative *(to be completed at time of award)*



7.6 Payment

7.6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be completed at time of award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.3 Payment Method

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

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



7.7 Invoicing Instructions

- 7.7.1** The Contractor must submit invoices in accordance with the information required in the General Conditions.
- 7.7.2** The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers, if applicable.
- 7.7.3** By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- 7.7.4** The Contractor must send the invoice to vendors-fournisseurs@cbsa-asfc.gc.ca for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

7.8 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.



7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2035 (2016-04-04); General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

OR

7.12 Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.



7.13 Insurance

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

7.14 Government Site Regulations

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

7.15 Proactive Disclosure of Contracts with Former Public Servants (*This clause will be deleted prior to contract award if the Bidder is not a Former Public Servant.*)

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



ANNEX "A", STATEMENT OF WORK

1. Objective:

To provide sports and recreation services to clients of the Canada Border Services Agency (CBSA) College in Rigaud.

2. Background:

- 2.1 The Canada Border Services Agency (CBSA) College located in Rigaud, Quebec is responsible for providing training and development for all of its clients and staff members wearing the CBSA uniform.
- 2.2 The College has up to sixteen (16) groups of twenty (20) recruits per class with new intakes of recruits in the Officer Induction Training Program (OITP) and courses are spread over four (4) weeks until a maximum of sixteen (16) groups are filled per intake.
- 2.3 To fulfill its mandate to provide integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods at the Canadian borders, CBSA requires that its recruits meet certain criteria, including aptitudes, skills and a certain physical condition. All recruits must attend physical fitness sessions and be assessed.
- 2.4 The College is open 24 hours a day, 7 days a week and offers professional facilities. With its 316 rooms, gymnasium, auditorium, and banquet room adjoining a licenced lounge, clients can remain on site for the duration of their stay.
- 2.5 The College offers its facilities to other federal organizations when the occupancy rate allows.

3. Description of requirement:

- 3.1 The CBSA requires physical fitness specialists to provide bilingual physical fitness sessions and assessments to recruits in the Officer Induction Training Program (OITP) according to the schedule provided by the CBSA.
- 3.2 Physical fitness specialists must follow the program guidelines provided by the CBSA in order to administer mandatory standardized physical fitness tests and assessments.
- 3.3 The CBSA also requires that the sports and recreation services maintain a good balance between the physical fitness and mental health of clients. The Contractor must develop and provide the following activities but are not limited to:
 - 3.3.1 physical fitness;
 - 3.3.2 physical fitness assessment and consultation with exception to the scheduled OITP fitness program;
 - 3.3.3 recreational sports;
 - 3.3.4 social pastimes;
 - 3.3.5 recreational activities;
 - 3.3.6 individualized organization of activities at clients' request;
 - 3.3.7 promotion of all of the various activities offered; AND
 - 3.3.8 laundering of sports items and towels, daily cleaning of bodybuilding and sports equipment.



4. Duties:

4.1 OITP physical fitness sessions and physical fitness assessments

Physical fitness specialists must provide bilingual physical fitness sessions according to the CBSA schedule (possibly between 1:00 pm and 9:00 pm or earlier during the day) and Officer Induction Training Program guidelines. There may be sessions two (2) or three (3) times per week for one (1) hour, up to a maximum of 54 sessions per class during the Officer Induction Training Program. As the number of sessions may be reduced at any time by the CBSA, there is a possibility that there will not be any scheduled sessions during certain weeks of the program. Up to four (4) sessions may be given at one time, and the schedule may be modified with twenty-four (24) hours' notice. See Appendix C with 2 examples of schedule for one (1) intake.

4.1.1 Physical fitness sessions are held in existing College facilities such as the gymnasium, weight room as well as outside on the College property.

4.1.2 Whenever possible and when the temperature permits, physical fitness sessions may be held outside the main gymnasium at the following locations:

- 4.1.2.1 The Control and Defense Tactics gymnasiums:
- 4.1.2.2 The gymnasium in the former chapel
- 4.1.2.3 The weight room
- 4.1.2.4 The outdoor College grounds
- 4.1.2.5 Audio / video training room (i.e. P90X & Insanity)

4.1.3 Physical fitness sessions could include but are not limited to:

- 4.1.3.1 Muscular endurance
- 4.1.3.2 Balance
- 4.1.3.3 Cardiovascular endurance
- 4.1.3.4 Functional movement exercises
- 4.1.3.5 Flexibility
- 4.1.3.6 Speed
- 4.1.3.7 Quickness
- 4.1.3.8 Agility

4.1.4 Physical fitness specialists **must** monitor the progress of the recruits in training and advise them on fitness and the appropriate techniques.

4.1.5 Physical fitness specialists **must** prepare the training area before sessions begin and put everything away at the end of the sessions. He must also report any damaged equipment to the project manager in writing within the hour of discovery.

4.1.6 Physical fitness specialists **must** complete a weekly report on the participation of recruits during the physical fitness sessions. The document to be completed will be provided by the CBSA and include the following information but is not limited to:

- 4.1.6.1 Group number
- 4.1.6.2 Date of the session
- 4.1.6.3 Number of recruits participating in each session
- 4.1.6.4 Number of recruits who did NOT participate in the session
- 4.1.6.5 Session length
- 4.1.6.6 Degree of intensity of the session
- 4.1.6.7 Any injury suffered during the physical fitness session



4.1.6.8 Any observation or concern noted by physical fitness specialists during each session

4.1.7 Physical fitness specialists must complete physical fitness assessment reports. The project manager will provide the documents required to complete the reports to the Contractor prior to the start of the sessions.

4.1.8 Physical fitness specialists must administer standardized physical fitness tests for each participant during the residency period. When required by CBSA,

4.1.8.1 standardized physical fitness tests are generally programmed in the first three (3) weeks of the program, then five (5) weeks before the end of the program, but this schedule may be changed as required by the project authority.

4.1.8.2 standardized physical fitness tests may include the requirements in the Physical Abilities Requirement Evaluation (PARE), or other standardized tests as determined by the CBSA, all while respecting the schedule provided by the CBSA.

4.1.9 Forecast of the Officer Induction Training Program Intakes

	INTAKE #					
	9	10	11	12	13	14
	<i>Start dates</i>	<i>Start dates</i>	<i>Start dates</i>	<i>Start dates</i>	<i>Start dates</i>	<i>Start dates</i>
WAVE A	Jan. 30/17	Jun. 19/17	Jan. 29/18	Jun. 18/18	Jan. 28/19	Jun. 24/19
WAVE B	Feb. 27/17	Jul. 17/17	Feb. 26/18	Jul. 16/18	Feb. 25/19	Jul. 15/19
WAVE C	Mar. 27/17	Aug. 14/17	Mar. 26/18	Aug. 13/18	Mar. 25/19	Aug. 12/19

These dates may change based on operational needs and recruiting capacity. The project manager will confirm the start date with the Contractor and inform the Contractor of any changes in the schedule one week prior to the OITP start date. A maximum of four (4) classes is anticipated for each date listed above.

4.2 Services related to sports activities

Physical fitness specialists **must**:

4.2.1 Develop, plan, offer and evaluate physical fitness group courses. In certain instances, daily courses may be predefined by the project manager or their representative. The project manager or a representative can provide a special schedule on twenty-four (24) hours' notice and organize a meeting to provide a course overview.

4.2.2 Lead physical fitness consultations and personalized physical fitness assessments on twenty-four (24) hours' notice.

4.2.3 Plan, develop and facilitate competitive tournaments about once (1) a month based on clients' interest.

4.2.4 Plan, develop and offer seasonal sports activities, particularly volleyball, soccer, badminton, Ping-Pong, handball, cycling, snowshoe and cross-country skiing to name a few depending on the season.

4.2.5 Encourage clients to participate in sports activities organized by the Contractor.

4.2.6 Provide users with specific, clear instructions on the use of apparatus, equipment, items and supplies used.

4.2.7 Ensure the safe practice of sports activities, particularly with warmup sessions, wearing safety apparel and movement monitoring.



- 4.2.8 Wash all sports items, such as towels, jerseys, knee guards and other machine-washable items after use.
- 4.2.9 Wash and disinfect all sports equipment and resistance machines daily with a towel.
- 4.2.10 Ensure that apparatus, equipment and items are in safe operating condition at all times and inform the project manager in writing within the hour if they are defective.
- 4.2.11 Make any minor repairs on apparatus and equipment, in particular inflating bicycle tires, lubricating bodybuilding machines and repairing torn seats on apparatus and equipment and other items used to practice recreational sports activities.
- 4.2.12 Inform the project manager in writing within one (1) hour of any situation, circumstance or condition that could endanger user health and safety and formulate appropriate recommendations.

4.3 Services related to recreational activities

Physical fitness specialists **must**:

4.3.1 Organize, coordinate and facilitate social activities, particularly:

- 4.3.1.1 Screening of films three (3) times a week.
- 4.3.1.2 Facilitating one weekly activity, or at the Project Authority's request within 24 hours' advance notice, in the Salon Vaudreuil (licensed bar), such as karaoke and dancing.
- 4.3.1.3 Board games such as Clue, Monopoly and Bingo.
- 4.3.1.4 Electronic game consoles such as PlayStation and Xbox.
- 4.3.1.5 Games of skill such as horseshoes, Frisbee, pétanque (lawn bowling), billiards, darts and Mississippi.
- 4.3.1.6 Other activities, as requested by clients.

4.3.2 Organize and provide information about recreational activities such as:

- 4.3.2.1 Visits
- 4.3.2.2 Sports activities
- 4.3.2.3 Performances
- 4.3.2.4 Dinners
- 4.3.2.5 Museum tours

The cost of these activities, including transportation, tickets, registration fees and all other associated fees, are the responsibility of the participants. The management of the money is to be done by the specialist.

4.4 Promotional information

The Contractor **must**:

- 4.4.1 Create and provide a one-time promotional document explaining the nature, objectives and philosophy of sports and recreational services. The document must include an explanation of each available activity and indicate how it can be beneficial. This document must be posted and thus available to all clients when they arrive at the College. The project manager must approve this document.
- 4.4.2 Develop a weekly schedule of activities to be held during the week to be reviewed by the Project Manager, and make the schedule available to clients.
- 4.4.3 For each new group staying at the College for one week or more, the Contractor will make a presentation (unless otherwise indicated), and will meet with each new group staying at the College to inform them about the services available under this Contract.



- 4.4.4 Maintain an up-to-date information centre on regional services and tourism activities in the region and nearby major cities, including brochures, posters, and maps.
- 4.4.5 Provide the necessary display racks.

4.5 Additional duties

The Contractor **must**:

- 4.5.1 Hire, train, supervise, and adequately manage employees to ensure that services are provided as required by the Contract.
- 4.5.2 Establish procedures and controls which make it possible to comply with the various aspects of the Contract, including (but not limited to) staff qualifications and maintenance of security clearances.
- 4.5.3 Produce twice a year (June and December), for the Project Manager's information, a written inventory of all apparatus, equipment and items for which the Contractor is responsible.
- 4.5.4 Produce, for the Project Manager's information, monthly statistical reports on the number of participants in each daily activity, including, but not limited to, the weight room and the gymnasium.
- 4.5.5 Establish and manage a loan process for borrowing equipment, making sure the equipment is returned by the clients.
- 4.5.6 Develop and implement methods/procedures to minimize the loss and/or theft of goods for which the Contractor is responsible. The Contractor must report any irregularities to the Project Manager in writing within one (1) hour.
- 4.5.7 Make recommendations for the purchase and/or replacement of equipment that is most in demand in accordance with new training methods.
- 4.5.8 Plan and manage the services of a massage therapist duly certified by and belonging to the Association des massothérapeutes du Québec or the Fédération québécoise des massothérapeutes. Clients are responsible for the costs of such care. The Contractor must provide to the Project Manager with a copy of the certification of any massage therapist offering services.
- 4.5.9 Provide the necessary mechanism for clients to share their interest requests with regard to sports and recreational activities.

4.6 Contractor's resources

- 4.6.1 The Contractor **must** assign an on-site representative (Coordinator) to coordinate, administer, supervise, plan and promote all sports and recreational activities offered. These activities include physical fitness, individual and group sports, hobbies and recreational activities organized every week.
- 4.6.2 The Coordinator **must** make decisions regarding compliance with and performance of all aspects of the Contract. The Coordinator must also liaise between the Project Manager and the Contractor.
- 4.6.3 All of the Contractor's resources **must** act as first aid officers at all times while performing their duties under the Contract.
- 4.6.4 The Contractor **must** also assign three (3) other categories of employees: Fitness Specialist, Sports Loan Counter Attendant and Special Event Facilitator, according to a schedule provided every week.
 - 4.6.4.1 The Fitness Specialists will be responsible for offering bilingual physical fitness sessions in accordance with the CBSA schedule and the Officer Induction Training Program guidelines, following participants' progress, and advising training recruits on appropriate fitness techniques. Develop, promote and lead other physical fitness sessions, weight control programs and other sports and recreational activities. The Specialists must also inform clients of other activities



taking place away from the College's premises such as trips, hotels, restaurants, cultural events.

- 4.6.4.2 The Sports Loan Counter Attendant will control the interchange of equipment and other supplies. The position requires daily interaction with clients. The Attendant will also tend to the laundry of sportswear items (including towels), and the daily maintenance and cleaning of sports and bodybuilding equipment.
- 4.6.4.3 The Special Event Facilitator must be on site from 20:00 to 24:00 one evening per week ON REQUEST and will normally organize activities on Tuesdays or Wednesdays, at the request of the Project Manager. The schedule may (day and/or hours) vary at the Project Manager's request.

5. Constraints

5.1 Code of Conduct

- 5.1.1 Contacts between the Contractor's employees and clients will be limited to physical fitness and organized recreational activities and will not extend beyond the professional framework.
- 5.1.2 The Contractor must comply with the regulations governing the College's operations in safety, access policy, confidentiality, professionalism, values and ethics, etc.
- 5.1.3 A Contract employee will not hold more than one position at the same time.
- 5.1.4 The on-site coordinator must not perform other duties than those in this Contract.
- 5.1.5 A uniform approved by the project manager must be provided by the Contractor to their employees assigned to the College.

5.2 Coffee and meal breaks

- 5.2.1 Daily meal times will not be paid by the CBSA.
- 5.2.2 Breaks must be scheduled so as to ensure that services are available AT ALL TIMES as required by the Contract.

5.3 Schedule

- 5.3.1 Requests for services may be increased or decreased at any time based on the requirements and constraints of the College. The project manager thus reserves the right to amend the approved schedule with 24 hours' notice. If notice is given under 24 hours, scheduled hours shall be paid, even if the service was not rendered.
- 5.3.2 Any service not rendered must not be billed, except as provided in 5.3.1 (notice under 24 hours).
- 5.3.3 The planned dates for the Officer Induction Training Program intakes may change according to operational needs and/or recruitment capacity. The project manager shall confirm the start date with the Contractor and inform the Contractor of any change to the schedule one (1) week before the planned start date for OITP.



5.4 Other requirements

- 5.4.1 The Contractor must provide the equipment and office supplies needed to perform the duties outlined in the Contract. Equipment and office supplies include (but are not limited to) computers, printers, furniture, telephones, an Internet connection, telephone lines, fax machines, photocopiers, office supplies and stationery.
- 5.4.2 The Contractor is responsible for all promotional costs, including printing, copying and related administrative costs.
- 5.4.3 The Contractor must provide all detergent, bleach and all other cleaning products.

5.5 Non-disclosure

All information and results gathered during physical fitness sessions and standardized physical fitness tests remain the property of the CBSA and will be used to assess the physical training program. The information obtained must not be used or disclosed by the Contractor.

5.6 Set-up

The physical fitness specialists are responsible for setting up and taking down equipment during OITP physical fitness sessions. One (1) hour per specialist per day will be paid for setting up and taking down equipment.

5.7 Miscellaneous

- 5.7.1 CBSA College instructors, supervisors, managers, employees or interested stakeholders may attend any fitness session or standardized test and may interact with participants. Members of CBSA design or recruitment teams, or other internal stakeholders, may attend physical fitness or assessment sessions.
- 5.7.2 External stakeholders, including representatives of other departments, visiting representatives or any other persons having received authorization from the CBSA, may attend a physical fitness session or standardized test.
- 5.7.3 Participants, and on some occasions employees of the Contractor, may occasionally be photographed during fitness sessions or standardized tests. These photos will not be published unless all persons appearing in them have signed a release authorizing such publication.

6. Support

6.1 Rooms available at the College

- 6.1.1 Two (2) rooms, used as offices, shall be made available to the Contractor.
- 6.1.2 One (1) gymnasium measuring 6,792 square feet
- 6.1.3 One (1) training room
- 6.1.4 Home theatre room
- 6.1.5 Outdoor patio
- 6.1.6 Large grass area
- 6.1.7 Service area for equipment loans
- 6.1.8 Light tools for minor repairs of equipment



6.2 Cardio/weight apparatus

The College currently owns approximately thirty (30) cardio and thirty (30) weight apparatuses. The College is responsible for making the decision to acquire equipment as it sees fit.

6.3 Equipment for the following sports

- 6.3.1 Softball
- 6.3.2 Badminton
- 6.3.3 Basketball
- 6.3.4 Volleyball
- 6.3.5 Hockey
- 6.3.6 Cross-country skiing
- 6.3.7 Tennis
- 6.3.8 Cycling
- 6.3.9 Table tennis
- 6.3.10 Golf
- 6.3.11 And more

6.4 Games or entertainment items

- 6.4.1 Billiards
- 6.4.2 Chess
- 6.4.3 Horseshoes
- 6.4.4 Board games
- 6.4.5 Card games
- 6.4.6 Various films
- 6.4.7 Electronic Game consoles
- 6.4.8 And more

6.5 Schedule

- 6.5.1 The typical schedule is provided as an example (see Annex B).
- 6.5.2 The schedule will be confirmed at least one (1) week in advance for all OITP physical fitness sessions and for the other needs.

6.6 Availability

- 6.6.1 Display racks are currently provided for information brochures, but will not be replaced.
- 6.6.2 Washers and dryers, free of charge, to wash sporting goods and towels.

6.7 Protocols for standardized physical fitness tests

The content of the training program for OITP recruits will be provided to the physical fitness specialists by a resource person from the CBSA College. If required, the CBSA can provide these specialists with program-specific support training (e.g. test protocols) with one (1) week notice. If the training cannot be integrated into the physical fitness sessions already planned for recruits, physical fitness specialists will receive pay as if they had led a physical fitness session. A CBSA resource person will be available for the duration of the Contract to answer the Contractor's questions regarding the physical fitness program.



6.8 Miscellaneous

- 6.8.1 An initial meeting will be scheduled with the Contractor, the project manager and a OITP representatives in the first weeks of the Contract start date.
- 6.8.2 The project manager will inform the Contractor's resources about the evacuation procedure and their responsibility while acting as first aid officers, as per the Contract.
- 6.8.3 The CBSA will provide the Contractor's resources with the required ID access cards.
- 6.8.4 The CBSA will provide the College dress code in writing within the first two (2) weeks of the implemented Contract.
- 6.8.5 The CBSA will make the necessary arrangements for the Contractor to be able to install the phone, fax and Internet services required to perform the work under the Contract. The Contractor must ensure the installation of the above mentioned services within ten (10) business days of the Contract's adjudication.
- 6.8.6 The CBSA will provide the list of all apparatuses, equipment and items for which the Contractor will be responsible.

7. Language

The Contractor resources must be bilingual. The sports/recreational activities and physical fitness sessions must be provided in both official languages of Canada.



ANNEX “A-1”, TYPICAL SCHEDULE FOR REGULAR SPORTS SERVICES

HOURS PER DAY PER POSITION

Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Coordinator		11:30 AM- 8:00 PM (8 working hours)	11:30 AM- 8:00 PM (8 working hours)	11:30 AM- 8:00 PM (8 working hours)	11:30 AM- 8:00 PM (8 working hours)	11:30 AM- 5:00 PM (5.5 working hours)	
Physical fitness specialist		4:00 PM- 11:00 PM (6.5 working hours)	4:00 PM- 11:00 PM (6.5 working hours)	4:00 PM- 11:00 PM (6.5 working hours)	4:00 PM- 11:00 PM (6.5 working hours)	4:00 PM- 11:00 PM (6.5 working hours)	
Loan counter attendant	1:00 PM- 9:00 PM (7.5 working hours)	3:00 PM- 10:30 PM (7 working hours)	3:00 PM- 10:30 PM (7 working hours)	3:00 PM- 10:30 PM (7 working hours)	3:00 PM- 10:30 PM (7 working hours)	3:00 PM- 10:30 PM (7 working hours)	1:00 PM- 9:00 PM (7.5 working hours)
Special events facilitator (Vaudreuil Lounge)			8:00 PM-12:00 AM Tuesday or Wednesday (4 working hours)				

Note: This typical schedule is provided solely for bidding purposes. A one-week schedule will be confirmed after the contract is awarded.
This schedule could change from week to week.



ANNEX “B”, BASIS OF PAYMENT

For providing the service in accordance with the *Statement of Work*, the contractor will be paid the hourly rates below in the performance of this contract, applicable taxes extra.

**Period of Contract (January 16, 2017 to December 31, 2017); and
Option Period 1 (January 1, 2018 to December 31, 2018); and
Option Period 2 (January 1, 2019 to December 31, 2019)**

Resource Category	Hourly Rate on Contract
Coordinator	
Physical Fitness Specialist	
Loan Counter Clerk	
Special Events Facilitator (Vaudreuil Lounge)	

Note: The estimated hours are subject to change due to operational and organizational needs of the CBSA.

Payment will be made for days actually worked, with no provisions for annual leave, statutory holidays, sick leave or meal break. If time worked is more or less than an hour, the all-inclusive fixed hourly rate must be prorated to reflect the actual time worked.



ANNEX "C", SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000331893
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 ASFC	2. Branch or Directorate / Direction générale ou Direction Ressources humaines	
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 SERVICES SPORTIFS ET RÉCRÉATIFS		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" 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 commerciales 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"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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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?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel: No / Non Yes / Oui
Document Number / Numéro du document:

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

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

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

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

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.

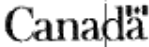
For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.
12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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ANNEX "D", TASK AUTHORIZATION FORM

Task Authorization				
Contractor:		Contract Number:		
Requisition Number:		Financial Coding:		
Task Number:		Date:		
1. Required Work:				
Start of the Work for a TA: Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.				
Task Description of the Work required:				
Estimated Period of Service		From:		To:
Security Requirements, Level of Clearance				
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other				
Proposition				
Estimated Cost				
Category (Level) and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total CAD
Total				\$
GST				
HST				
Grand Total				\$
2. Authorization(s)				
By signing this TA, the authorized client and (or) the CBSA Contracting Authority certify (ies) that the content of this TA is in accordance with the conditions of the contract.				
The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the CBSA Contracting Authority for authorization.				
<div style="margin-bottom: 20px;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name and title of authorized client</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="text-align: center;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p> </div> <div style="text-align: center;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> </div> <div style="margin-bottom: 20px;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">CBSA Contracting Authority</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p> </div> <div style="text-align: center;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> </div>				



1. Contractor's Signature

Name and title of individual authorized – to sign for the Contractor

Signature

Date