

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2**

Gatineau, Québec K1A 0S5
FAX pour soumissions: (819) 997-9776

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et des textiles

11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet Dobby Weave Fabric	
Solicitation No. - N° de l'invitation 21120-180054/A	Date 2017-11-01
Client Reference No. - N° de référence du client 21120-18-2710054	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-759-73666
File No. - N° de dossier pr759.21120-180054	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-04	Time Zone Fuseau horaire Heure Normale du l'Est HNE
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lafleur, Mario	Buyer Id - Id de l'acheteur pr759
Telephone No. - N° de téléphone (873)469-3173 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See in the document	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

Request for Standing Offers Template (RFSO)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 SECURITY REQUIREMENT

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF OFFERS
- 2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS
- 2.4 APPLICABLE LAWS
- 2.5 SAMPLE
- 2.6 SPECIFICATIONS AND STANDARDS

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1 OFFER PREPARATION INSTRUCTIONS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF SELECTION

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER
- 5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

- 6.1 SECURITY REQUIREMENT

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 7.1 OFFER
- 7.2 SECURITY REQUIREMENT
- 7.3 STANDARD CLAUSES AND CONDITIONS
- 7.4 TERM OF STANDING OFFER
- 7.5 AUTHORITIES
- 7.6 IDENTIFIED USERS
- 7.7 CALL-UP INSTRUMENT
- 7.8 LIMITATION OF CALL-UPS
- 7.9 FINANCIAL LIMITATION
- 7.10 PRIORITY OF DOCUMENTS
- 7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION
- 7.12 APPLICABLE LAWS

- 7.13 PLANT CLOSING
- 7.14 PLANT LOCATION
- 7.15 SPECIFICATIONS AND STANDARDS

B. RESULTING CONTRACT CLAUSES

- 7.1 REQUIREMENT
- 7.2 STANDARD CLAUSES AND CONDITIONS
- 7.3 TERM OF CONTRACT
- 7.4 PAYMENT
- 7.5 INVOICING INSTRUCTIONS
- 7.6 INSURANCE
- 7.7 SUBCONTRACTORS
- 7.8 OVERSHIPMENT
- 7.9 MATERIALS
- 7.10 DELIVERY
- 7.11 ASSESSMENT OF FAULTS IN TEXTILE FABRICS
- 7.12 QUANTITY - MINIMUM 95% - FABRIC
- 7.13 PRODUCTION SAMPLE

LIST OF ANNEXES:

- ANNEX "A"** REQUIREMENT
- ANNEX "B"** STATEMENT OR REQUIREMENT
- ANNEX "C"** QUARTERLY REPORT TEMPLATE
- ANNEX "D"** To PART 3 OF THE REQUEST FOR STANDING OFFERS - ELECTRONIC PAYMENT INSTRUMENTS
- ANNEX "E"** CSC/SCC 1279 INSTITUTIONAL ACCESS

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, Statement of Requirement, Form CSC/SCC 1279 Institutional Access CPIC Clearance Request, and the quarterly report template.

1.2 Summary

1.2.1 This requirement is for the establishment of a Regional Individual Standing Offer (RISO) for CORCAN-Correctional Service of Canada to Agassiz British-Columbia for the supply of fabric listed below.

Item 1: 100% Cotton Dobby Weave Fabric, estimated quantity 10,000 meters/year.

This item must meet the Canadian General Standards Board (CGSB) Standards specified in Annex B.

Orders will be issued on an "as & when requested" basis from the date of issuance of the Standing Offer for a period of one (1) year with the possibility to extend for two (2) additional one-year period.

The delivery must be done to CORCAN Agassiz, British-Columbia.

1.2.2. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.2.3 The requirement is subject to a preference for Canadian goods.

1.2.4 This procurement is set aside from the international trade agreements under the provision each has for set-asides for work performed in prison.

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (2017/04/27) - Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Sample

The sample may be viewed (by appointment only) at the following offices:

Public Works & Government Services Canada
Supply Directorate
6th floor
1550 ave D'Estimauville
Quebec, Que. G1J 0C7
TEL: 418-649-2840 or 418-649-2872
FAX: 418-648-2209
Att: Micheline Naud (micheline.naud@tpsgc-pwgsc.gc.ca)

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

Public Works & Government Services Canada
Suite 480, 33 City Centre Drive
Mississauga, Ont. L5B 2N5
TEL: 905-615-2070
FAX 905-615-2023
Att : Rosy Gupta (rosy.gupta@pwgsc-tpsgc.gc.ca)

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

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

Public Works & Government Services Canada
Pacific Region, SOSB, Industrial & Commercial Products
219 - 800 Burrard Street
Vancouver, B.C V6Z 0B9
TEL: 778-788-0237 (Tamana Makhni) OR
TEL: 604-658-2799 (Betty Chan)
FAX: 604-775-7526
Att: Tamana Makhni (tamana.makhni@tpsgc-pwgsc.gc.ca)
OR
Att: Betty Chan (betty.chan@tpsgc-pwgsc.gc.ca)

2.6 Specifications and Standards

2.6.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- 3) Green Initiatives (for PWGSC information only)
Offerors are requested to provide details of their policies and practices in relation to the following initiatives:
 - environmentally responsible manufacturing;
 - environmentally responsible waste disposal;
 - waste reduction;
 - packaging;
 - re-use strategies;
 - recycling.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work (reference pre-award sample, Part 4, Evaluation Procedures, 4.1.1.1 Mandatory Technical Criteria)

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A - Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently

declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Pre-Award Sample and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, two (2) pre-award samples and test results , must be included with the offer.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples, test results at no charge to Canada and must ensure that they are received with the offer at time and place of Request For Standing Offer closing. Failure to submit the required pre-award samples and test results and within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

Laboratory analysis of the product offered showing complete the following test results as stated at the Annex B of physical properties detailed in the technical requirement must be provided with the pre-award samples.

CAN/GSB 4.1 Textile Test Methods:

1. Mass 5.A
2. Colourfastness to laundering, 19.1 No.3
3. Colourfastness to crocking, 22

Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the technical requirement. The laboratory report and tests results must be dated within 12 months of the Request for Standing Offer posting date.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

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

Fabric requirements – At least one (1) metre in length and 150cm width must constitute a pre-award sample.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (Agassiz British-Columbia) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.

- b. The Offeror must submit firm unit pricing for all years including the extensions.

4.2 Basis of Selection

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for the all years.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

5.1.2.1.1 SACC Manual clause A3050T (2014/11/27) Canadian Content Definition

Rules of Origin - Textiles

With reference to the Canadian Content Certification clause, item(s) on this offer are considered to be Canadian goods if they meet the following definition:

MODIFIED RULE OF ORIGIN FOR TEXTILES: "Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

Plant Location

Item(s) will be manufactured at:

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the Employment and Social Development Canada-Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Samples and Production Certification

The Offeror certifies that:

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

PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC *Manual* clause M9033T (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer can be done 12 months following the date of the issuance of Standing Offer.

7.4.2 Extension of Standing Offer

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

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Mario Lafleur
Public Services and Procurement Canada
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: 873-469-3173 Facsimile: 819-956-5454
E-mail address: Mario.lafleur@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

CORCAN
Name _____
Tel : _____
EMAIL : _____ (to be inserted at contract award)

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

7.5.3 Procurement Authority

The Procurement Authority for the Standing Offer is:

_____ (Name of Procurement Authority)
_____ (Title)
_____ (Organization)
_____ (Address)

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer. The Contractor may discuss administrative matters identified in the Standing Offer with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

7.5.4 Offeror's Representative

The person responsible for:

General enquiries

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CORCAN Correctional Service Canada at Agassiz, British Columbia.

7.7 Call-up Instrument

The Work will be authorized or confirmed by Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements..

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through PWGSC Forms Catalogue website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

OR

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000 (Applicable Taxes included). Any call-ups with a value greater than this amount must be issued directly by the Standing Offer Authority.

7.9 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016/04/04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2030 (2016/04/04), General Conditions – Higher Complexity – Goods
- e) Annex “A” - Requirement;
- f) Annex “B” - Statement of Requirement
- g) Annex “E” - CSC/SCC 1279 Institutional access)
- h) the Offeror's offer dated _____ (insert date of offer).

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada

during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.11.2 **SACC Manual Clauses**

M3060C

2008/05/12

Canadian Content Certification

7.12 **Applicable Laws**

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

7.13 **Plant Closing**

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

2017-2018

Christmas Holiday

FROM _____

TO _____

Summer Holiday

FROM _____

TO _____

2018-2019

Christmas Holiday

FROM _____

TO _____

Summer Holiday

FROM _____

TO _____

2019-2020

Christmas Holiday

FROM _____

TO _____

Summer Holiday

FROM _____

TO _____

7.14 **Plant Location**

Items will be manufactured at: _____

7.15 **Specifications and Standards**

7.15.1 **Canadian General Standards Board (CGSB) - Standards**

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

B. RESULTING CONTRACT CLAUSES

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

7.1 **Requirement**

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

7.2 **Standard Clauses and Conditions**

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Delivery Date

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

For the first order of the item:

Delivery of the first order must be completed within 60 calendar days from the notice of approval of the production sample.

For subsequent orders of the item:

Delivery must be completed within 60 calendar days from receipt of the call-up document.

7.4 Payment

7.4.1 Basis of Payment

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Standing Offer Authority before their incorporation into the Work.

7.4.2 SACC Manual Clauses

H1001C 2008/05/12 Multiple Payments

7.4.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.5 Invoicing Instructions

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

2. Invoices must be distributed as follows:

- (a) The original and one (2) copies must be forwarded to the following address for certification and payment

CORRECTIONAL SERVICE CANADA
33737 DEWDNEY TRUNK ROAD, P.O.BOX 50
MISSION, BC V2V 4LB
ATIN: JAN WALLINE

(b) One (1) copy must be forwarded to the consignee.

7.6 Insurance

SACC Manual clause G1005C (2016/01/28) Insurance - No Specific Requirement

7.7 Subcontractor(s)

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

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

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

7.8 Overshipment

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

7.9 Materials: Contractor Total Supply

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

7.10 Delivery

7.10.1 Delivery - Appointments

The Contractor must make deliveries to Agassiz British-Columbia Agassiz British-Columbia by appointment only. The Contractor must complete, seven (7) days before the delivery, the access form attached in Annex E. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

Deliveries must be coordinated with:

Name : Sandra Stone

Tel : 604-820-5799

7.10.2 Shipping Instructions - Delivery at Destination

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

- (a) DDP Delivered Duty Paid (DDP) (Agassiz British-Columbia) Incoterms 2000 for shipments from a commercial contractor.

7.10.3 Packaging

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination. Fabric must be supplied in 50 metre rolls, individually wrapped in plastic.

7.10.4. Onsite Escorted Access – No Access to Protected and/or Classified Information or Assets

Escorted Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets.

1. The Agreement holder's personnel **MUST** be escorted at all times when onsite at a Correctional Service Canada (CSC) facility.
2. Access to a Correctional Service Canada (CSC) institution will be subject to a CPIC verification, and the Agreement holder must ensure that its personnel are made aware of and comply with this restriction.
3. Access to PROTECTED and/or CLASSIFIED information or assets is not permitted.

All suppliers, supplier's employees and sub-contractors who will need to have access to CSC facilities must complete the CSC-SCC 1279 form in Annex "F", "Institution Access CPIC Clearance Request". The form must be sent to the Technical Authority within 7 days following the issuance of the Standing Offer. CSC reserves the right to refuse access to all person who do not meet CSC minimum security standards. No monetary compensation will be provided to the supplier for employees who are refused access to CSC's institutions

7.11 Assessment of Faults in Textile Fabrics

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvedge of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than 10 defects per 100 linear meters will be rejected.
5. The following defects, if prevalent throughout the fabric, will result in rejection of the full pieces:
 - (a) mill creases/calendar marks;
 - (b) edge to edge shading;
 - (c) tears, holes or marks beyond 12 mm from the outer edge of the selvedge;
 - (d) poor dye penetration and/or streaks;
 - (e) weak or tender fabric;
 - (f) warp or filling defects throughout.

7.12 Quantity - Minimum 95% - Fabric

The Contractor must ship no quantity in excess of the quantity specified. A minimum delivery of 95 percent of the total quantity is acceptable to satisfy this requirement.

7.13 Production Sample

7.13.1 Production Sample

1. The Contractor must take production samples of one (1) sample of each item (One (1) metre in length, full width) from the first production run and provide them to the Technical Authority, for acceptance within ____ calendar days from the start of the production.

2. Rejection by the Technical Authority of the production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.

3. If the production samples are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.

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

5. The production samples submitted by the Contractor will remain the property of Canada.

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

7. The Contractor must not continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the production samples are fully acceptable or conditionally acceptable. Any production of items before production sample acceptance will be at the sole risk of the Contractor.

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

Special Instruction

During the periods of the Standing Offer (SO), the products delivered may be inspected by a recognized institution and, if the goods are found not to meet the requirement in Annex A or the Canadian General Standards Board (CGSB) standards indicated in Annexes A and B, they will be returned to the supplier at the supplier's expense; in addition, the supplier will be required to pay the costs of the appraisal.

ANNEX "A"
REQUIREMENT**A.1. TECHNICAL REQUIREMENT**

The Contractor is required to provide Canada for the Correctional Service of Canada 100% Cotton Dobby Weave Fabric in accordance with the Annex "B" – Statement of Requirement, to be delivered to Agassiz British-Columbia. Fabric must be supplied in 50 metre rolls, individually wrapped in plastic.

A.2. ADDRESSES

Destination Address	Invoicing Address
CSC, Mountain Institution 4732 Cemetary Road, P.O. Box 1600 Agassiz, British-Columbia V0M 1A0 ATTN: Sonika Bahra	Correctional Service of Canada 33737 Dewdney Trunk Road P.O. Box 50 Mission, British-Columbia V2V 4L8 ATTN: Jan Walline

A.3. DELIVERABLES

Item	Description	Estimated Quantity per year	Unité of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra		
				Year 1	Year 2 (Extension)	Year 3 (Extension)
1	100% Cotton Dobby Weave Fabric	10 000	Metres	\$_____	\$_____	\$_____

ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX B – STATEMENT OF REQUIREMENT Dobby Weave Fabric

Requirement: To supply and deliver 100% Cotton Dobby Weave Fabric to Correctional Service Canada at Agassiz, British Columbia in accordance with the specifications below.

Fabric must be supplied in 50 metre rolls, individually wrapped in plastic.

Delivery required: within **sixty (60) calendar days** of receipt of order.

Product must meet the following specifications:

Property	Test Method*	Specified Requirements	Minimum Acceptable	Maximum Acceptable
Mass of Fabric	5.A	270 g/m ²	260 g/m ²	300 g/m ²
Woven Fabric Count (yarns per cm)	10	Warp 21 Weft 19	Warp 20 Weft 18	
Tensile Strength	9.1	Warp 18.2 kg Weft 12.7 kg	Warp 17.4 kg Weft 11.7 kg	
Non-fibrous Materials	15			3%
Colourfastness to light	18.1	Standard L5	Standard L4	
Colourfastness to laundering	19.1 (No.3)	No change in colour and no grey staining. Grey scale 5		No marked changed in colour and no more than slight staining. Grey scale 3
Colourfastness to sea water	21	No change in colour and no grey staining. Grey scale 5		No appreciable change in colour and no appreciable staining. Grey scale 4
Colourfastness to crocking	22	Dry – Grey scale 5 Wet – Grey scale 5		Dry – Grey scale 5 Wet – Grey scale 5
Colourfastness to perspiration	23	No change in colour and no grey staining. Grey scale 5		No appreciable change in colour and no appreciable staining. Grey scale 4
Dimensional change in washing	24.1			Warp 3% Weft 3%

***CAN/CGSB-4.2-M: Textile Test Methods**

10-Cotton Count, 2-ply carded cotton in warp and weft.

Weave: Dobby Weave (see Figure 1)

Width: 150cm +/- 5%

Finish: Pre-Shrunk

The fabric must be free from imperfections and blemishes that may adversely affect its appearance or serviceability. For inspection purposes, imperfections and blemishes will be considered defects when clearly visible at a normal distance of approximately 1 metre under good lighting condition.

The fabric must be able to withstand repeating laundering and comply with the requirements of the American Association of Textiles Chemists and Colorists (AATCC) Test method 61, 4a (wash test).

The fabric must meet minimum standards established for ISO 9001-2008 quality assurance system.

Colour: “Storm Blue”

The colour must be in accordance with Pantone colour No. 17-4716TC (TC-Cloth). Fabric can be piece dyed or yarn dyed.

Pantone Colour Selector 1000 and/or Pantone Textile Colour Guide (TCX)

The above colour reference is available from:

**Pantone Customer Service in Canada
Keng Seng Enterprises
4030 rue St. Ambroise, Suite 227
Montreal, Quebec H4C 2C7
Tel: (514) 939-3971**

The above standards can be ordered by contacting:

Canadian General Standards Board
Sales Unit
Ottawa, Ontario K1A 1G6

Tel: (819) 956-0425
1-800-665-2472
Fax: (819) 956-5644

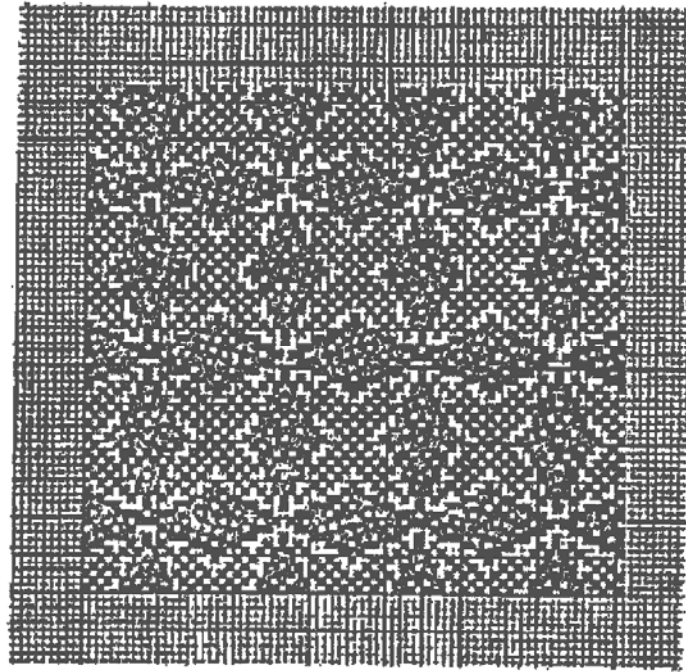


Fig 1. Dobby Weave (diagram represents a 3" square)



Correctional Service
Canada

Service correctionnel
Canada

ANNEX "E"

PROTECTED
PROTÉGÉ B

ONCE COMPLETED
UNE FOIS REMPLI

**INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CIPC**

PUT AWAY ON FILE -- CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL

► Original = 3170-12

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution - Établissement

Request received
Demande reçue le

Date (YYAA-MM-DJ)

PUT AWAY ON FILE
CLASSER AU DOSSIER

► 3170-12

A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS

Surname
Nom de famille

Full name (no nicknames or initials)
Nom au complet (pas de surnoms ou d'initiales)

Maiden name (if applicable)
Nom de jeune fille (s'il y a lieu)

Date of birth
Date de naissance (YYAA-MM-DJ)

Place of birth - Lieu de naissance
City/Town - Ville ou municipalité

Province/State - Province ou état

Country - Pays

B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE

☐ Male
Homme

☐ Female
Femme

Height - Grandeur

Weight - Poids

Eye color - Couleur des yeux

Hair color
Couleur des cheveux

C. ADDRESS - ADRESSE

Street - Rue

City/Town - Ville ou municipalité

Province

Postal Code - Code postal

Telephone number - Numéro de
téléphone
Home - Domicile

Work - Bureau

Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked?
Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?

☐ Yes
Oui ☐ No
Non

2. Do you personally know of any person incarcerated in a correctional facility?
Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?

If so, provide names - Si oui, fournir son nom :

☐ Yes
Oui ☐ No
Non

3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety?
Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?

☐ Yes
Oui ☐ No
Non

4. Are you related/associated to an inmate or on an inmate's visiting list?
Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?

☐ Yes
Oui ☐ No
Non

If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur

Date (YYAA-MM-DJ)

F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC

Reason for clearance - Motif justifiant la demande d'accès

Department making the request (please print)
Unité qui soumet la demande (en lettres moulées s.v.p.)

Signature of Division Head
Signature du chef de la division

Date (YYAA-MM-DJ)

☐ No criminal record
Aucun casier judiciaire

☐ A possible criminal record #:
Numéro du casier judiciaire

Last entry:
Dernière entrée :

☐ An outstanding warrant/charge held by:
Auteur du mandat non exécuté/accusation en instance :

SIGNATURES

☐ Approved
Approuvée

☐ Not approved
Non approuvée

The individual has been advised. - Le demandeur a été informé de la décision.

☐ Yes
Oui

☐ No
Non

By:
Par :

Security Intelligence Officer
Agent de renseignements de sécurité

Date
(YYAA-MM-DJ)

Institutional Head
Directeur de l'établissement

Date
(YYAA-MM-DJ)

Visit Review Board
Comité des visites

Date
(YYAA-MM-DJ)