



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A:

See Section 1.

Voir Section 1.

Jordan.mckenna@rcmp-grc.gc.ca

STANDARD REQUEST FOR BID

INVITATION A SOUMISSIONNER - STANDARD

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/.../PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ

Solicitation No. - N° de la demande 201707404	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à See Section 1 Voir Section 1 on – le See Section 1 Voir Section 1	File No. - N° de dossier 201707404
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Date of Solicitation – Date de la demande

March 1st, 2017

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir Section 2, Article 4.1

Destination

See Section 2, Annex A.

Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : _____ Date : _____

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Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement? If yes, the IU must complete and submit the Manufacturer Product Specific form to AB. If form approved, keep copy on file and proceed with the step 2.

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.
- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information **WITH** the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4. below at the time indicated in article 3.

Security Requirement

1. Conditions

- the Bidder must hold a valid organization security (VOS) clearance as indicated in Annex B;
- the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex B.

2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](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.

3. The conditions in article 1 above must be met by the Bidder (the checked box applies):

- by the closing date of the bid;
- before the award of a contract. 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.

4. Bidders are to supply the following information, as a minimum, to demonstrate compliance with the Security Requirement.

- The Bidder's valid VOS clearance number issued by CISD;
- The name of all individuals who will require access to classified or protected information, assets or sensitive work sites. It is desirable to also include their date of birth, their middle name, and their security clearance number issued by CISD.

Bid Evaluation

An evaluation team composed of representatives of Canada will evaluate the bids.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
Bids must be submitted to the Contracting Authority on the date and at the time indicated below.	
By no later than date and time:	a. March 13 th , 2017 b. 2:00 EST
- To e-mail address (if applicable)	Jordan.mckenna@rcmp-grc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	2 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract
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	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (Applies if article a. or b. is checked)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.		Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input checked="" type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.		There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Jordan McKenna
	Title:	Procurement Officer
	Department/Agency/Crown Corporation:	RCMP – Procurement and Contracting
	Address:	73 Leikin Dr., Ottawa, ON K1A0R2
	Telephone No.:	613-843-5518
	Facsimile No.:	
	E-mail address:	Jordan.mckenna@rcmp-grc.gc.ca
4.2	Project Authority [To be left blank for RFB. IU to complete only when awarding contract]	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 10 below.	
5.	Payment	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input type="checkbox"/>	Single Payment
	<input checked="" type="checkbox"/>	Multiple Payment
6.	Invoicing (optional)	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: RCMP – Attn: Suzanne Jolicoeur	
	Address: 1426 St-Joseph Blvd. Modular 306, Ottawa ON, K1A 0R2	

7.	Defence Contract. This clause applies if the box below is checked.
<input type="checkbox"/>	The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1.

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

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1. IU to complete an Annex A for each category with the exception of the rules specified herein.
2. For Tier 2 and 3 competitive requirements, Conforming Suppliers must acquire the bid solicitation document from GETS and IUs are not to identify the Conforming Suppliers in the solicitation or NPP.
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1. Category Selection

The requirement includes the following category (ies) of work (*check applicable box(es)*):

- Category 1 – Interconnecting Panels and Freestanding Systems

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when combined with interconnecting panels and/or freestanding systems and if the total sum of metal storage products represent less than 20% of the requirement. If this rule does not apply to the requirement, Category 3 must be used for the metal storage products forming part of this category.

- Category 1 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- Category 2 – Freestanding Height Adjustable Desk / Table Products

RULE: Category 1 and 2

Category 1 and 2 can be combined for tier 2 and tier 3 requirements when Category 2 surfaces comprise no more than 50% of the total sum of work surfaces.

- Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- Category 3 – Metal Filing and Storage Cabinets

RULE: High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable when the requirement is to match existing panel systems heights. Additional storage forming part of the same requirement not incorporated into an existing panel system workstation must not specify maximum heights and added as a separate line item at article 3 of this Annex.

Maximum Height for product #(s) _____ at article 3 of this Annex is _____.

- Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- Category 4 – Wood Veneer – Freestanding Products

- Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

- Category 5 – Ancillary and Lighting Products

- Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Category 6 - Support Space – Collaborative Furniture

Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Product Related Services

2. GoCUID identification and/or floor plan(s)

2.1 For Product Related Services requirements

2.2 For Categories 1-6:

Scenario a. Does not include a floor plan – Category 1

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Category(ies) _____.

Floor plan(s) are used for information purposes

Refer to Annex A article 4 of the SA for Site inspection and Documentation instructions after contract award.

Site Inspection Date: _____ (to be completed by IU at contract award)

3. Product and Pricing Tables

Bidder to complete: Sections B of the tables identified by the IU in article 3 of this Annex as well as Tables 9 and 10. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 1

Table 1 – Product (Only applicable for Scenario A procurements)

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product (optional field)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
1	Cantilever, 22”d	Foundation & Mica Finish Colours - Foundation Colours Foundation Finish Colors Special Code	17	CT22L		
2	Cantilever 22”d	Foundation & Mica Finish Colours - Foundation Colours Foundation Finish Colors Special Code	15	CT22R		
3	Post Leg, Fixed Height, Leveler	Foundation & Mica Finish Colours - Foundation Colours Foundation Finish Colors Special Code	16	CTPLB0		

4	Power Pole, 96" long	Foundation & Mica Finish Colors - Foundation Colors Foundation Finish Colors - Special Code Mounting Option 2 Off-Module	4	ECPQ96		
5	Power Harness, 8-Wire Isolated Ground, 24" long		1	EKBH8T024		
6	Power Harness, 8-Wire Isolated Ground, 48" long		2	EKBH8T048		
7	Power Harness, 8-Wire Isolated Ground, 72" long		1	EKBH8T072		
8	Power Harness, 8-Wire Isolated Ground, 96" long		1	EKBH8T096		
9	Power Harness, 8-Wire Isolated Ground, 120" long		3	EK8H8T120		
10	Power Harness, 8-Wire Isolated Ground, 144" long		8	EK8H8T144		
11	Ceiling Feed ~ 8 wire Isolated Ground, 120 long		4	EKCF8T120		
12	Power Box Double Length	Wire System 8T 8-Wire Isolated Ground Mounting Bracket 00R Standard Bracket	15	EKQPD		
13	Power Box, Single Length	Wire System 8T 8-Wire Isolated Ground Mounting Bracket 00R Standard Bracket	1	EKQPS		
14	Receptacle Outlet Standard 15 Amp	Outlet Configuration – Special Code	37	EKR0S		
15	Coat Hook Leverage		8	KAP100		
16	Corner Bracket	Foundation & Mica Finish Colours – Foundation Colours	8	KBC		
17	Three way Connector, 51" h	Foundation & Mica Finish Colours – Foundation Colours	7	KCC513		
18	Two way Connector, 90 Degree. 51" h	Foundation & Mica Finish Colours – Foundation Colours	13	KCCN5190		

19	Pedestal. Box, Box, File, 22"d	Foundation & Mica Finish Colours – Foundation Colours Key k Key Alike Worksurface Supporting 2 No Casters and Counterweight w2 Counterweight only	8	KDNBBF2215		
20	Acoustic Power/Comm. Element, Standard Width, Power and Comm., 30"h x 24"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code Bazel Finish - Special	1	KECS23024		
21	Acoustic Power/Comm. Element, Standard Width, Power and Comm., 30"h x 48"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code Bazel Finish - Special	18	KECS23048		
22	Acoustic Element, Standard Width, 15"h x 24"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code	22	KESS1524		
23	Acoustic Element, Standard Width, 15"h x 30"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code	32	KESS1530		
24	Acoustic Element, Standard Width, 15"h x 48"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code	50	KESS1548		
25	Acoustic Element, Standard Width, 30"h x 24"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code	21	KESS3024		
26	Acoustic Element, Standard Width, 30"h x 30"w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up	32	KESS3030		

		Wired Up, Panel Fabric – Special Code				
27	Acoustic Element, Standard Width, 30”h x 48”w	Teknion & Cosmic Fabrics – A – Teknion Fabric Gr A Fabric Gr A – 04 – Wired Up Wired Up, Panel Fabric – Special Code	32	KESS3048		
28	Symetric Panel Add-ON, 15”h x 24”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code Gasket – Wide Gasket Panel Type – Bare Frame	11	KPOW1524		
29	Symetric Panel Add-on, 15”h x 30”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code Gasket – Wide Gasket Panel Type – Bare Frame	16	KPOW1530		
30	Symetric Panel Add-ON, 15”h x 48”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code Gasket – Wide Gasket Panel Type – Bare Frame	25	KPOW1548		
31	Panel-to-Panel Adapter, Same Height, 51”h	Foundation & Mic Finish Colours – Foundation Colours Foundation Finish Colours – Special Code	5	KPP0051		
32	Conventional Panel - Standard. 36”hx 24”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code Gasket – Wide Gasket Panel Type – Base Frame	11	KPWT3624		
33	Conventional Panel – Standard, 36”hx30”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code Gasket – Wide Gasket Panel Type – Base Frame	16	KPWT3630		
34	Conventional Panel – Standard 36”h x 48”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code	25	KPWT3648		

		Gasket – Wide Gasket Panel Type – Base Frame				
35	Shelf, 48”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code	8	KSS48		
36	Panel end trim, 51”h	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code Gasket – Wide Gasket	16	KTE51		
37	Top Trim, 24”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code	11	KTR24		
38	Top Trim, 30”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code	16	KTR30		
39	Top Trim, 48”w	Finish Colours (For Frame and Top Trim) – Foundat – Foundation Colours Foundation Finish Colours – Special Code	25	KTR48		
40	Rectangular Worksurface, 24”d x 42”w	Surface Finishes – Foundation Laminate Foundation Laminate – Special Edge Trim Finishes – Flat Edge Trim Trim Colours – Special Code	8	KWS2442		
41	Rectangular Worksurface, 24”d x 48”w	Surface Finishes – Foundation Laminate Foundation Laminate – Special Edge Trim Finishes – Flat Edge Trim Trim Colours – Special Code	24	KWS2448		
42	Structural Flush Plate		2	UNRFS		

<p>**Must not exceed ceiling unit price in SA.</p> <p>Add more rows if necessary.</p>	Product Total	\$
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Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will deliver on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Price) \$
1-42	RCMP TPOF 1426 St-Joseph Blvd Bldg 405, Rm 2400 Ottawa, ON K0A 2A0	2017/04/14	Normal	(Y) (M) (D)		
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.				Delivery Total:		\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours (Normal) Or Outside Normal Business Hours (Outside)*	Supplier will install on the date and at the time below*	Firm Price \$	Extended Total (Qty x Firm Price) \$
1	RCMP TPOF 1426 St-Joseph Blvd Bldg 405, Rm 2400 Ottawa, ON K0A 2A0	2017/04/14	Normal	(Y) (M) (D)		

*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. [Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5] Add more rows if necessary.	Installation Total:	\$
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Table 8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes. Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A. The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.	
2.	Canada’s Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	RCMP TPOF Building 1426 St-Joseph Blvd Room 2400 (2 nd Floor) Ottawa, ON, K0A 2A0
B	Dock	Main Loading Dock
C	Lift	Exists
D	Door	
2.2	Freight Elevator	
2.3	Other (specify, if any)	
	Continuance of Certifications	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Product Total (Table 1) or Annex C Total	\$
2	Delivery Total (Table 2)	\$
3	Installation Total (Table 3)	\$
5	Hardware Total as per article 1.5 of Annex A-1 of SA (if applicable)	\$
6	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4 + 5):	\$\$
7	Applicable Tax(es):	\$
8	Total Estimated Cost (6+7):	\$

Table 10 – Bidder’s Authorized Representative

Table 6 – Bidder’s Authorized Representative		
1.	Bidder’s Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

*At contract award, “Total Evaluated (Bid) Price” becomes “Contract Price”.

ANNEX B SECURITY REQUIREMENTS

A. The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

IU to attach the SRCL



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat PTS 4541 17-00590
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 RCMP	2. Branch or Directorate / Direction générale ou Direction NIHQ Assets Management	
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 TPOF - Operational Site - Supply and install 8 new complete Technon workstations in room 2400 Bldg 405		
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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <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 UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <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"/>

TBS/SCT 350-103/2004/12)

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? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITE | <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 : FACILITY ACCESS II WITH ESCORT

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

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

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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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support / TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

Security Classification / Classification de sécurité
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Floorplan (For Reference Purposes Only)

