



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

RCMP-GRC
Bid Receiving/Réception des soumissions
Attention: Clair Hinthier
Mail Stop/Arrêt postal 15
73 chemin Leikin drive
Ottawa ON K1A 0R2

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

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**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Title – Sujet Editing, proofreading, desktop and web page publishing services		Date February 20, 2018
Solicitation No. – N° de l'invitation 201702622		
Client Reference No. - No. De Référence du Client 201702622		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	April 3, 2018	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Clair Hinthier – Senior Procurement Officer		
Telephone No. – No. de téléphone 613-843-3806	Facsimile No. – No. de télécopieur 613-825-0082	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, 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/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Technical Evaluation Criteria and the Security Requirements Check List (SRCL).

1.2 Summary

The RCMP requires editing, proofreading, and web page publishing services (including cording services) for the Departmental Plan (DP) and the Departmental Results Report (DRR), key legislated corporate publications that the RCMP must be produced every year for tabling in Parliament. The above mentioned services, along with desktop publishing, will also be required to produce an Annual Report.

The requirement will begin approximately spring 2018.

The Contractor must have the ability to read, write and edit documents in both English and French.

The Contractor must be able to meet strict deadlines.

- 1.2.1 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement and the Canada-Panama Free Trade Agreement.



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

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 Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation



All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Ontario.

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



2.7 Basis for Canada's Ownership of Intellectual Property

The RCMP has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

1. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for is: To generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To



avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Annex "B".

Section III: Certifications

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

3.1.2 SACC Manual Clauses

Exchange Rate Fluctuation

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

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, financial and evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex C.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 Additional Information

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

5.1.1 Integrity Provisions

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

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

5.1.2 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.

5.1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.2 The proposed resource does not require an RCMP Security Clearance unless required at any point, to access an RCMP site.

6.1.3 Should access to an RCMP site be required, the proposed resource is required to be security cleared at the level of Facility Access Status as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

6.1.4 The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

6.15 The Contractor must comply with the provisions of the:

- (i) Security Requirements Check List attached at Annex C.



In the event a resource does not pass the security assessment, Canada may amend the requirements of the Contract or terminate the Contract immediately and without further notice.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise each of the five (5) option periods at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), 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 RCMP or its Minister.

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

SACC *Manual* clause 4007 (2010-08-16) "Canada to Own Intellectual Property Rights in Foreground Information," apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The proposed resource does not require an RCMP Security Clearance unless required at any point, to access an RCMP site.

7.3.2. Should access to an RCMP site be required, the proposed resources is required to be security cleared at the level of Facility Access Status as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).



7.3.3 The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

7.3.4 The Contractor must comply with the provisions of the:

- (i) Security Requirements Check List attached at Annex C.

In the event a resource does not pass the security assessment, Canada may amend the requirements of the Contract or terminate the Contract immediately and without further notice.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract award to _____ inclusive (to be added at Contract award)

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional One (1) 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 21 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.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Clair Hinker
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Directorate: Contracting and Procurement
Address: 73 Leikin Drive. Ottawa, ON. K1A 0R2

Telephone: 613-843-3806
Facsimile: 613-825-0082
E-mail address: Clair.Hinker@rcmp-grc.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.

7.5.2 Project Authority

The Project Authority for the Contract is: (to be added at Contract award)

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

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

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

7.5.3 Contractor's Representative

(To be added at Contract award)

7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm rate as per Annex B. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

7.7.3 Method of Payment



Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.4 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows for the initial contract period*:

Milestone No.	Description or "Deliverable"	Firm Amount	Estimated Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	_____	July or August 2018
2	Departmental Results Report – Final Draft	_____	September or October 2018
3	Departmental Plan – First Draft	_____	November 2018
4	Departmental Plan – Final Draft	_____	January or February 2019
5	Annual Report – Final Draft	_____	April or May 2019

*schedule of milestones for option years can be found in Annex B

7.8 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 (1) copy must be forwarded to the following address for certification and payment.
(To be added at Contract Award)



7.9 Certifications

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated _____ (To be entered at contract award)

7.12. Procurement Ombudsman

7.12.1 Dispute Resolution Services

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

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

7.12.2 Contract Administration

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



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

7.13 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Insurance

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



ANNEX “A” - STATEMENT OF WORK

1.0 Title

Editing, proofreading, desktop and web page publishing services.

2.0 Requirement

The RCMP requires editing, proofreading, and web page publishing (including coding services) for the English and French online version of the Departmental Plan (DP) and Departmental Results Report (DRR) on an as and when requested basis. Production of the DP and the DRR, are legislated corporate publications that must be produced every year for tabling in Parliament. Also required, will be editing, proofreading, desktop publishing and web page publishing (including coding services) for the Annual Report.

The requirement is estimated to begin in the spring of 2018 and a contract is intended to be issued for one year with five, one year options to extend.

3.0 Objectives

The RCMP seeks to provide simple and transparent reporting to Parliament and to Canadians. The DP, DRR and Annual Report will tell a clear, strategic and balanced story of what the RCMP is trying to achieve and the progress they have made, while continuing to provide transparency on how taxpayers' dollars are being spent. The Contractor will work with the RCMP to present information to Parliamentarians and Canadians in a straightforward and logical way.

4.0 Background

All government departments and agencies report to the Parliament of Canada each year on its activities and related expenditures through the Departmental Plan (DP) and the Departmental Results Report (DRR). These reports replaced the Report on Plans and Priorities (RPP) and the Departmental Performance Report (DPR), respectively, in 2017.

The DP sets out high-level plans to achieve the RCMP's results as outlined in the Departmental Results Framework. It provides financial and non-financial information including detailed information on human resources requirements, major capital projects, grants and contributions and net program costs. The DP is tabled in Parliament by the President of the Treasury Board before the start of the fiscal year. To view the RCMP's previous RPPs and DPs, please visit: <http://www.rcmp.gc.ca/en/departmental-plan>

The DRR provides a look back on the results achieved against planned performance expectations outlined in the DP. The DRR covers the most recently completed fiscal year and is tabled in Parliament each fall by the President of the Treasury Board. The DRR must communicate the value Canadians receive for the resources invested in the RCMP, through an exploration of achieved results. It is also an opportunity to identify and explain performance shortfalls, in addition to referencing audits and evaluations completed on program areas. To view the RCMP's previous DPRs and DRRs, please visit: <http://www.rcmp.gc.ca/en/departmental-results-report>

In the RCMP, the DP and DRR are prepared by the Organizational Priorities and Strategy Management unit with input from all business lines and corporate sectors. Once drafts are approved by line officers, the document is provided to the Contractor to provide proofreading, editing, and web page publishing services prior to posting to the RCMP's website. The Contractor is then required to perform the above mentioned services, along with desktop publishing services, in the production of the Annual Report.



5.0 Scope of Work

Standards for the DP and DRR are established by the Treasury Board Secretariat on a yearly basis. The internal Annual Report is a 5-10 page document that includes high level overviews, statistics, and graphics that describe information already featured in the DP and DRR. Standards for this report will be established between the Project Authority and Contractor.

6.0 Definition of Terms

- a) **Proofreading** includes the review of spelling, grammar, the consistent use of acronyms, appropriate spacing and consistency of language with previous DPs (or Report on Plans and Priorities), and DRRs (or Departmental Performance Reports).
- b) **Editing** includes a deeper look at how ideas are presented and provides suggestions of changes that can be made to make the document better organized and easier for the reader to understand.
- c) **Desktop publishing** includes the production, layout and design of pages (including images, tables, diagrams) using Adobe Indesign or Adobe Photoshop and source documents supplied by Project Authority (MS Word files).
- d) **Webpage Publishing** is the process of publishing content on the internet. This may include uploading, creating, editing or editing websites or posting content to these webpages.
- e) **Departmental Plan** replaced the Report on Plans and Priorities for the 2017-18 publication
- f) **Departmental Results Report** replaced the Departmental Performance Report for the 2016-17 publication

7.0 Tasks

7.1 Production of the Departmental Plan (DP) and Departmental Results Report (DRR)

7.1.1 Proofreading and Editing of DP and DRR

The Contractor must provide proofreading and editing of the English and French versions of the RCMP's DP and DRR as follows, provided in MS Office format:

Task	Description
Proofreading and Editing	<p>Proofread and edit drafts of publication (approximately 60 pages English, 70 pages French) during approval process.</p> <p>Proofreading and editing is required for the main tabled report, as well as all of the supplementary information tables and supporting documents that are posted to the RCMP's website in French and English (approximately 10 tables and documents, each ranging in size from one page to over 40 pages).</p>
Language Verification	Verify consistency between English and French documents.



7.1.2 Web Page Publishing of DP and DRR

The Contractor must produce HTML versions of the English and French versions of the reports as follows:

Task	Description
Web Page Creation	Creation of web pages using the WET4 (Web Experience Toolkit) framework and coded in HTML 5 which meet all WCAG 2.0 AA conformance requirements for main publication (including images, tables, diagrams). Template package will be provided by RCMP New Media.
Proofreading and editing	Proofread and edit draft HTML English and French versions and make any revisions received through the approval process. Provide a final proofreading and edit of the final HTML English and French of publication before files are uploaded.
Posting and Uploading Files	Provide final HTML content in RCMP content management system (CMS) to the RCMP webmaster for verification and uploading.
Quality assurance	Make all necessary corrections as identified by the RCMP New Media team prior to going live.

7.2 Production of Annual Report

7.2.1 Desktop Publishing of Annual Report

Task	Description
Desktop publishing	Production layout and design of inside pages (including images, tables, diagrams) using Adobe Indesign or Adobe Photoshop and source documents supplied by Project Authority (MS Word files).
Proofreading and editing	Proofread and edit drafts of publication in English and French and make any necessary revisions (approximately 5-10 pages in English and French).
Creation of PDF files	Conversion and creation of PDF files (i.e. optimized for print). Complete final high resolution PDF files (after proofreading) and send to printer if necessary

7.2.2 Web Page Publishing of Annual Report

The Contractor must produce HTML versions of the English and French versions of the report as follows:

Task	Description
Web Page Creation	Creation of web pages using the WET4 (Web Experience Toolkit) framework and coded in HTML 5 which meet all WCAG 2.0 AA conformance requirements for main publication (including images, tables, diagrams). Template package will be provided by RCMP New Media.



Proofreading and editing	Proofread and edit draft HTML English and French versions and make any revisions received through the approval process. Provide a final proofreading and edit of the final HTML English and French of publication before files are uploaded.
Posting and Uploading Files	Provide final HTML content in RCMP content management system (CMS) to the RCMP webmaster for verification and uploading.
Quality assurance	Make all necessary corrections as identified by the RCMP New Media team prior to going live.

8.0 Constraints

- 1.0 The Contractor must arrange their respective schedules to quickly shift priorities to ensure quick turnaround on both scheduled and unanticipated time pressures to meet strict deadlines. No overtime will be provided.
- 2.0 The Contractor may be required to work evenings and weekends to meet project deliverables.
- 3.0 Subject to Treasury Board requirements, services will be required for the periods *November to March, March to May and July to November* each fiscal year.
- 4.0 The Contractor will be responsible for keeping up to date on any coding modifications required to keep the webpage publishing up to date.
- 5.0 The Crown will not be responsible for training associated with any change in future coding language.

9.0 Deliverables

Dates listed below are estimated only and subject to change. Deliverables are listed for the initial contract year* only.

Report	First draft submitted by Project Authority to Contractor	Contractor required to submit revised draft to Project Authority submission to TBS (editing and proofreading completed on tabled copy of report)	Contractor required to complete coding and provide to Project Authority for review and posting to website	Format
Departmental Results Report	July or August 2018	September or October 2018	November 2018	Microsoft Word and HTML pages
Departmental Plan	November 2018	January or February 2019	March 2019	Microsoft Word and HTML pages
Annual Report	March 2019	April 2019	April or May 2019	Adobe PDF

* Estimated deliverables and dates of delivery can be found in Annex B



10.0 Language

This is a bilingual position. The Contractor must be proficient at reading, writing, speaking, proofreading and editing documents in both English and French. Skills required at this level are normally acquired through specialized training or experience. This would be equivalent to a Government of Canada Proficiency level "P."

Some examples of previously performed work in both French and English that would meet this level include: typing text from a recording, taking dictation, proofreading typed texts and correcting errors, writing articles, speeches, press releases or other documents on technical or specialized topics, revising and rewriting scientific and technical documents in terms of their literary presentation, providing editing services for technical or specialized texts, documents and publications, ensuring the linguistic quality of technical or specialized texts, documents and publications, translation of texts, checking translation of texts to ensure quality.

11.0 Location of Work

National Capital Region

12.0 On-Line Resources

Guide and Templates for the Preparation of Estimates Part III

http://www.gcpedia.gc.ca/gcwiki/index.php?title=Part_III_Estimates_Portal&redirect=no



ANNEX B

**FINANCIAL BID PRESENTATION SHEET
(BASIS OF PAYMENT)**

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) ____ - _____ Fax number: (____) ____ - ____

Email: _____@_____

Bidder must provide a firm rate for each milestone for the initial year and all option years.

The following dates are estimated only:

Initial Year: May 2018 – May 2019
Estimated Level of Effort (LOE) – 100 days

Milestone No.	Description or "Deliverable"	Firm Rate	Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	\$ _____	July or August 2018
2	Departmental Results Report – Final Draft	\$ _____	September or October 2018
3	Departmental Plan – First Draft	\$ _____	November 2018
4	Departmental Plan – Final Draft	\$ _____	January or February 2019
5	Annual Report – Final Draft	\$ _____	April or May 2019
Total (A)		\$ _____	

Option Year 1: May 2019 – May 2020
Estimated Level of Effort (LOE) – 100 days



Milestone No.	Description or "Deliverable"	Firm Rate	Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	\$ _____	July or August 2019
2	Departmental Results Report – Final Draft	\$ _____	September or October 2019
3	Departmental Plan – First Draft	\$ _____	November 2019
4	Departmental Plan – Final Draft	\$ _____	January or February 2020
5	Annual Report – Final Draft	\$ _____	April or May 2020
Total (B)		\$ _____	

Option Year 2: May 2020 – May 2021
Estimated Level of Effort (LOE) – 100 days

Milestone No.	Description or "Deliverable"	Firm Rate	Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	\$ _____	July or August 2020
2	Departmental Results Report – Final Draft	\$ _____	September or October 2020
3	Departmental Plan – First Draft	\$ _____	November 2020
4	Departmental Plan – Final Draft	\$ _____	January or February 2021
5	Annual Report – Final Draft	\$ _____	April or May 2021
Total (C)		\$ _____	



Option Year 3: May 2021 – May 2022
Estimated Level of Effort (LOE) – 100 days

Milestone No.	Description or "Deliverable"	Firm Rate	Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	\$ _____	July or August 2021
2	Departmental Results Report – Final Draft	\$ _____	September or October 2021
3	Departmental Plan – First Draft	\$ _____	November 2021
4	Departmental Plan – Final Draft	\$ _____	January or February 2022
5	Annual Report – Final Draft	\$ _____	April or May 2022
Total (D)		\$ _____	

Option Year 4: May 2022 – May 2023
Estimated Level of Effort (LOE) – 100 days

Milestone No.	Description or "Deliverable"	Firm Rate	Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	\$ _____	July or August 2022
2	Departmental Results Report – Final Draft	\$ _____	September or October 2022
3	Departmental Plan – First Draft	\$ _____	November 2022
4	Departmental Plan – Final Draft	\$ _____	January or February 2023
5	Annual Report – Final Draft	\$ _____	April or May 2023



Total (E)		\$ _____	
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Option Year 5: May 2023 – May 2024
 Estimated Level of Effort (LOE) – 100 days

Milestone No.	Description or "Deliverable"	Firm Rate	Due Date or "Delivery Date"
1	Departmental Results Report – First Draft	\$ _____	July or August 2023
2	Departmental Results Report – Final Draft	\$ _____	September or October 2023
3	Departmental Plan – First Draft	\$ _____	November 2023
4	Departmental Plan – Final Draft	\$ _____	January or February 2024
5	Annual Report – Final Draft	\$ _____	April or May 2024
Total (F)		\$ _____	

Total Proposed Bid Price

Total Proposed Bid Price =	\$ _____
Total (A) + Total (B) + Total (C) +	
Total (D) + Total (E) + Total (F)	

Disbursements:

The firm rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent traveling to locations. Accordingly, separate billing of any items related to the routine cost of doing business shall not be permitted under any resulting contract.

Goods and Services Tax/Harmonized Sales Tax

All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.



The estimated GST or HST of \$_____CAD (to be added at contract award) will be included in the total estimated cost on page 1 of the contract. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST paid or due.

Travel and Living Expenses:

Canada will not pay any travel or living expenses associated with performing the Work.



ANNEX C

Technical Evaluation Criteria

1.0 Technical Evaluation

1. The statements and requirements in this article apply to the mandatory criteria that must be demonstrated by the proposed resource.

2. To demonstrate the experience of the resource(s), the Bidder should provide complete project details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, dates, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.

3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.

4. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

5. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:

- (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
- (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
- (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.

At bid closing time, the Bidder must:

- (a) comply with the following Mandatory Requirements; and
- (b) provide the necessary documentation to support compliance.

Any bid which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration.



1.1 Mandatory Technical Criteria

Mandatory Criteria		Compliant (Yes or No)	Substantiating Detail (Explanation)	Proposal Page #
M1	The proposed resource must have a minimum 4 years demonstrated experience proofreading and editing French and English documents.			
M2	The proposed resource must have a minimum 4 years demonstrated experience in the use of Microsoft Office.			
M3	The proposed resource must have a minimum 2 years demonstrated experience in web publishing specifically related to creating and updating web pages using HTML pages			
M4	The proposed resource must have a minimum 3 years demonstrated experience preparing DPs or RPPs (or as previously known: RPPs or DPRs respectively).			
M5	The proposed resource must have a minimum 2 years' experience in desktop publishing, using Adobe Indesign or Adobe Photoshop			



ANNEX D – SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 201711121687
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère du organisme gouvernemental d'origine RCMP		2. Branch or Directorate / Direction générale ou Direction SPPD
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 The RCMP requires editing and HTML coding services for the Departmental Plan (DP) and the Departmental Results Report (DRR), key legislated corporate publications the RCMP must produce every year for tabling in Parliament.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat 201711127687
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

Special comments:
Commentaires spéciaux: **FACILITY ACCESS II ESCORT REQUIRED IF NEEDED ON SITE**

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

No / Non Yes / Oui

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
201711127687
Security Classification / Classification de sécurité

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	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			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).