



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

Title – Sujet RAMSARD Course Development and Delivery for Canadian Coast Guard		Date 2017-11-09
Solicitation No. – N° de l'invitation F5211-170506		
Client Reference No. - No. de référence du client F5211-170506		
Solicitation Closes – L'invitation prend fin At / à : 14:00 AST (Atlantic Standard Time)/ HNA (heure normale de l'Atlantique) On / le : December 19, 2017		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Jamey Guerrero Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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

1.5 Procurement Ombudsman

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



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.

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

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** (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2003 referenced above is amended as follows:

Delete section 02 in its entirety.

2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) 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 to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

2.4 Applicable Laws



Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

All bids received by DFO after the date and time specified in the solicitation package will be rejected.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



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

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.

<u>No.</u>	<u>Mandatory Criteria</u>	<u>Cross Reference to Proposal</u> <u>[Bidder to provide]</u>
<u>M1</u>	The Bidder must provide a detailed, up-to-date resume for the proposed resource. The resume submitted must be in chronological order and include relevant training, education and work experience as it relates to the requirements of the work to be performed under this contract.	
<u>M2</u>	The Bidder must demonstrate that the proposed resource has at least five (5) years (60 months) of work experience in Search and Rescue operations (aeronautical or maritime or both). A brief description of the experience (no more than 200 words) must be included in the Proposed Resource's resume.	
<u>M3</u>	The Bidder must demonstrate that the Proposed Resource has a minimum two of the following types of experiences related to risk assessment : - One-year experience of risk assessment course delivery; - Degree or certification in Risk Management; - Published academic research, or - Six months of related work experience. Bidders may use two of the same type of experience. For example: The Proposed Resource will be deemed	



	<p>compliant for demonstrating that he or she has provided risk assessment training for two one-year periods.</p> <p>A brief description of the experience (no more than 200 words) must be included in the Proposed Resource's resume.</p>	
<u>M4</u>	<p>The Bidder must demonstrate that the proposed resource has two (2) years (24 months) of work experience in planning, developing and delivering course materiel (teaching, instruction, education) for an adult audience.</p> <p>A brief description of the experience (no more than 200 words) must be included in the Proposed Resource's resume.</p>	
<u>M5</u>	<p>The Bidder's proposed resource must be fluent in English as described in Annex A – Statement of Work para 13.4 at the time of bid closing.</p>	

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria



PART 5 - CERTIFICATIONS

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 Precedent to Contract Award and Certifications Required with the Bid

5.1.1 Certifications Precedent to Contract Award

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

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

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.

5.1.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

5.1.2.1 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.1.2.2 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.

Signature

Print Name of Signatory

5.1.2.3 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement,



the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

5.1.2.4 Personnel Identification Form

Annex C-1 must be completed and returned with bid submission.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.

6.1.1.2 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/**PWGSC**. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD/**PWGSC**, the Contractor/ personnel **MAY NOT HAVE ACCESS to (CLASSIFIED/PROTECTED)** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

6.1.1.3 The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

6.1.1.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/**PWGSC**.

6.1.1.5 The Contractor/Offeror 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).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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



6.3.1 General Conditions

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

Section 31 – Integrity Provisions – Contract of F5211-170506 referenced above is amended as follows:

Delete section 31 in its entirety.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional one year period(s) 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 at least 30 calendar days 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jamey Guerrero
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Operations
Address: 301 Bishop Drive, Fredericton, NB, E3C 2M6

Telephone: 506-452-3792
Facsimile: 506-452-3676
E-mail address: Jamey.Guerrero@dfo-mpo.gc.ca

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

6.5.2 Project Authority *(to be filled in at Contract 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.

6.5.3 Contractor's Representative *(to be filled in at Contract award)*

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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.

6.7 Payment

6.7.1 Basis of Payment

- 6.7.1.1 The Contractor will be paid in accordance with the Basis of Payment at Annex "B".
- 6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price



6.7.3 Terms of Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

6.9 Certifications

6.9.1 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **the province or territory where the goods and/or services are to be rendered.**

6.11 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 general conditions [2010B](#) (2015-09-03), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Checklist;
- (f) the Contractor's bid dated _____ (to be filled in at Contract award)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, With the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-



boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28)

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.



ANNEX "A" STATEMENT OF WORK

1.0 SCOPE

1.1. TITLE: Contractor service support for the definition of training requirement, course development, course delivery, and training evaluation based on the Risk-based Assessment of Marine Search and Rescue Delivery (RAMSARD) Methodology manual for the training of Canadian Coast Guard (CCG) staff and analysts.

1.2. INTRODUCTION

The CCG is implementing its risk-based analysis of maritime search and rescue delivery (RAMSARD) methodology nationally which will address Pillar I of the Oceans Protection Plan (OPP). RAMSARD will assist the CCG in proactively identifying Search and Rescue (SAR) areas with new or emerging marine risks and ultimately support a more systematic approach to evaluating maritime SAR delivery in Canada. This review process is intended to be a SAR program planning tool and once fully implemented will result in improved SAR planning, decision-making and ultimately marine safety. This will allow the CCG to better understand marine risks, implement mitigation measures within our control and recommend measures to other agencies responsible for carriage requirements and prevention activities.

Central to the RAMSARD execution is the establishment of the team of analysts responsible for the daily management of the risk assessment cycle and the execution of the systematic data collection, collation, analysis, and dissemination in line with the RAMSARD Concept of Operation (CONOP). Two analysts are being hired in each of the three Search and Rescue (SAR) Regions (SRR), in addition to one at national headquarters (HQ). Their duties will centre on the annual review of selected SAR areas in their SRR using the RAMSARD methodology.

At this early stage of implementation, a critical element for the success of this OPP Project is the training of these RAMSARD analysts on the risk assessment methodology as elaborated in the RAMSARD Manual. The RAMSARD Manual outlines a six-step process that is aligned with the Canadian Standards Association (CSA) Q850-97 Risk Management: Guidelines for Decision-Makers. The six steps are: Initiation, Risk Identification, Risk Estimation, Risk Evaluation, Risk Control, and Action and Monitoring.

RAMSARD training aims to provide a comprehensive set of research, analysis and engagement tools to fully scan the SAR response environment, in cooperation with community stakeholders and partners involved during the response to maritime SAR incidents. The quality of such environmental scans for the given SAR areas will directly influence the ability of the analysts to define maritime SAR risks. Reports generated through the RAMSARD cycle will inform CCG senior management planning and decision-making, and improve the agency's proactive position for preparedness and response to maritime SAR incidents.

1.3. OBJECTIVE

CCG has a requirement for RAMSARD training design, planning, facilitation, delivery and evaluation services to meet the intent outlined in section 1.2 Introduction. The training is mainly to familiarise the analysts and staff with the RAMSARD Methodology manual. This work may include, but will not be limited, to the following:

- Training definition, design and development;
- Training facilitation services;



- Training evaluation, including analysis, after-action reporting (AAR) and improvement planning for follow-on activities; and
- Training support, administration and logistics.

1.4. BACKGROUND

The CCG is responsible for the provision of the maritime component of the Federal SAR program. This responsibility is shared with the Canadian Armed Forces who are responsible for the effective operation of the coordinated maritime and aeronautical SAR system.

Since 1976, the Search and Rescue Program Needs Analysis and Planning process has carried out comprehensive reviews of marine SAR, informing government expenditure management and departmental planning. Following challenges with the CCG's Needs Analysis process, and recommendations in the 2013 Auditor General report, a more systematic and cyclic approach to evaluating marine SAR delivery was developed.

The new method, RAMSARD, is initiated with data analysis and fully engages stakeholder and partners to assist in identifying marine risks in their SAR areas. Engagement and analysis provide validation of these risk scenarios and assist in developing mitigation strategies. RAMSARD aims to align response resources with risks and consider mitigation measures, including those outside the SAR system. Funding for the implementation of the RAMSARD methodology was approved through the Oceans Protection Plan (OPP). The project requires that all 40 SAR areas be reviewed over the next five years, as outlined in the RAMSARD CONOP.

In order to support this OPP project implementation effort, CCG wishes to hire a resource to design, deliver and support a RAMSARD training package based on accepted individual training and education principles.

2.0 REQUIREMENT

The intent is to award one contract for the spectrum of RAMSARD training requirement at section 1.3.

- Separate independent contracts will be issued by CCG to guest lecturers to provide subject matter expertise in accordance with training requirements and set schedule.
- Training materiel will need to be provided in time and in an approved format (Microsoft Suite) to allow translation in both official languages, and sending in advance to participants for pre-reading as required.

Please refer to section 13.4 regarding language requirements.

3.0 CONTRACT PERIOD

The period of the contract is from date of contract award to March 31, 2018 with effort set as per section 6.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional periods under the same conditions as per section 6. 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.

4.0 TASKS



4.1 The Contractor's resource is responsible for the provision of RAMSARD training services, including but not limited to the following tasks:

- 4.1.1 Reviewing International Maritime Organisation's International Aeronautical and Maritime Search and Rescue (IAMSAR) manual, Canadian Search and Rescue (CAMSAR) 2017 manual, CCG programs, fleet orders and key documentation for the purpose of understanding current procedures and inclusion in upcoming RAMSARD training to contextualise marine SAR delivery;
- 4.1.2 Planning and developing training on the RAMSARD Methodology in line with the client's needs, accepted practices at CCG College, within the defined scope and objectives, to be delivered through a variety of teaching methods for an adult audience from an operational background. Training includes lectures, discussions, workshops, table-top exercises, as well as the development of tools and methods that will directly support the staff's RAMSARD cycle (with particular emphasis on the initial cycle);
- 4.1.3 Developing and contributing to the development of training materials and work tool (RAMSARD toolbox) that include, but are not limited to: lectures; templates; scenarios; checklists; cheat sheets, forms; feedback surveys, and engagement tools, as well as instruction on using the course material;
- 4.1.4 Facilitating, implementing and/or supporting the delivery (in the case of a guest lecturer) of discussion-based exercises, seminars, workshops within the scope of the RAMSARD cycle;
- 4.1.5 Performing analysis of material and information gathered during training sessions;
- 4.1.6 Analyzing and evaluating the result of seminars and discussions to assist in the production of a RAMSARD toolbox and recommendations to improve the RAMSARD methodology;
- 4.1.7 Writing an after-action report (AAR) to summarise the teaching package inclusive of all material developed and used during training sessions;
- 4.1.8 Developing a post-course report to be filled by participants and providing a course evaluation based on feedback, with recommendation for future training (to fill training gaps and/or provide refresher training); and
- 4.1.12 Writing, reviewing, editing and formatting documents.

5.0 DELIVERABLES AND TIMELINES

The resources are responsible for producing deliverables, including but not limited to:

Deliverable		Due Date (Time from contract award)
RAMSARD training - Planning, preparation and development		
5.1	Course analysis and training plan with measurable objectives	15 business days after contract award.
5.2	Pre-reading material for participants	20 business days after contract award
5.3	Training schedule with support requirements	20 business days after contract



		award
5.4	Training materials and direction information	25 business days after contract award
5.5	Training support material	30 business days after contract award
5.6	Plan and templates for RAMSARD toolbox	30 business days after contract award
5.7	Test assignments and final exam	February 2018
5.8	Course report format for feedback by participants	10 business days prior to the start of the course
RAMSARD training - Execution and delivery		
5.9	Finalise confirmation and coordination of guest speakers, course venue, participation of CCG RAMSARD staff, course material and support	January 2018
5.10	Deliver course to participants, including evaluations and exams (corrected and de-briefed to participants)	January/February 2018
5.11	Distribute course report, collect input, discuss with participants and produce report	February 2018
5.12	Prepare and deliver a complete teaching package, including support and administration materiel, soft-copy on memory stick or drive and hard copy of evaluation materiel (exams, participants' marks) for archives	February 2018
5.13	Prepare and deliver recommendation for remedial, follow-on and/or recertification training	March 2018
RAMSARD Option years		
5.14	Planning, organising and delivering RAMSARD training for Year 2 of RAMSARD project implementation based on recommendations at 5.13 and direction by the RAMSARD Project Manager.	In the case where the Contractor extends the term of the contract as per Section 3.0 and Section 6.0
Dates must allow for translation as required Material must be clear, complete, in a format compatible with MS Office suite of software Verbal and written updates to the technical authority on a weekly basis		

6.0 ESTIMATED LEVEL OF EFFORT

The level of effort provided to CCG will be as follows:

Required Resources	Initial Contract Period (Date of award to March 31, 2018)	Optional Period 1 (April 1 2018 to March 31 2019)	Optional Periods 2 to 4 (April 1 2019 to March 31 2022)
One (1) RAMSARD Training Resource	Up to 50 days*	Up to 50 days*	Up to 15 days* (Up to five days each year)

*This is an estimated level of effort and in no way is a commitment of work by the Government of Canada.



7.0 SPECIFICATIONS AND STANDARDS

The work shall be approved by the Manager, Search and Rescue and shall be consistent with other guidance developed for this project.

8.0 TECHNICAL, OPERATIONAL AND ORGANIZATIONAL ENVIRONMENT

The work will be performed within the context of federal SAR system procedures and decision-making. The documentation and AAR will be used to support various CCG initiatives and adhere to prescribed CCG plans in order to implement the RAMSARD OPP project.

9.0 METHOD AND SOURCE OF ACCEPTANCE

The Project Authority shall act as the CCG representative and will review the work provided by the Contractor's resources and determine whether the service or document meets its requirements. MS Office (MS Outlook, Word, Power Point, Excel and Visio) will be required when submitting work.

All documentation, products, reports, etc. will be reviewed by Operations, Manager - Search and Rescue officials in consultation with other CCG subject matter experts as required to determine that the Contractor has met the requirement.

10.0 REPORTING REQUIREMENTS

The Project Authority shall act as the CCG representative and must be provided with a status report weekly by the Contractor's resources to ensure a suitable level of effort. This will be done through the use of time sheets.

11.0 PROJECT MANAGEMENT CONTROL PROCEDURES

The Project Authority shall act as the CCG representative. Contractor resource must provide the Project Authority with status reports against set milestones weekly to ensure acceptability of materials and that the contracts are on time, in scope and on budget. This can be done in person, by phone, or by e-mail, as deemed appropriate by the Project Authority.

12.0 INTELLECTUAL PROPERTY

CCG/DFO shall assert full Crown ownership of Intellectual Property rights for documents produced for internal CCG/DFO use.

13.0 OTHER TERMS AND CONDITIONS OF THE STATEMENT OF WORK

13.1 AUTHORITIES

The Project Authority will be confirmed at time of contract award.

The Project Authority will provide overall direction to the resources and will arrange CCG obligations to confirm that deliverables are acceptable.

13.2 DFO SUPPORT

CCG will financially cover classroom rental, translation, audio-visual equipment rental, and guest-lecturer travel and expenses



CCG will provide the Contractor's resources with:

- access to government and departmental plans, policies and procedures, publications, reports, studies, etc.;
- access to a staff member who will be available to coordinate activities;
- comments on draft products within five (5) working days; and
- other assistance or support.

13.3 CONTRACTOR OBLIGATIONS

The Contractor is responsible for providing workspaces and equipment as necessary to perform the work.

The Contractor resource must have an enhanced reliability level of security clearance.

13.4 LANGUAGE OF WORK

The work will be performed in English.

The Contractor resource must be fluent in English at the advance level in written and oral expression, as well as comprehension. Please see below legend.

Where required, translation of documents and language support will be provided by the CCG.

Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas 	A person reading at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

13.5 LOCATION OF WORK

The primary contacts from CCG are located in the NCR at 200 Kent Street in Ottawa, Ontario. The resources are required to work remotely at their own location. The majority of preparation,



coordination, and training delivery work is expected to be completed in the NCR. The resources will be required to attend meetings in the NCR as required.



**ANNEX "B"
BASIS OF PAYMENT**

The Contractor will be paid firm daily rates as follows for work performed in accordance to the Contract. The daily rate is an all-inclusive rate to perform the work. Custom duties are included and Applicable Taxes are extra.

Resource Name	(A) Firm Daily Rate	(B) Number of Days to Complete Deliverables	(C) = A x B Extended Cost
		50	
Subtotal			
HST			
Total Cost			

Options to Extend Contract

During the extended period of the Contract, the Contractor will be paid the following rates to perform all the Work in relation to the contract extension.

Option Year One (April 1, 2018 to March 31, 2019)

Resource Name	(A) Firm Daily Rate	(B) Number of Days to Complete Deliverables	(C) = A x B Extended Cost
		50	
Subtotal			
HST			
Total Cost			

Option Year Two (April 1, 2019 to March 31, 2020)

Resource Name	(A) Firm Daily Rate	(B) Number of Days to Complete Deliverables	(C) = A x B Extended Cost
		5	
Subtotal			
HST			
Total Cost			

Option Year Three (April 1, 2020 to March 31, 2021)

Resource Name	(A) Firm Daily Rate	(B) Number of Days to Complete Deliverables	(C) = A x B Extended Cost
		5	
Subtotal			



HST	
Total Cost	

Option Year Four (April 1, 2021 to March 31, 2022)

Resource Name	(A) Firm Daily Rate	(B) Number of Days to Complete Deliverables	(C) = A x B Extended Cost
		5	
		Subtotal	
		HST	
		Total Cost	

Total Cost – Limitation of Price: \$_____ Applicable Taxes extra.



ANNEX "C"
SECURITY REQUIREMENTS CHECKLIST



Government
of Canada

Gouvernement
du Canada



Contract Number / Numéro du contrat F5211-170506
Security Classification / Classification de sécurité UNCLASSIFIED

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	Fisheries and Oceans Canada	2. Branch or Directorate / Direction générale ou Direction CCG
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 RAMSARD		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TRÈS SECRET <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





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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 / Non Yes / 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 / Non Yes / 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 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



Contract Number / Numéro du contrat F5211-170506
Security Classification / Classification de sécurité UNCLASSIFIED

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).



**ANNEX "C-1"
PERSONNEL IDENTIFICATION FORM
DEPARTMENT OF FISHERIES AND OCEANS CANADA**

Contract / file number:	F5211-170506
--------------------------------	---------------------

PROJECT TITLE:

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory: _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

For Use at Fisheries and Oceans Canada

Authorization of Contracting Security Authority

- I approve
- I do not approve based on: _____

Contracting Security Authority: _____ **Date:** _____