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11 Laurier Street / 11, rue Laurie

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Provisoire Division des services du travail –

ZN/Provisional Labour Services Division - ZN

10, rue Wellington/10 Wellington S

Terraces de la chaudière

Gatineau

Quebec

K1A 0S5

Title - Sujet Temporary Help Services	
Solicitation No. - N° de l'invitation E60ZN-110002/G	Date 2018-11-05
Client Reference No. - N° de référence du client E60ZN-110002	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZN-002-34051
File No. - N° de dossier 002zn.E60ZN-110002	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-29	
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Marquis, Lise	Buyer Id - Id de l'acheteur 002zn
Telephone No. - N° de téléphone (613)859-0147 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AS SHOWN IN THE RESULTING CALL-UPS	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

REQUEST FOR STANDING OFFER (RFSO)

**Temporary Help Services
For
Public Works and Government Services Canada Identified Users
in the National Capital Area**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Canadian Content
5. Debriefings
6. Key Terms

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws
5. On-Going Opportunity for Qualification

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offeror Preparation Instructions
2. Technical Response Template
3. Multiple Offers

Attachment 1 to Part 3 - RFSO Technical Response Template

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Required Precedent to Issuance of a Standing Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Financial Capability
3. Insurance Requirements

Attachment 1 to Part 3 - RFSO Technical Response Template
Attachment 1 to Part 4 - Mandatory Evaluation Criteria

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. On-Going Opportunity for Qualification
8. Price Revision
9. Call-up Procedures
10. Call-up Instrument
11. Limitation of Call-ups
12. Financial Limitation
13. Priority of Documents
14. Certifications
15. SACC Manual Clauses
16. Applicable Laws
17. Official Languages
18. On-Going Qualification Requirements
19. Suspension or Cancellation of Qualification by Canada
20. Protocol and Standards
21. Aboriginal Business Certification
22. Joint Venture
23. Delivery Requirements Outside CLCSAs
24. Environmental Considerations
25. Environmental Properties Behaviour Recommended

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. SACC Manual Clauses

Annex "A" - Requirement

Annex "B" - Basis of Payment

Annex "C" - Generic Security Requirements Check Lists (SRCLs)

Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers

Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1)

Annex "F" - Insurance Requirements

Annex "G" - Quarterly Usage Reporting

Annex "H" - THS Form-Request for Availability of THS Resources for a resulting Call-up

PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1: General Information: provides a general description of the requirement;

Part 2: Offeror Instructions: provides the instruction clauses and conditions applicable to the RFSO;

Part 3: Offeror Preparation Instructions: provides Offerors with instructions on how to prepare their Offer to address the evaluation criteria specified;

Part 4: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the Offer and the basis of selection;

Part 5: Certifications: includes the certifications to be provided;

Part 6: Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The attachments include:

Attachment 1 to Part 3 - RFSO Technical Response Template

Attachment 1 to Part 4 - Mandatory Evaluation Criteria

The annexes include:

Annex "A" – Requirement

Annex "B" - Basis of Payment

Annex "C" - Generic Security Requirements Check Lists (SRCLs)

Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers

Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1)

Annex "F" - Insurance Requirements

Annex "G" - Quarterly Usage Reporting

Annex "H" - THS Form-Request for Availability of THS Resources for a resulting Call-up

2. Summary

- (i) Public Works and Government Services Canada (PWGSC) invites interested Offerors to respond to the Request for Standing Offers (RFSO) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA).

This solicitation is an opportunity for:

- Offerors who have a Standing Offer issued under RFSO no. E60ZN-110002/C, E60ZN-110002/D, E60ZN-110002/E but did not bid under E60ZN-110002/F to submit a new offer to qualify to provide services described in the Standing Offer.
- Offerors who have a Standing Offer issued under RFSO no. E60ZN-110002/F to submit a new offer to qualify for additional classifications, streams and/or sub-streams to be added to its Standing Offer; and
- New Offerors for THS in the NCA to submit an offer to qualify to provide the services described in the Standing Offer.

This solicitation will also provide an opportunity for Offerors who are issued a SO under this solicitation (RFSO no. E60ZN-110002/G) to qualify for additional classifications, streams and/or sub-streams to be added to its Standing Offer.

THS includes five (5) streams of services;

Stream 1	Office Support
Stream 2	Administrative Services
Stream 3	Operational Services
Stream 4	Technical Services
Stream 5	Professional Services

- (ii) The RFSO is for the provision of THS to any Canadian Government Department, Departmental Corporation or Agency in the National Capital Area, as identified in Schedules I, I.1, II, III, IV or V of the Financial Administration Act (FAA).
- (iii) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT) only; it is excluded from the North American Free Trade Agreement (NAFTA) and is not covered under the World Trade Agreement on Government Procurement (WTO-AGP).
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A, Standing Offer.
- (v) The requirement is limited to Canadian goods and/or services.
- (vi) The resulting SOs are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.
- (vii) This procurement, in whole or in part, may be designated by one or more Identified Users as set-aside for aboriginal business under the federal government's Set-aside Program for Aboriginal Business (SPAB).

Pursuant to the Agreement on Internal Trade (AIT) Article 1802: Aboriginal Peoples, the AIT does not apply to any measure adopted or maintained with respect to Aboriginal peoples. AIT does not apply to a procurement that is restricted to Aboriginal businesses under PSAB.

- (viii) Any resulting call-up may require that the services be performed in one or the other of Canada's Official Languages.
- (ix) A permanent notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Period of the Standing Offer to allow new offerors to become qualified. Existing

qualified offerors who have been issued a standing offer as a result of this RFSO no. E60ZN-110002/F, will not be required to submit a new offer but may qualify for classifications, streams and/or sub-streams for which they are not already qualified.

- (x) Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6, Security, Financial and Insurance Requirements, and Part 7, Standing Offer and Resulting Contract Clauses.

4. Canadian Content

The services covered by the Standing Offer may be limited to Canadian services as defined in clause A3050T.

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

5. Debriefings

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

6. Key Terms

National Capital Area (NCA): means the Regional municipality of Ottawa-Carleton boundary in the Province of Ontario and the Outaouais Regional Community in the Province of Quebec.

Qualified Offerors: means an Offeror is a Offeror who meets a requirement specific criteria for a call-up under this SO (i.e. the classification, level of expertise, security, language).

Request for Availability (RFA) - Recommended template that Canada can use to request the availability of THS resources from Offerors for a specific requirement.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: two hundred and twenty (220) days

1.1 SACC Manual Clauses

M9033T (2011-05-16) Financial Capability

1.2 Set-aside for Aboriginal Business

- a) This procurement in whole or in part, may be set aside for Aboriginal business under the federal government's Set-aside Program for Aboriginal Business. In order to be considered as an Aboriginal Business, Offerors must complete and sign the Aboriginal Business Certification in Part 5 - Certifications.
- b) By executing the certification, the Offeror warrants that it is an Aboriginal business as defined in the Set-aside Program for Aboriginal Business.

2. Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. On-Going Opportunity for Qualification

A notice will be posted on the GETS for the duration of the Standing Offer Period to allow new offerors to become qualified and to allow existing offerors, who have been issued a standing offer to qualify for classifications, streams and/or sub-streams for which they are not already pre-qualified. No existing Offeror will be removed from the qualified offeror list because of the addition of new Offerors. Canada reserves the right to issue standing offers to offers who qualify throughout the entire period of the Standing Offer.

5.1 Cycles for Qualification

Canada reserves the right to conduct the evaluation of offers in cycles, not less than quarterly. That is, Canada may collect offers received over a calendar year quarter, in order to conduct the evaluation of all those offers concurrently as part of a single cycle of qualification.

5.2 RFSO Schedule of Cycles for Qualification

Canada will endeavor to evaluate in each quarterly evaluation period those submissions received by the quarterly closing date in accordance with the schedule below. The schedule may require a revision due to operational requirements, in which case offerors will be advised.

Quarterly Evaluation Periods:

Fiscal Quarter	Closing Date:	Time of Closing	Evaluation Period
Q1	June 30	02:00 PM Eastern Daylight Time (EDT)	July 1 to September 30
Q2	September 30	02:00 PM Eastern Daylight Time (EDT)	October 1 to December 31
Q3	January 3	02:00 PM Eastern Standard Time (EST)	January 4 to March 31
Q4	March 31	02:00 PM Eastern Daylight Time (EDT)	April 1 to June 30

5.3 Failure to Qualify

Canada will notify all offerors that fail to qualify and identify the reason their proposal has been declared non-responsive. From the time a notice is sent to an offeror, the offeror will have up to the 6 months provided that their original bid expiry has not lapsed to modify and re-submit for re-evaluation the elements required for the classifications, streams and/or sub-streams for which the offeror wishes to qualify. Provided the offeror, advises PWGSC, within such period, that it now considers its proposal complete, PWGSC will conduct the re-evaluation in accordance with the RFSO Schedule of Cycles for Qualification subject to all provisions of the RFSO.

5.4 Certification Component:

The RFSO On-going Opportunity for Qualification will require both new and existing Offerors to submit new certifications.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer - two (2) hard copies and **two (2)** soft copies on one USB

Section II: Financial Offer - to be entered in the THS Online System once Standing Offers are issued

Section III: Certifications - (2 hard copies)

If there is a discrepancy between the wording/data of the soft copy and the hard copy, the wording/data of the hard copy will have priority over the wording/data of the soft copy.

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

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

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

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B" - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Offerors must submit their financial offer when they input their first weekly price revision into the THS Online System once the Standing Offers (SO's) are issued.

Offerors must submit into the THS Online System, new firm hourly rates for the classification of personnel and level of expertise for which they were technically compliant in. Offerors submission of new firm hourly rates must be completed by 5 business days after being notified in writing by PWGSC to do so.

Section III: Certifications

Offerors must submit the certifications required under Part 5 - Certifications.

2. Technical Response Template

Offerors must provide the information specified in Attachment 1 to Part 4 - Mandatory Evaluation Criteria. Offerors should complete Attachment 1 to Part 3 - RFSO Technical Response Template listed below in the preparation of their offer for both the hard copy and the soft copy.

Electronic File Name: RFSO Technical Response Template.xls

The RFSO Technical Response Template has been posted on the GETS and is available for download.

Offerors must use caution when inputting data into the RFSO Technical Response Template. Offerors should not modify the templates but simply input their data into the required fields in the format that is specified.

3. Multiple Offers

A legal entity can only submit: (i) one offer from the legal entity alone, or (ii) one offer from the legal entity and one offer from the legal entity in a joint venture with another legal entity where one of the joint venture member is a legal entity that complies with the Aboriginal Business Certification in Part 5- Certifications. Each offer must be a physically separate document. Each offer will be evaluated independently without regard to other offers submitted and, therefore, every offer must be complete. If a legal entity participates in more offers than permitted under (i) or (ii), Canada may require the legal entity to inform Canada as to which of its offers it wishes to withdraw.

Attachment 1 to Part 3
RFSO Technical Response Template

See attached document.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Technical Evaluation

Each offer will be reviewed for compliance with the mandatory requirements set out in Attachment 1 to Part 4, Mandatory Evaluation Criteria.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

Attachment 1 to Part 4

Mandatory Evaluation Criteria

1. The offeror must provide the information specified below in this Attachment. Offerors should complete Attachment 1 to Part 3 -RFSO Technical Response Template.

2. For M1, M2A, M2B, M2C and M3, if the offeror submits an arrangement in response to Request for Supply Arrangement no. EN578-060502/J, the offeror may include the same information in its offer by incorporating this information by reference. In order for Canada to consider the referenced information, the offeror must clearly identify the information and provide the page number(s) where the information is included in the arrangement.

3. The offeror must identify in its offer the classifications, streams or sub-streams it wishes to offer.

By submitting an offer, the offeror is indicating that it considers itself to be fully compliant with every mandatory requirement of this Attachment 1 to Part 4 and will agree to the Standing Offer terms and conditions identified in this solicitation if a standing offer is issued to it.

4. For M2A, M2B and M2C, the following information must, as a minimum, be provided for each of the temporary help resources resources named:

- 1) THS Classification and level as defined in Annex "A" - "Requirement" that closely match the duties the resource provided;
- 2) Name of the Joint Venture member that supplied the resource if it is applicable;
- 3) Start and End Dates of the temporary help placement; and
- 4) Client Contact

5. For the purposes of the mandatory evaluation criteria:

Client Contact

"Client" means a legal entity that is not an affiliate of the offeror, a member of a joint venture with the offeror or any other entity that does not deal at arm's length with the offeror.

Canada may, at its discretion, contact a client to confirm the start and end dates of the temporary help placement and to confirm that the offeror has previously provided and has been paid for the services for the applicable classification. The same contact may be used more than once for the 20 temporary help resource names in a stream, however, a minimum of 3 different clients must be demonstrated for each stream.

The following information should, as a minimum, be provided for each Client Contact:

- Name
- Address
- E-mail (if applicable)
- Telephone Number

Joint Venture

Where an offeror is a Joint Venture, temporary help resources provided by any joint venture member will be considered and each joint venture member must have previously provided at least one (1) of the classifications demonstrated in the offer for a stream.

Temporary Help Resource Placements

- Permanent placements are acceptable as resource placements;
- Copies of resumés or accreditation with offer submission are not required, but Canada reserves the right to request information;
- Named temporary help resource can still be on assignment.

Qualification for Streams/Classifications (Streams 1, 2, 3, 4)

If the 20 compliant temporary help resource names demonstrate only one or two different classifications within a stream, the offeror is considered compliant for the one (1) or two (2) classifications demonstrated. If the offeror demonstrates three (3) or more different classifications within a stream, the offeror is considered compliant for all the classifications within that stream.

Offerors who have a SO under RFSO no. E60ZN-110002/, E60ZN-110002/E and/or E60ZN-110002/F for one (1) classification within a stream and wish to offer for all classifications within that stream for this solicitation (RFSO no. E60ZN-110002/G) must demonstrate two (2) more classifications within that stream and must comply with M1, M2A or M2B, M3 and any other requirements of the solicitation no. E60ZN-110002/G.

Offerors who have a SO under RFSO no. E60ZN-110002/D, E60ZN-110002/E and/or E60ZN-110002/F for two (2) classifications within a stream and wish to offer for all classifications within that stream for this solicitation (RFSO no. E60ZN-110002/G) must demonstrate one (1) more classification within that stream and must comply with M1, M2A or M2B, M3 and any other requirements of the solicitation no. E60ZN-110002/G.

Example 1. Offeror A is a Offeror that has a SO for the following two (2) classifications in Stream 3 under Solicitation no. E60ZN-110002/D :

- Building Technician
- Building Superintendents

For this solicitation, Offeror A has demonstrated one more classification in Stream 3 under M2A:

- General Labourer

Offeror A is considered compliant for all classifications in Stream 3 if it has demonstrated compliance with M1, M2A, M3 and other requirements of this solicitation.

Demonstrating different classifications does not include sub-classifications.

Example 2: Offeror B provides the following:

- Paul Murphy - Classification: Clerk, Sub-classification: Data Entry
- Mark Smith - Classification: Clerk, Sub-classification: Accounting

The above scenario is considered to be 2 different named temporary help resources; however, only the "Clerk" classification is being demonstrated.

Mandatory Evaluation Criteria

Number	Mandatory Criterion	Stream(s)	Reference to Attachment 1 to Part 3 -RFSO Technical Response Template
M1	<p><u>Minimum years in business</u></p> <p>The offeror must have been in business for a minimum of one (1) year prior to the closing date of the solicitation.</p> <p>In case of a joint venture, each member of the joint venture must be in business for a minimum one (1) year prior to the closing date of the solicitation.</p> <p>In case of the recent amalgamation of two (2) or more legal entities, each legal entity must meet the minimum one-year requirement.</p>	Streams 1, 2, 3, 4, 5	1.1
M2A	<p><u>Experience of the Offeror</u></p> <p>The offeror may provide up to a maximum of 40 temporary help resource names but must provide a minimum of 20 different temporary help resource names that are compliant.</p> <p><u>In order for a resource to be compliant:</u></p> <ul style="list-style-type: none"> Each resource must have worked a minimum of 37.5 hours between May 20, 2006 and solicitation closing date inclusively rendering services for which the Offeror received payment. Services of the above 20 compliant temporary help resource names must have been billed to a minimum of 3 different clients located in the National Capital Area. 	Streams 1, 2, 3	1.5 (a), (b), (c)
M2B	<p><u>Experience of the Offeror</u></p> <p>The offeror may provide up to a maximum of 40 temporary help resource names but must provide a minimum of 20 different temporary help resource names that are compliant.</p> <p><u>In order for a resource to be compliant:</u></p> <ul style="list-style-type: none"> Each resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date 	Stream 4	1.5 (d)

	<p>inclusively rendering services for which the offeror received payment.</p> <ul style="list-style-type: none"> • Services of the above 20 compliant temporary help resource names must have been billed to a minimum of 3 different clients located in the National Capital Area. • The above 20 compliant temporary help resource names can be the same names as provided for M2A or M2C or both criteria. 		
M2C	<p><u>Experience of the Offeror</u></p> <p>The offeror may provide up to a maximum of 40 temporary help resource names and may provide up to a maximum of 4 temporary help resource names in each sub-stream. The offeror must provide a minimum of 20 different temporary help resource names and a minimum of 2 different temporary help resource names in the sub-stream that are compliant.</p> <p>The offeror may repeat any of the 20 compliant temporary help resource names in any of the sub-streams to demonstrate the 2 temporary help resource names in each sub-stream.</p> <p><u>In order for a resource to be compliant:</u></p> <ul style="list-style-type: none"> • Each resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date inclusively rendering services for which the offeror received payment. • Services of the above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream must have been billed to a minimum of 3 different clients located in the National Capital Area. • The above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream can be the same names as provided for M2A or M2B or both criteria. 	Stream 5	1.5 (e)

M3	<p><u>Testing</u></p> <p>It is mandatory for the offeror to test their temporary help resources according to:</p> <p>a) the requirements of the classification in which they are being proposed, and</p> <p>b) the specific requirements of the Identified User.</p> <p>The offeror must provide a narrative (no more than 5 pages in total, 8 1/2" x 11" paper). The narrative must provide a description of:</p> <p>(1) its testing protocol;</p> <p>(2) the various tests it uses to comply with the four types of examinations described in Annex "E"- Basic Standards for Testing the Office Support Classifications (Stream 1); and</p> <p>(3) the test(s) it uses to test official languages (oral, written communication and comprehension).</p> <p>The narrative must include a description of the tests indicated in 1), 2) and 3) above but samples of tests are not to be provided.</p> <p>Note: With the exception of the minimum four types of examinations (keyboarding, etc.) listed in Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1) in the RFSO, the 5 page narrative will not be evaluated but will be used as part of the Assessment Framework for managing the method of supply; an offeror's testing will be compared against the information provided in the offeror's offer in the 5 page narrative. Offerors must be able to demonstrate to the satisfaction of PWGSC that they have appropriately conducted the testing of their THS resources.</p>	Steam 1	
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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

1.1.1 By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/20>). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Offerors must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

2. Additional Certifications Required Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2.2 Former Public Servant Certification

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 FPS, Offerors 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 Offeror 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 offer 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, in the context of the fee abatement formula, 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 Offeror a FPS in receipt of a pension?
YES () NO ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES (☐) NO (☐)

If so, the Offeror 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 reduction 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.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

2.3 Canadian Content Certification

SACC Manual Clause A3050T (2014-11-27) Canadian Content Definition

This procurement is limited to Canadian services.

The Offeror certifies that:

- (☐) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

2.4 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Offeror:
 - (i) certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
 - (ii) agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.

- (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Offeror must check the applicable box below:

- (i) ☐ The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- (ii) ☐ The Offeror is either a joint venture consisting of two or more Aboriginal Businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

- (i) ☐ The Aboriginal business has fewer than six full-time employees.

OR

- (ii) ☐ The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

"1. I am _____(insert "an owner" **and/or** "a full-time employee") of _____(insert name of business), and an Aboriginal person, as defined in **Annex 9.4** of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business" .

2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date"

2.5 Testing

The Offeror certifies that:

() the testing the Offeror provides to their THS resources for classifications in Stream 1 complies with the four types of examinations described in Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1) and the Offeror also provide language testing (oral, written communication and comprehension).

() Not applicable for classifications the Offeror is bidding on.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, Offerors should refer to the **Industrial Security Program (ISP)** of Public Works and Government Services Canada (<http://ssi-iss.tpsgcpwgsc.gc.ca/index-eng.html>) website.

2. Joint Venture (JV):

Each member of a JV Offeror must satisfy the requirements described in the resulting SO Article entitled "Security Requirement". For any given call-up, the highest level of corporate security attainable by such a JV Offeror through Canadian Industrial Security Directorate (CISD) of PWGSC is the lowest level held by any single member of the JV at the time of issuance of an RFA relating to that particular call-up. For example, a JV with five members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organizational Screening (DOS) level. The highest corporate security level for which the JV would be considered under this SO framework would be DOS until such time as the member holding a valid DOS clearance has requested sponsorship via the SO Authority and obtained a valid FSC at the Secret level, as issued by CISD.

3. Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

4. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the Request For Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex "F" - Insurance Requirements.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1 Offer

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

2 a) Security Requirement

There is a security requirement associated with the requirement.

The Offeror **must** hold as a minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), at the time of Standing Offer issuance.

Security requirement for Designated Organization Screening (DOS) Level: PWGSC file # E60ZN-110002/SO1

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The 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.
3. The Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The 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).

The requirements to be procured under this Standing Offer may be subject to security requirements. Several generic Security Requirement Check Lists (SRCLs), which PWGSC anticipates will satisfy most security requirements associated with individual requirements, are attached at Annex "C" to this SO. Each call-up will identify which SRCL in Annex "C" to Part A will apply to that call-up.

These generic SRCLs may not meet the needs of some Identified Users for some requirements; in such cases, a unique SRCL fully describing the security requirements will be included in the documentation associated with that individual call-up. For example, if the Royal Canadian Mounted Police (RCMP) is the Identified User, additional checks may be conducted by the RCMP.

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a NIL report.

The Offeror must provide a Quarterly Usage Report (QUR) to PWGSC on a quarterly basis. These submissions must be made by completing and forwarding an electronic copy of the QUR in Excel format (which will be provided by PWGSC) to the following email address:

TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca Information concerning quarterly usage reporting is available via Annex "G".

Each QUR should include a list of all call-ups issued to it under each Standing Offer, including stream, classification, level, client department and contact name, call-up number, start and end dates, number of hours billed and dollar value.

The reports must be submitted according to the following schedule.

Quarterly Report	Covering Period	Due Date	
1st Quarter	April 1 to June 30	On or before July 15	
2nd Quarter	July 1 to September 30	On or before October 15	
3rd Quarter	October 1 to December 31	On or before January 15	
4th Quarter	January 1, to March 31	On or before April 15	

If an Offeror is not issued any call-ups during the quarter, the Offeror must confirm this by submitting a NIL report.

The Offeror understands that failure to comply with this requirement may result in the Standing Offer being set-aside by Canada. Canada reserves the right to set-aside the Standing Offer without notice, if reports are not submitted on time or are inaccurate or incomplete.

4. Term of Standing Offer

4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is from date of award to October 31, 2017

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Team Leader
Public Services and Procurement Canada
Acquisitions Branch, Services & Technology Acquisition Management Sector
Specialized Professional Services Procurement Directorate
10 Wellington Street
Gatineau, Quebec K1A 0S5

Telephone: 613-859-0147

E-mail address: TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

The Offeror's Representative is the individual(s) identified by the Offeror in its offer, or if submitted with the offer, the individual identified in the "Offeror Profile" of the RFSO Technical Response Template. This individual(s) is the point of contact with the Offeror for all matters pertaining to the Standing Offer. By submitting its offer, the Offeror confirms that this individual(s) has the authority to bind the Offeror. It is the Offeror's sole responsibility to ensure that information related to the Offeror's Representative is correct and to immediately inform the SO Authority of any change to it. The Offeror's Representative may delegate to another individual to represent the Offeror for

administrative and technical purposes under any call-up resulting from this Standing Offer by providing to the Contracting Authority prior written notice containing all contact information requested in the "Offeror Profile" for that individual.

6. Identified Users

The Identified Users (also called Clients) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV, and V of the *Financial Administration Act*, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*. Canada may, at any time, withdraw authority from any of the Identified Users to use the Standing Offer.

7. On-Going Opportunity for Qualification

A notice will be posted on the GETS for the duration of the Standing Offer Period to allow new offerors to become qualified and to allow existing offerors, who have been issued a standing offer to qualify for classifications, streams and/or sub-streams for which they are not already pre-qualified. No existing Offeror will be removed from the qualified offeror list because of the addition of new Offerors.

8. Price Revision (PR)

Once a week (the exact day to be determined), the Qualified Offerors will have the opportunity to input two (2) weekly price revision (PR) rates, one unilingual and one bilingual rate directly into the THS On-line System. This will become that given week's Offeror's firm hourly rate, for the given classification and level of expertise. The PR will also be used to establish the ranking of Qualified Offerors, from lowest to highest firm hourly rate, for each classification. Canada reserves the right to change the frequency of the PR. The PR, which is also indicated on the Identified User search result sheet, is valid for up to 10 working days from the date that the search sheet is printed.

Canada reserves the right to request price support from any Offeror and at any time during the Period of the Standing Offer.

Some examples of situations where Canada could request price support:

- Offerors posting unusually low rates;
- Pricing structures not based on incremental; that is, a junior level classification being priced at a higher rate than a senior classification;
- Significant discrepancies in rates from one week to the other.

Should the Offeror be unable to support its rate(s), Canada reserves its right to suspend or set-aside the Standing Offer with the Offeror, or take any other action it deems necessary.

Administrative Remark
Qualified Offerors will be granted access to the THS Online System by the Standing Offer Authority to input weekly price revision rates. Offerors are solely responsible for inputting the rates into the THS Online System. Reasonable efforts are made to provide Qualified Offerors with full access to the web-based THS Online System from Monday through Sunday to input their weekly price revision in accordance with the provisions set out in the Standing Offer. Due to technical or other errors, omissions or failures, the system may from time to time be unavailable or taken offline for system maintenance without further notice. Offerors are encouraged to input their weekly price revision during normal

government operations Monday through Friday, and no later than Friday at 2PM EST or EDT excluding Statutory Holidays in the province of Quebec, in order to seek technical support should it be required. In the event the Offeror fails to input weekly price revisions for the week, the rates from the preceding week will be carried forward. Offeror(s) unable to honor the rates for the week, may in writing request the Standing Offer Authority to set-aside the Standing Offer until the next opportunity to input a weekly price revision into the THS Online System.

8.1 Option to Extend the Request For Availability (RFA) Search Results Validity Period

Canada reserves the right to exercise an option to extend the 10 working days search result validity period for the Request for Availability (RFA) for a period of up to 45 calendar days from the date that the search results were printed subject to the following provisions:

- (1) The Identified User may exercise this option by sending a written notice to the top ranked compliant Offeror and must receive the Offeror's concurrence in writing to this extension on or before the expiry of the initial 10 working day search results validity period forming part of the issued RFA.
- (2) In the event the top ranked **compliant** Offeror does not provide to the Identified User a written concurrence with the request for extension to the search results validity period identified in paragraph (1), then the Identified User must complete the call-up within the original 10 working days of the search results validity period in accordance with the article entitled "Price Revision", and must not bypass the top ranked **compliant** Offeror to proceed with other evaluated Offerors in accordance with the terms of this document. If the Identified User is unable to complete the call-up award within the original search results validity period see paragraph (6).
- (3) The Identified User must also provide written notice within the original 10 working days of the search results validity period to all invited Offerors on the subject RFA, of the results of the evaluation and inform all invited Offerors that the Identified User has exercised this option with concurrence from the top ranked **compliant** Offeror.
- (4) The option to be exercised at the sole discretion of the Identified User, as named in the RFA, must be evidenced and retained for administrative and audit purposes with the RFA and THS files.
- (5) The RFA cannot be extended for more than 45 days. If an Identified User requires more than 45 calendar days to complete the RFA process for call-up issuance, the subject RFA will be cancelled and no call-up will be issued from the subject RFA process. The Identified User, subject to its ongoing operational requirements for THS, must then restart a new THS process to fulfill the requirement.
- (6) In the event that no call-up is issued, the RFA will be considered cancelled and the Identified User will provide written notice to all invited Offerors. The Identified User, at its discretion may proceed to initiate a new THS process as may be required.

For illustration purposes the following example is included as information for both the Offeror and Identified Users pertaining to the time requirements of articles 8.0 and 8.1.

Date	THS RFA Process	Search Result Validity Expiry Date
Monday, February 4, 2013	THS Search results initiated	February 15, 2013
Monday, February 4, 2013	RFA issued	February 15, 2013
Wednesday, February 6, 2013	RFA closed	February 15, 2013
Thursday, February 7, 2013	Identified User required additional RFA process time and has identified the compliant top-ranked Offeror	February 15, 2013
Friday, February 8, 2013	Identified User is seeking to extend validity period for a period up to the maximum 45 calendar days and issues notice to top ranked compliant Offeror	
Tuesday, February 12, 2013	Top ranked compliant Offeror provides written concurrence to extend to the Identified User specified in the RFA	A issued call-up must take place no later than March 21, 2013
Thursday, February 14, 2013	Identified User informs in writing to all RFA invited Offerors of the evaluation results and the extension period	
NOTE: In the event that the Identifier User does not complete the above on or before February 15, 2013, the RFA process is cancelled and no call-up award can take place.		
Saturday, February 16, 2013 or later	Identified User informs in writing to all RFA invited Offerors of the evaluation results and the extension period	Failure to provide notification within the search validity period, renders this RFA process cancelled.
Thursday, March 21, 2013	Call-up must be issued no later than this date.	Failure to issue a call-up by this date; the RFA process is cancelled.

9. Call-up Procedures

9.1 Multiple Standing Offers: The Offeror acknowledges that multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the selection methodology described below.

9.2 Only Authorized Call-ups to be Accepted: The Offeror agrees only to perform individual call-ups made by an Identified User pursuant to this Standing Offer that do not exceed the applicable Limitation of call-up, outlined in Section 11.0 Limitation of Call-Up.

9.3 Call-ups: The only authorized methods of call-up allocation against this Standing Offer are described below.

A) Right of First Refusal

The Right of First Refusal selection methodology requires call-ups to be issued to the Qualified Offeror(s) with the lowest price, meeting all the mandates outlined in the Request for Availability (RFA) form, see section 9.4. The Identified User must use this selection methodology for call-ups valued above \$25,000 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included), and may use it for call-ups valued at or below \$25,000.

Issuance of a Request for Availability Form (RFA) to more than one Qualified Offeror is permitted under the Right of First Refusal method of allocation for this Standing Offer, however, the Identified User must issue the call-up(s) to the Offeror(s) with the lowest price and meeting all the mandatory requirements.

It is recommended that the Identified User send their RFA to more than one Qualified Offeror in order of ranking (lowest to highest rate) as listed in the THS Online search results, with their requirement clearly set out. Qualified Offerors are required to provide a response; a recommended minimum of 48 hours from date of RFA. In exceptional cases only, a four hour response time may be allowed. In these cases Identified Users will be required to support their decision on file. The Identified User must list the classification and level of the resource

required. Identified Users should also include the education, experience, language and security clearance required by the proposed resource.

The Qualified Offeror must respond by providing a resource who meets the minimum mandatory qualifications of the classifications set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement. If the Qualified Offeror cannot respond or has no resource available for that specific requirement, then the Identified User may request a resource from the next Qualified Offeror on the list and so on, until a qualified resource meeting all the mandatory criteria has been identified.

In no circumstances, can the Identified User skip over the lowest Qualified Offeror or randomly select any other Qualified Offeror during the process (i.e. the Identified User is NOT ALLOWED to simply invite Qualified Offerors listed in price ranking positions 5 to 8, without inviting Qualified Offerors listed in price ranking positions 1 to 4).

The call-up must be issued to the Qualified Offeror (by price) who proposes a resource within the specific time limitation and meeting all the mandatory criteria of the RFA requirement.

B) Directed Method for requirements \$25,000 and below

The Identified User may direct a call-up valued at or below \$25,000 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included), to Offerors qualified in the applicable classification in accordance with the Government Contracts Regulations, irrespective of the ranking (lowest to highest rate) of Offerors listed in the THS Online search results. The Identified User can send their RFA to any Qualified Offeror(s) in the search results list, and each RFA must clearly set out their requirements.

Call-ups can be directed to any Qualified Offeror proposing a compliant resource, who meets the minimum mandatory qualification in each classification set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement.

9.4 Request for Availability Form (RFA)

To obtain the information necessary to issue a call-up for the required resource(s), the Identified User will issue a Request for Availability form - Annex "H" to:

1. The lowest priced Qualified Offeror; or
2. To as many lowest priced Qualified Offerors listed on the THS Online search results; or

3. For requirements of \$25,000.00 and below, a specific Qualified Offeror(s) listed on the THS Online search results.

Each Request for Availability form will identify the requirements of the Identified User's request including:

- (a) The estimated and/or actual Call-Up Period;
- (b) The number of weeks required;
- (c) The location where the required service(s) will be delivered;
- (d) The hours of work and number of hours per week for the required service(s);
- (e) The travel requirements;
- (f) The overtime requirements;
- (g) The language requirements;
- (h) The level of security clearance required to carry out the required service(s);
- (i) The specific Stream, Sub-stream, Classification (s) and Level of Expertise required;
- (j) Resource qualifications needed such as education, certification and experience;
- (k) The Statement of Duties;
- (l) The number of resource(s) required;
- (m) The maximum number of resume(s) to be submitted.

9.5 Response Requirements

The Qualified Offeror must respond, by filling in the appropriate sections of the Request for Availability form, via e-mail or fax as specified by the Identified User.

The Qualified Offeror must propose resource(s) who meets the minimum mandatory requirements of the classification and all the mandates of the requirement. Offerors can propose resources that exceed minimum requirements.

The response must be signed by the Offeror or by an authorized representative of the Offeror. The signature indicates that the Offeror agrees to all the terms and conditions in their entirety as they appear in the Request for Availability Form. Timely receipt and correct direction of responses are the sole responsibility of the Offeror. Failure to provide a response within the specified time frame of the Request for Availability Form will be interpreted as being unable to perform the service(s).

The response must contain the written or electronic consent from the resource being proposed by the Offeror. The written or electronic consent must be attached to each Request for Availability form response at the time of submission to the Identified User contact. Offerors who do not provide written or electronic consent with their submission will be found non-responsive.

9.6 Validation of Proposed Resource(s)

The qualifications and experience of the proposed resource(s) will be validated against the requirements set out in the Request for Availability Form.

The Identified User may request proof of successful completion of formal training, as well as reference information. Canada reserves the right to request references from an Offeror to conduct a reference check to verify the accuracy of the information provided. Should the reference(s) not confirm the required qualifications of the proposed resource(s) to perform the required services, the Offeror will be found non responsive and Canada reserves the right to go to the next Offeror.

Where the Offeror is requested to provide information regarding qualifications or experience of its proposed resource(s), the Offeror must provide complete details as to

where, when, month and year, and how, through which activities/responsibilities, the

stated qualifications/experience were obtained. Experience gained during formal education will not be considered work experience. All requirements for work experience will be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required Services.

Where the Offeror is requested to provide proof of certification of the proposed resource, the resource must submit a copy of the certification received or proof that they have completed the certification program.

9.7 Offeror Consent Acknowledgement

By submitting and signing a response to a Request for Availability Form, the Offeror acknowledges and warrants each of the following:

- (a) The Offeror certifies that all the information provided in the résumés and supporting material submitted with its proposal, particularly the information pertaining to language, education, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual resource proposed by the Offeror for the requirement, meets all the mandatory requirements listed in the Request for Availability form and is capable of performing the Work described in the resulting call-up.
- (b) Canada will not delay the issuance of any call-up to allow Offerors to obtain the required security clearance for the proposed resource(s). It is the responsibility of Offeror to ensure that the information required concerning the security clearance of the resource(s) is provided at Request for Availability response time.

9.8 Offeror Certification

By submitting and signing a response to a Request for Availability Form, the Offeror certifies and warrants each of the following:

- (a) Should the Offeror be authorized to provide services under any Request for Availability Form, the persons proposed will be available to perform the work as required by Canada's representatives, and at the time specified in the Request for Availability or agreed to with Canada's representatives.
- (b) If the Offeror has proposed any person in fulfilment of the requirement who is not an employee of the Offeror, the Offeror certifies that it has written permission from such person or the employer of such person to propose the services of such person in relation to the work to be performed in fulfilment of the requirement, and to submit such person's résumé to the Contracting Authority. As well, the Offeror certifies that the proposed person is aware that overtime may be required, and is willing to comply. During the assessment of the proposed resource, the Offeror must upon the request of the call-up Authority provide a copy of such written permission in relation to any or all non-employees proposed. If the Offeror fails to comply with such a request, its response will be considered non-responsive.
- (c) If Canada seeks clarification from the Offeror, the Offeror warrants that clarifications will be made available upon request within two working days of a request by Canada or such longer period as is specified in writing. If the Offeror does not provide any required information within the time limit requested, its response will be considered non-responsive and will receive no further consideration.

- (d) In the event that prior to call-up issuance, the offeror confirms a change in the availability status of the identified resource proposed in the RFA from the top ranked compliant offeror, or subject to a clarification obtained in accordance with (c), the Identified User may at its sole discretion proceed to either:
 - i. set-aside the Offeror's proposal and give it no further consideration for the purposes of the subject RFA, and proceed to the next top ranked compliant offeror provided the proposal is still valid and that the proposed named resource is still available; or
 - ii. cancel the RFA process and start a new THS process.
- (e) In the event that after the call-up issuance, the successful offeror confirms a change in the availability status of the identified resource regardless of the reason of unavailability, the Identified User may elect at its sole discretion either to:
 - i. issue an amendment reducing the value of the call-up to \$0.00 and document this in the THS file. At such time, the Identified User may proceed with the next top ranked offeror provided that the search results validity period has not lapsed; or
 - ii. allow the successful Offeror to replace the resource as per SACC A7017C - Replacement of Specific Individuals
- (f) For all transactions conducted under article (e) i, the Identified User must submit to the PWGSC THS Standing Offer Authority a copy of the amendment reducing the call-up value to \$0.00 along with a completed Client Satisfaction Report. A copy of this report is accessible at:
(<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/clients/rapport-report-eng.html>).

9.9 Multiple Requirements - Same Classification and Level

Multiple requirements, involving the requirement for up to 10 resources of the same classification and level, that start and end assignment on the same dates, can be contracted using the Standing Offer method of supply.

Multiple requirements, involving the requirement for up to 10 resources of various classifications and levels, that start and end assignment on different dates, cannot be contracted using the Standing Offer method of supply. The Supply Arrangement must be used.

9.10 Bulk Requirements

Bulk requirements (those involving the requirement for more than 10 resources of the same classifications and levels, that start and end assignment on the same dates), must be contracted using the Standing Offer or Supply Arrangement method of supply.

Bulk requirements (those involving the requirement for more than 10 resources of various classifications and levels) that start and end assignment on different dates, cannot be contracted using the Standing Offer method of supply. The Supply Arrangement must be used.

Any bulk requirement must first be approved by PWGSC before the solicitation process can be initiated by the Identified User.

9.11 Issuance of a Call-up

The Contracting Authority will issue the call-up within the applicable call-up Limitations using form PWGSC 8251 Call-up Against a Standing Offer for Temporary Help or PWGSC 942 Call-Up Against a Standing Offer.

10. Call-up Instrument

The work will be authorized or confirmed by the Identified User(s) authorized to use the THS Online System, using form PWGSC 8251 Call-up Against a Standing Offer for Temporary Help or PWGSC 942 Call-Up Against a Standing Offer.

11. Limitation of Call-Ups

Individual call-ups against the Standing Offer **must not exceed \$400,000.00** (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included).

The Offeror must not perform any work or services or supply any articles in response to a call-up(s) which would cause the total cost to Canada to exceed the said sum.

11.1 Maximum Duration of Call-Ups

A call-up issued against this Standing Offer must not have an assignment period duration (i.e. number of weeks and days from assignment period start date to assignment period end date inclusive) that exceeds 48 consecutive weeks, including all absences, and all subsequent amendments. The limit of 48 consecutive weeks also applies to the duration of the assignment period for any part-time temporary help resource.

On an exceptional basis only, a call-up may be amended to extend the duration of an assignment period up to a maximum of 24 consecutive weeks beyond the limit of 48 consecutive weeks (i.e. total extended duration must not exceed 72 consecutive weeks) without PWGSC prior approval on the condition that the following requirements are met:

- i) The duration of the assignment period, including any call-up amendments that impact the assignment period, must be more than 40 consecutive weeks;
- ii) The amendment to extend the duration of the assignment period must be issued after the first 40 consecutive weeks of the assignment period; and
- iii) The Identified User must notify the THS Authority of the issued amendment by e-mail within 2 business days of issuing the amendment.

Note: The THS Authority reserves the right to request for review a copy of the documentation pertaining to a call-up with an assignment period duration that has been extended beyond 48 consecutive weeks.

11.2 Termination of Individual Call-up made under this Standing Offer

If a call-up made under this SO is terminated, such termination does not affect the Standing Offer. The Offeror acknowledges, however, that a default under any contract made under this Standing Offer may result in the set-aside of this Standing Offer, at the discretion of the Standing Offer Authority.

The Standing Offer Authority is responsible for the termination of any call-up.

11.3 Termination Notification of Call-Up

When a Identified User intends to terminate a call-up for a temporary resource in advance of the call-up's expiry date and the resource has been on continuous assignment for 3 to 12 months, the Identified User must provide the Supplier with a minimum of 1 week written notification. In the case of a resource who has been on a continuous assignment for over 12 months but less than 72 weeks (the THS maximum limit), the Identified User must provide the Supplier with a minimum of 2 weeks written notice. If the required notification is not provided or provided for a lesser period, the Identified User will pay a fee based on 7.5 hours per day at the rate charged by the Supplier for that resource under the call-up for each remaining days of the required notice period set above. No written notification is required if the call-up naturally expires.

12. Financial Limitation

Individual call-ups against the Standing Offer **must not exceed \$400,000.00** (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included).

Whichever of the two comes first in (11.1) and (12) shall apply.

13. 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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity)
- (e) Annex "A" - Requirement
- (f) Annex "B" - Basis of Payment
- (g) Annex "C" - Generic Security Requirements Check Lists (SRCLs)
- (h) Annex "D" - Protocol and Standards
- (i) Annex "E" - Basic Standards for Testing the Office Support Classification (Stream 1)
- (j) Annex "F" - Insurance Requirements
- (k) Annex "G" - Quarterly Usage Reporting
- (l) Annex "H" - THS Form-Request for Availability of THS Resources for a resulting Call-up
- (m) the Offeror's offer dated _____, (as clarified on _____ or as amended _____).

14. Certifications

Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

15. SACC Manual Clauses

A3000C (2014-11-27) Aboriginal Business Certification
M3060C (2008-05-12) Canadian Content Certification

16. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed and the relations between the parties determined, by the laws in force in _____
(insert name of the province).

17. Official Languages

- (a) Offerors may respond to individual Request for Availability Form's under this SO in either official language, in accordance with the Official Languages Act and Regulations.
- (b) Request for Availability Form's may require that the services be performed in one or the other of Canada's Official Languages.

18. On-Going Qualification Requirements

- (a) The Offeror must immediately notify the Standing Offer Authority if it no longer meets any of the mandatory qualification requirements of this Standing Offer.
- (b) PWGSC may require an Offeror to confirm its qualifications at any time. PWGSC also reserves the right to perform on-site assessments of Qualified Offerors with or without prior notice to the Offeror. The SO Authority may require Offeror to provide evidence with respect to any element of the SO, such as but not limited to:
 - (i) the insurance it carries continues to meet the requirements of RFSO;
 - (ii) it continues to hold the necessary security clearance;
 - (iii) it continues to have the financial capability;
 - (iv) it continues to have the technical ability and experience required to deliver the services for which it is qualified; and
 - (v) the Joint Venture membership remains as stated in the Standing Offer.
- (c) Where the Offeror no longer meets any of the individual requirements for qualification, Canada may, at its option:
 - (i) set-aside the Standing Offer in its entirety until the Offeror has demonstrated that it meets the requirements in respect of which it has been found deficient, during which time the Offeror will not be eligible for Call-ups issued under the Standing Offer;
 - (ii) set-aside the Offeror qualification under specific streams of this Standing Offer until the Offeror has demonstrated that it meets the requirements in respect of which it has been found deficient, during which time the Offeror will not be eligible for Call-ups issued under the Standing Offer framework for those streams;
 - (iii) set-aside the Standing Offer in its entirety; or
 - (iv) cancel the Offeror qualification under specific streams of this Standing Offer.

19. Suspension or Cancellation of Qualification by Canada

In addition to section 2(e) of 2005 04) Offer:

Canada may, by sending written notice to the Offeror, set-aside the Standing Offer under any of the following circumstances:

- (a) Examples of situations which may result in the suspension or set-aside of a Offeror's Standing offer include:
 - (i) Late deliveries;
 - (ii) Price revision;
 - (iii) Distribution or publication of advertising, including information included in company websites, which might be interpreted as suggesting that unauthorized services are available under the Standing Offer;
 - (iv) Failure to submit complete and accurate Quarterly Usage Reports within the required time frames;
 - (v) Violation of any of the specific terms and conditions detailed in the Standing Offer (e.g. failure to meet the minimum RFSO requirements, failure to respect the Call-up limitations, etc.);
 - (vi) Canada has terminated any resulting Call-up issued against the Standing Offer framework for default;
 - (vii) Canada has imposed measures on the Offeror under the PWGSC Vendor Performance Policy (or such similar policy as may be in place from time to time);
 - (viii) Canada has documented at least three instances of poor performance under Call-ups awarded against the SO framework. An instance of poor performance may include, but is not limited to late or failed delivery of reports or services including the required number of skilled resources, lack of timely notification given to the PWGSC Standing Offer Authority of changes in the Offeror's Authorized Representative, insurance coverage or security status, and non-compliance with invoicing procedures.
 - (ix) Canada has documented at least three instances under Call-ups issued against the SO framework where, when called upon to submit resources under a tasking request, and the Offeror did not respond, did not submit the required number of resources, submitted resources that did not meet the requirements of the Call-up, or submitted resources at pricing exceeding the amount specified under the Call-up.
 - (x) Canada has documented at least three instances of poor client satisfaction by the same client, or occasions of poor client satisfaction by any Identified User, for services provided by the Offeror under Call-ups.
 - (xi) Providing information on the Offeror website that conflicts with any aspect of the terms and conditions, pricing, or availability of systems currently listed in this Standing offer.
- (b) Suspend or set-aside of a Offeror's Standing Offer does not affect the right of Canada to pursue other remedies or measures that may be available.
- (c) Suspension or set-aside of the Standing offer will not, on its own, affect any Call-ups entered into prior to the issuance of such notice.
 - (i) A suspension will not exceed 12 months.
 - (ii) The Offeror acknowledges that Canada may publish information regarding the status of the Offeror's offer, including the suspension, set-aside or withdrawal of authority to use the Offeror's Standing Offer

20. Protocol and Standards

Offeror must follow the Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers. This is part of the commitment of PWGSC to enhance the integrity, transparency and efficiency of the government contracting process, the use of automated procurement tools developed for Identified Users. Failure to follow Protocol and Standards could also lead to sanctions, e.g. Standing Offer may be set-aside.

21. Aboriginal Business Certification

- 1) The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
- 2) Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
- 3) Nothing in this clause must be interpreted as limiting the rights and remedies which
Canada may otherwise have pursuant to the Contract.

22. Joint Venture

If the Offeror is a joint venture, the Offeror agrees that all members of the joint venture are jointly and severally or solidarily liable for the performance of any contract awarded under the Standing Offer. If the membership of a joint venture changes, the Standing Offer will be cancelled and members who wish to qualify separately or as part of a different joint venture must submit a new offer by following the qualification process established by Canada.

23. Delivery Requirements Outside CLCSAs

The resulting solicitations are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

24. Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Hence, in the near future, all government procurement will include more demanding environmental criteria to encourage product/service Offerors to improve their operations to reduce their negative impact on the environment.

25. Environmental Properties Behaviour Recommended

Paper consumption:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel requirements:

- Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors:
<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/recherche-recherche-eng.aspx>
- Use of public/green transit where feasible.

B. RESULTING CONTRACT CLAUSES

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

1. Requirement

The Contractor must perform that Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section 15 Interest on Overdue Accounts, of 2010B will not apply to payments made by credit cards.

2.2 Supplemental General Conditions

A7017C (2008-05-12) Replacement of Specific Individual;
B9028C (2007-05-25) Access to Facilities and Equipment, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of Contract

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

4. Payment

4.1 Basis of Payment

The Contractor will be paid for Work performed pursuant to each approved call-up, on accordance with Annex "B" - Basis of Payment. Canada's total liability to the Contractor under the call-up must not exceed the Total Price specified in the call-up.

4.2 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as Canada requires.

5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010B general conditions.

All terms and conditions stated on the Offeror's timesheets, invoices or other documents shall have no validity or affect for services called up under the Standing Offer. Only the terms and conditions stated herein shall apply.

6. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "F" - Insurance Requirements. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7. SACC Manual Clauses

A7017C	(2008-05-12)	Replacement of Specific Individual
B9028C	(2007-05-25)	Access to Facilities and Equipment
A9062C	(2011-05-16)	Canadian Forces Site Regulations
A9068C	(2010-01-11)	Government Site Regulations
C0711C	(2008-05-12)	Time Verification
C0705C	(2010-01-11)	Discretionary Audit

ANNEX "A"

Requirement

Classifications

For

Temporary Help Services, National Capital Area

Refer to the following website to access the classifications:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/classifications-eng.html>

Annex "B"

Basis of Payment

For the period of the Standing Offer, the Offeror will be paid in accordance with the Basis of Payment specified in each approved call-up, which will be determined in accordance with the following:

The all inclusive fixed hourly rate of the call-up must be the hourly rate set out in the Weekly Price Revision.

The Contractor will be paid the all inclusive fixed hourly rates as follows, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Classification

Classification Level

All Inclusive Fixed Hourly Rate

\$ _____

(to be entered in THS Online System by specified date)

_____ \$ _____

Pre-Authorized Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the _____ (insert "Technical" or "Project" or "Contracting") Authority.

All payments are subject to government audit.

Estimated Cost of Authorized Travel and Living Expenses: \$ ____.

Annex “C”

Generic Security Requirements Check Lists (SRCLs)

See attached document.

Annex "D"

Protocols and Standards For THS Applicable to Identified Users and Suppliers

Lexicon for names; terms and phrases:

Client = Identified User

Federal Department User = Federal Government employee who has access to the THS On-Line System

PWGSC = Standing Offer/Supply Arrangement Authority

Set aside/cancel = Set aside a Standing Offer and/or cancel a Supply Arrangement System = THS On-Line System

Temporary Help = Temporary Help Services

Failure by the Identified User or by SO Holders/Suppliers to follow these protocol and standards could result in the Identified User being removed authority to use the method of supply or the Offeror/Supplier being set aside or suspended for a period of time.

Section I: General Information

1. System Maintenance

Excluding emergency situations, a notice will be posted on the web site informing users of planned maintenance.

2. Disclosure of Information

In the event of a resultant Standing Offer/Supply Arrangement, PWGSC will publish information on the Federal Government Intranet or Internet website. The Offeror/Supplier agrees to the disclosure of the following confidential information contained in its Standing Offer/Supply Arrangement:

- a. the terms and conditions of the Standing Offer/Supply Arrangement;
- b. the Offeror/Supplier's PBN, Offeror/Supplier's name, representative's contact name, address, telephone, fax numbers, and e-mail address;
- c. the weekly firm hourly rate for each approved classification for which the services can be rendered.

The System will also contain additional general information for the Identified Users.

The information contained in the System is available to all persons who have access to the Federal Government Intranet or Internet Website, including but not limited to: the Offeror/Supplier, their resources, agents or servants, and to the accepted Offeror/Supplier identified in the system.

The Offeror/Supplier acknowledges and agrees that it will have no right to claim against Canada, the Minister, the Identified User, their employees, agents or servants, or any of them, in relation to disclosure of the information contained in the system.

3. Closure of Government Offices

Where resources of the Offeror/Supplier are providing services on government premises pursuant to a Call-Up/Contract issued by a Identified User and the said premises become non accessible due to evacuation or closure of government offices, the Offeror/Supplier will be paid for no more than one (1) working week, at the applicable regular rates as shown on the Call-Up/Contract provided that the Offeror/Supplier submits with its invoice a certification, countersigned by the affected resource(s), stating that:

- the Offeror/Supplier has not received any other payment from any other client, including the government, during the period of the closure; and
- the affected resource(s) has (or have) been or will be paid at the rates such resource(s) is (or/are) entitled to be paid have the services been provided as required in the Call-Up/Contract.

Note: There is no guarantee that the same temporary help resource will remain available upon re-opening of Government offices.

Section II: Information for Identified Users

1. Contract Splitting

Treasury Board policy on temporary help services strictly prohibits contract splitting. Contract Splitting is the practice of unnecessarily dividing an aggregate requirement into a number of smaller contracts (assignments) in order to circumvent controls on the duration of assignments or contract approval authorities.

2. Payrolling

Treasury Board policy strictly prohibits payrolling.

Payrolling is the practice by which firms are instructed by Federal Government Departments or Agencies to take on strength specified individuals who are then assigned to provide services to that government Department or Agency under contract.

The THS On-Line System must not be used by Federal Government Departments or Agencies for the purposes of casual, term or permanent staffing arrangements. This includes amending a call-up/contract to accommodate any of the foregoing. The THS On-Line System is to be used by Identified Users for the purpose of issuing call-ups/contracts for THS on behalf of Federal Government Departments or Agencies.

3. Contract Switching at the Temporary Help Resource's Request

The temporary help resource is an employee or sub-contractor of the Offeror/Supplier.

Accordingly, attempts by temporary help resources or Offeror/Supplier to persuade Temporary Help Authorities to change the Offeror/Supplier are inappropriate and will be rejected, and brought to the attention of the Standing Offer/Supply Arrangement Authority.

It is also prohibited for Identified Users to direct an individual to a specific Offeror/Supplier, or negotiate or dictate the pay rates of Offeror/Supplier temporary help resources.

4. Temporary Help Resource Pay Deductions

Under the terms of each Call-up/Contract pursuant to the Standing Offer/Supply Arrangement, the Offeror/Supplier is solely responsible for any and all temporary help resource payments and deductions required to be made respecting Employment Insurance, Worker's Compensation, Income Tax, Canada Pension Plan, or similar government legislated programs, and such other deductions as may be required by applicable provincial or federal legislation. Under no circumstances will a Federal Government Department or Agency assume this responsibility.

5. Cancelling a Call-up (in order to re-issue)

A Federal Department User shall not at any time, cancel a call-up and re-issue the identical call-up for the reason of obtaining a different rate.

6. Staffing Arrangements

A transfer fee will be payable to the Offeror/Supplier by the department of a Federal Department User when the "office" where the THS Resource has been assigned during the call-up/contract period hires the resource (without competition) either on a casual, term or indeterminate basis, prior to the passage of up to 20 calendar weeks measured from the start of services under the call-up against the THS Standing Offer or contract under the Supply Arrangement. Fees will also be payable if the resource is hired to work in the same office, regardless of new duties. 'Office' is interpreted herein as an organization in a department under the supervision of a Director General or equivalent. Where there is no DG or equivalent level, the next highest rank is applicable.

Note:

- Transfer fees will not be paid at any time following the 20 week period after the start of services under a call-up/or contract.
- Transfer fees do not apply in cases where the resource was staffed using an open and competitive staffing process.

The following schedule applies when determining the calculated transfer fee that must be paid to the Offeror/Supplier:

- Greater than 18 and up to 20 weeks from the start of services: a transfer fee based on 2% of the annualized salary offered to the THS Resource;
- Greater than 16 and up to 18 weeks from the start of services: a transfer fee based on 4% of the annualized salary offered to the THS Resource;
- Greater than 14 and up to 16 weeks from the start of services: a transfer fee based on 6% of the annualized salary offered to the THS Resource;
- Greater than 12 and up to 14 weeks from the start of services: a transfer fee based on 8% of the annualized salary offered to the temporary help resource;
- Greater than 10 and up to 12 weeks from the start of services: a transfer fee based on 10% of the annualized salary offered to the THS Resource;
- Greater than 8 and up to 10 weeks from the start of services: a transfer fee based on 12% of the annualized salary offered to the THS Resource;
- Greater than 6 and up to 8 weeks from the start of services: a transfer fee based on 14% of the annualized salary offered to the THS Resource;

- Greater than 4 and up to 6 weeks from the start of services: a transfer fee based on 16% of the annualized salary offered to the THS Resource;
- Greater than 2 and up to 4 weeks from the start of services: a transfer fee based on 18% the annualized salary offered to the THS Resource;
- 0 to 2 weeks from the start of services: a transfer fee based on 20% of the annualized salary offered to the THS Resource.

For the purposes of this clause, annualized salary offered to the THS Resource means the starting annual salary of the position offered by the department to the THS Resource in effect at the time of the offer. This does not include any subsequent performance / incentive pay, bilingual bonus, collective agreement increases or other increases that may occur.

For example, a THS resource being offered a casual, term or indeterminate employment starting at level 1 increment-PG 2 salary would have an annualized salary of \$50,502. Where the position is instead based on an hourly rate, then this hourly rate would be annualized, multiplied by 1950 (7.5 hour day), and further multiplied by the appropriate transfer fee percentage. (e.g. \$18.00/hour x 1950 hours = \$35,100 and if hired at the 5 week mark $\$35,100 \times 16\% = \$5,616$ transfer fee).

7. Name Referral

This is the practice of requesting the temporary help services of a specific individual.

Name Referral is acceptable only under Standing Offer component and only after the supplier has been selected in accordance with the steps for selecting a supplier.

For example, after a search result under the Standing Offer component of the THS On-Line System, if the Supplier with the lowest rate has confirmed availability of a resource or resources that meet the Federal Department User's requirement (i.e. no names have been stated by the Federal Department User) and the Supplier has been selected in accordance with the steps for selecting a Supplier, the Federal Department User can then ask for a specific resource. If the Supplier cannot provide the specific resource, this does not allow the Federal Department User to move forward to the next Supplier, i.e. by-pass a Supplier.

8. Classification and Classification Level Switching

It is prohibited for the Offeror/Supplier or their resources to upgrade the requirements of a specific call-up/contract. Offeror/Supplier must provide a resource that meets both the classification and classification level requested by the Identified User.

For example, if an Identified User requests an Intermediate Clerk, the Offeror/Supplier will not provide a Senior Clerk in place of an Intermediate Clerk. If a Offeror/Supplier is unable to provide the resource requested by the Identified User, the Identified User will send a request to other Offeror/Supplier, until a suitable resource is found, that matches the classification and level that was initially requested.

9. Employer/Employee Relationships

Identified Users must ensure that any call up/contract under the SO/SA, and the conduct of the parties during contract performance, does not result in the establishment of an employer-employee relationship between the temporary help resource and Canada. Should there be any uncertainty; the contract should be signed at a level more senior than the individual who would normally approve the initial entry into the contract.

For guidance in assessing an employer-employee relationship, consult the CRA publication RC 4110 Employee or Self-Employed <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/> and seek legal advice.

It is ultimately the responsibility of the Identified User to ensure that Call-ups/Contracts do not create employer-employee relationships.

10. Classifications

The list of classifications contains detailed information for each classification. Identified users must provide information on the duties and tasks to be performed. This will allow the Offeror/Supplier firms' counselors to match the needs of a specific job/task with the skills and experience of available temporary help employees. Disputes in this area are to be addressed to the Standing Offer/Supply Arrangement Authority named herein.

11. Notice

Despite the stated minimum of two (2) days' notice required, Designated Users should provide as much advance notice as possible; normally five (5) calendar days notice will result in a more thorough review for the "best-qualified" temporary help resources.

12. Resumes & Interviews

For Streams 1 to 3, interviews and resumes may not be required by the Identified User, however, if the Identified User chooses to request interviews for these classifications (under Streams 1 to 3), the Identified User will be charged four (4) hours at the hourly rate of the candidate, for each interview. Identified users are to issue a separate call-up/contract document for these interviews. NOTE: Telephone interviews are encouraged, as the four (4) hours charge will then not be applicable. To ensure that the chosen resource will remain available to you, please contact the company as soon as possible when a decision is made.

For Streams 4 and 5 (all classifications under Streams 4 and 5), Identified users are entitled to one (1) interview for up to three (3) candidates at no charge, and may request resumes or work samples.

13. Quality Control

All services are to be performed to the complete satisfaction of the Identified User and are subject to his/her acceptance. Identified Users are asked to provide PWGSC with a Client Satisfaction Report as needed. In the report, Identified Users should provide information on both satisfactory Offeror/Supplier, which provide high quality services, and unsatisfactory Offeror/Supplier which consistently are unable to supply resources as well as instances where less than satisfactory, including cases where resources were rejected because of unsatisfactory performance.

In addition, Identified users are to report the following situations to PWGSC:

- If the Offeror/Supplier repeatedly cannot provide a resource that meets the classification requirements requested by the Identified User; or
- If the Offeror/Supplier provides poor service or unqualified temporary help resources; or
- Any other situation where any Offeror/Supplier contravenes the terms and conditions of the SO/SA.

Identified Users should report inefficiencies, extensive absenteeism, or inability to perform assigned duties on the part of the temporary help resources immediately to the Temporary Help Authority. If the issue cannot be resolved by the Temporary Help Authority and Offeror/Supplier, the Identified User should contact the Standing Offer/Supply Arrangement Authority for

assistance. Such notification will provide the Standing Offer/Supply Arrangement Authority with an opportunity to take any further corrective action that may be required under the circumstances.

14. Family Day

Family Day is observed as a public (or statutory) holiday in the province of Ontario and is held every year on the third Monday of February. This is an Ontario provincial holiday that the Federal Government of Canada has not adopted and, as a result, all Users of THS are reminded that it is the right of the Supplier to decide if their THS resource will or will not work on "Family Day".

If a THS resource reports to work on that day, THS Suppliers will be paid at the regular contract rate, as the THS Standing Offers and Supply Arrangements do not provide for premiums to be paid to Suppliers for work on statutory holidays. Because of this, Supplier agreement is necessary before the resource reports to work on "Family Day".

If a THS resource does not report into work on that day, Suppliers will not be entitled to invoice the Federal Department/Agency for that day as no services were provided.

The THS Federal Department User (FDU) requires agreement from the Suppliers that they will only charge the regular contract rate if they agree to have the resource work. If the Supplier states that the FDU will pay the resource 1.5X the rate in order for that resource to show up at work then FDU should say no and resource won't work.

15. Overtime

Overtime must be discussed between the Federal Department User and the Offeror/Supplier and must be pre-approved. Whenever there is overtime work performed, the contractor will be paid using overtime rate indicated by the Supplier to the Federal Department User. Overtime is regulated by provincial legislation and is therefore calculated based on where the work is performed.

- For the province of Ontario, overtime is payable for time worked in excess of 44 hours in a week .
- For the province of Quebec, overtime is payable for time worked in excess of 40 hours in a week .

16 Resource Resumes

In response to situations of falsified résumés, or portions thereof, an assessment process will be implemented to establish the procedures that PWGSC will use to investigate challenges of falsified information. The punitive measure that will result from a validated situation of a falsified résumé, or portions thereof, will be automatic suspension of the Supplier from the THS On-Line System.

17. Written Consent

Offerors will be required to submit with each response to a Request for Availability a copy of the written agreement from the resource covering the availability of the resource for the full duration of the proposed call-up.

Federal Government Department users will need to track the name of the temporary help resource. Where it is found that a temporary help resource bid by the company with the Right of First Refusal, and who had provided his/her written consent to be bid by that company for a specific requirement, subsequently advises unavailability for the assignment, then that resource will not be considered a valid proposal from any other bidder.

18. Security Clearances of Resources

With respect to security clearances of resources, Suppliers are reminded that the Security Clearance Global Release Option form is not to be completed (populated) by Suppliers nor is the form to be used to restrict the mobility of a resource.

Section III: Information for Offeror/Supplier

1. Code Of Ethics & Standards of Offeror/Supplier

The Offeror/Supplier must observe the highest principles of integrity, professionalism and fair practice in dealing with Identified Users, candidates, employees and all regulatory authorities; and will respect the confidentiality of records in accordance with law and good business practices.

The Offeror/Supplier must provide leadership in the adherence to both the spirit and letter of all applicable human rights, employment laws and regulations. The Offeror/Supplier must treat all candidates and employees without prejudice and must not accept an order from any client that is discriminatory in any way.

The Offeror/Supplier must take all reasonable steps to provide Identified Users with accurate information on each candidate's employment qualifications and experience; and shall only present those candidates who have given them written authorization to represent their application for employment.

The Offeror/Supplier must supply candidates and employees with complete and accurate information as provided by the client, regarding terms of employment, job descriptions and workplace conditions.

The Offeror/Supplier must not recruit, encourage or entice a candidate whom it has previously placed to leave the employ of its client, nor must it encourage or coerce an individual to leave any temporary assignment before the stated completion date.

The Offeror/Supplier must not restrict the right of a candidate or employee to accept employment of their choice.

The Offeror/Supplier must maintain the highest standards of integrity in all forms of advertising, communications and solicitations.

The Offeror/Supplier must ensure that its Identified Users, candidates and employees are aware of its duty to abide by this Code of Ethics & Standards and such supporting policies and guidelines.

2. Services

The Offeror/Supplier must provide services in accordance with the terms and conditions of the Standing Offer/Supply Arrangement (no other conditions are applicable).

The Offeror/Supplier will as a result of a request for call-up or Request for Proposal:

- i. Review its inventory of temporary help resources in the specified area to identify all resources possessing the basic skills (including skill testing).
- ii. Review the experience and previous performance of temporary help resources and match with the job/task description provided by the Identified User.
- iii. Contact the proposed temporary help resource to verify his/her willingness/ability to accept assignment and obtain the written consent of the temporary help resource prior to

submitting his/her name in response to a Request for Availability or Request for Services under the THS On-Line System.

- iv. Propose an hourly rate that matches the WPR rate of the given classification and level of expertise in the case of call-up against the Standing Offer.

If a temporary help resource is found to be unsuitable and the Offeror/Supplier is notified within four (4) hours from the commencement of the start of his/her service, Canada will not be liable for payment to the Offeror/Supplier for that period.

If the Offeror/Supplier provides poor service or unqualified temporary help resources, Identified Users will contact the Standing Offer/Supply Arrangement Authority with details and the Offeror/Supplier will be notified. Three (3) separate complaints may result in the removal of the Offeror/Supplier from the Temporary Help Services (THS) System.

3. Workplace Hazardous Materials Information System (WHMIS)

Stream 3 Offeror/Supplier are responsible for basic WHMIS training and for basic protective gear such as steel toe boots and a hard hat, as stipulated in applicable classifications; any training requirements and protective equipment specific to the workplace, shall be responsibility of the client. Stream 3 Offeror/Supplier must refer to each classification descriptions for a complete list of requirements.

4. Time Worked

The Offeror/Supplier will only be paid for actual time worked that has been pre-approved by the Identified user.

See below for the nature of information required on time sheets:

- Week starting / ending:
- From / To:
- Classification and Level:
- THS Supplier:
- Name of THS Resource:
- Call up/Contract Number:
- Hourly Rate:
- Over Time (Pre-approved):
- Daily Total Reg. + O.T. =
- Weekly total:
- Sun.
- Sat.
- Fri.
- Thu.
- Wed.
- Tues.
- Mon.

THS resource's Signature: _____

Client Representative: _____

Date: _____

Payment will be made for hours actually worked in accordance with Basis of Payment in the Call-up/Contract. Canada will not accept any charges for statutory holidays or annual leave or sick leave incurred by the Offeror/Supplier as a consequence of satisfying the terms of the resulting Call-up/contract.

The Identified User will validate the hours actually worked by the temporary help resource by signing this schedule. Electronic communication will be acceptable where authorized by departments.

Temporary Help Services resources must submit this signed Hourly Schedule to its employer, the Offeror/Supplier.

5. Compliance

It is imperative that the Offeror/Supplier report to PWGSC within fifteen (15) days, any changes that could affect its compliance with the terms and conditions of the resulting Standing Offer/Supply Arrangement. Failure to do so could result in the Standing Offer being set aside or the Supply Arrangement cancelled.

6. Reinstatement Process

This section entitled "Reinstatement Process" pertains actions related to the contents of the document entitled "Protocol and Standards for the THS On-Line System Applicable to Federal Department Users and Suppliers", e.g. item 2 above addresses the services provided by an SO/SA Holder and the action that could result relating to poor service. The contents of item 6, hereunder, provides further information on actions that may be taken by PWGSC and the approach to be followed for setting aside a Standing Offer or canceling a Supply Arrangement.

Standing Offers/Supply Arrangement will be set aside/cancel and Call-ups/Contracts may be terminated for default if the Offeror/Supplier does not correct any deficiencies to the satisfaction of PWGSC in the allotted three (3) month period. PWGSC will take the following steps:

- i. a notice will be sent to the Offeror/Supplier stating the deficiencies and allow a minimum of three (3) months to correct the situation. At the discretion of the SO/SA Authority a longer period may be granted depending on the gravity of the deficiencies;
- ii. after this period, should the situation not be corrected to the Standing Offer/Supply Arrangement Authority's satisfaction, the SO/SA will be set aside/cancel. The SO/SA Authority will notify the Identified Users to stop placing call-ups/contracts with this SO Holder/Supplier until otherwise notified;
- iii. depending on the degree to which the criteria have not been met, PWGSC may require, at its discretion, a detailed list of all call-ups/contracts with the name of the Identified User, the contact person and the telephone number. Depending on the case, the contracting authority may terminate any call-ups/contracts if warranted; and
- iv. when the SO/SA is set aside/cancel, after a one (1) year period and at the SO Holder/Supplier's written demonstration that problems have been corrected, PWGSC may review the situation (and may include a Facility Inspection) with view to SO Holder/Supplier to be able to re-submit a Technical Offer if the period of the Standing Offer/Supply Arrangement has not expired (to Date, Month and Year).

7. Commercial Office

The Offeror/ Supplier must occupy and maintain, at the time of the offer and during the lifetime of any resulting Standing Offer/Supply Arrangement for Temporary Help Services, a fully operational permanent commercial office open during normal business hours (7-1/2 hrs per day, Monday to Friday) with a minimum staff of two (2) full time primary contacts, one of which must be able to offer services in both official languages, dedicated to the supply of THS to Identified users and with four (4) hours response time to Identified user departments. The Offeror/Supplier must provide the address of its commercial office as well as the name of its two full time primary contacts and indicate which employee can offer the services in both official languages.

8. Written Consent

Suppliers will be required to submit with each response to a Request for Availability a copy of the written agreement from the resource covering the availability of the resource for the full duration of the proposed call-up.

Federal Government Department users, will need to track the name of the temporary help resource. Where it is found that a temporary help resource bid by the company with the Right of First Refusal, and who had provided his/her written consent to be bid by that company for a specific requirement, subsequently advises unavailability for the assignment, then that resource will not be considered a valid proposal from any other bidder.

9. Security Clearances of Resources

With respect to security clearances of resources, Suppliers are reminded that the Security Clearance Global Release Option form is not to be completed (populated) by Suppliers nor is the form to be used to restrict the mobility of a resource.

10. Resource Resumes

In response to situations of falsified résumés, or portions thereof, an assessment process will be implemented to establish the procedures that PWGSC will use to investigate challenges of falsified information. The punitive measure that will result from a validated situation of a falsified résumé, or portions thereof, will be automatic suspension of the Supplier from the THS On-Line System. Protocol and Standards for THS Applicable to Identified Users and Suppliers, can be updated from time to time and such modification will be posted on the THS website.

Protocol and Standards for THS Applicable to Identified Users and Suppliers, can be updated from time to time and such modification will be posted on the THS website.

Annex "E"

Basic Standards for Testing the Office Support Classifications (Stream 1)

1. Provision of Examinations

Standardized examinations must be provided for the assessment of the qualifications in the Classification and as a minimum, Offerors must have available the following four types of examinations for the selection and classification of its resources. Public Service testing will be accepted where appropriate and relevant to the Federal Department Users requirements.

1.1 Keyboarding Examinations

Keyboarding examinations **must** be available separately in English and French to evaluate the following:

- a) Keyboarding skill in English or French or English and French at a speed of at least 40 words per minute with not more than 5 percent error rate,
- b) Keyboarding skill in English or French or English and French, at a speed of at least 25 words per minute with not more than a 3 percent error rate.

1.2 Grammar, Spelling and Punctuation Proficiency Tests

A good knowledge of the fundamental rules of grammar, spelling and punctuation is normally required.

1.3 Clerical Ability

These examinations, generally administered in the candidates' official language, are designed to assess basic abilities required in satisfactorily carrying out office duties. Although the number and types of abilities measured may vary from one examination to another, a clerical test should normally contain a series of sub-tests designed to evaluate:

- a) filing ability,
- b) coding ability,
- c) checking ability,
- d) arithmetic ability.

1.4 Commonly Used Software

Testing of commonly used software such as Word, WordPerfect, Excel, Powerpoint, depending on the candidate's abilities and desired classification **must** be performed by the Offeror.

2. Identification of Examinations

Where the Offeror develops their own examinations, either with staff trained or experienced in test development or with assistance from outside consultants, such examinations **must** be consistent with the standards set out herein.

A number of commercial tests also exist which meet the minimal requirements outlined below.

3. Administration of Examinations

The Offeror must ensure that individuals responsible for administering these various examinations possess adequate training and experience to carry out this function. The task of administering an examination to one or more individuals cannot be carried out without preparation; it requires a good knowledge of the examination itself and the conditions of test administration.

The Offeror must ensure that the individual assigned to administer these examinations is completely familiar with the oral and written instructions that are to be given to the candidates. The Offeror must ensure that the test administrator periodically verifies that all test equipment is in good working condition and ensure that general test conditions permit candidates to perform at their best (e.g. that there is adequate lighting, sufficient work space, a quiet environment, and accommodation of any special needs a candidate may have.)

3.1 Time Limits

The Offeror must rigorously apply and adhere to time limits, if applicable, established for examinations or examination sections.

It is strongly recommended that the test administrator ensure the accurate timing of the various sections of the ability tests.

3.2 Examination Scoring

The Offeror must score skill examinations according to precise guidelines and procedures outlined in a clear scoring guide or manual.

The Offeror must ensure that test scorers have adequate training and experience in the scoring of skill examinations and are completely familiar with the scoring guidelines provided for each examination.

Scores for each ability must be totalled for each section of the examination and/or for the examination as a whole.

3.3 Security of Examination Material

All examination material which may include answers, tests and manuals must be securely stored. Only those individuals responsible for administering and/or scoring examinations should have access to examination material.

4. Examination Specifications

4.1 Keyboarding Examinations

- a) Two equivalent versions in each language must be available for the assessment of the skills listed in section 1. above, that is two parallel forms of the French keyboarding test and two parallel forms of the English keyboarding test.
- b) The equivalency of the two forms of the examination will be determined by an evaluation of the following two factors:
 - stroke intensity
 - syllabic intensity
- c) Each equivalent form must comprise the following:

a page of general instructions preceding the test,
 a practice keyboarding text of approximately 150 words (3 to 5 minutes),
 a first examination text of 1,350 to 1,550 strokes in narrative format (that is not containing numbers or symbols) with a time limit of 5 minutes,
 a second examination text of 1,350 to 1,550 strokes in narrative of 5 minutes duration.

- d) For each keyboarding text the mean number of strokes per dictionary word must fall between 5.90 and 6.10. The average stroke intensity may be calculated by dividing the total number of key-strokes in the keyboarding text by the total number of words.
- e) The syllabic intensity of each keyboarding text must fall between 1.45 and 1.55. The average syllabic intensity can be calculated by dividing the total number of syllables by the total number of words in the text.
- f) At the completion of the examination the candidates will be asked to decide which of the two examination texts typed they wish to be scored. Only the one text designated by them will be scored.
- g) The scoring of the examination must take into account the two criteria below:
 - the speed in number of words typed per minute, determined by dividing the total number of keyboarding strokes by 25,
 - accuracy by percentage of errors, determined by dividing the number of errors by the total number of words typed.
- h) The pass mark required on the keyboarding examination is either:
 - a speed of 40 words per minute with no more than 5% error
 - a speed of 25 words per minute with no more than 3% error
- i) To be fully qualified each candidate must be able to meet the criterion for both speed and accuracy. Failure on either one or the other of these criteria will result in a failure on the examination.
- j) In the case of a failure the candidate may be re-tested within a reasonable time. However in this case a different form of the examination must be used and the examination administered under the same conditions as in the first test session.

4.2 Grammar, Spelling and Punctuation Tests

- a) An examination of grammar, spelling and punctuation must be available in each official language to evaluate the knowledge qualifications, that is a separate English and a separate French test of grammar, spelling and punctuation.
- b) The examination must be able to provide a reliable measure of fundamental rules of grammar, spelling and punctuation at the tenth grade level.
- c) The examination and related material (i.e. answer sheet, administration and technical manual) must be accompanied by appropriate normative data, based on one or more properly identified norm groups. Among these may be 10th grade students, applicants to clerical positions or incumbents.
- d) The pass mark on the examination must be established according to appropriate norm group data. When this data is expressed in terms of percentiles, it is recommended that the pass mark be established at the 40th percentile.

- e) A candidate who has failed the examination may be tested again within a reasonable time.
- f) The raw scores obtained on this examination (including scores obtained on each sub-test of the examination) together with data recorded on the candidates must be filed systematically and maintained.

4.3 Clerical Ability Tests

- a) An examination of clerical abilities must be available in each official language to evaluate the qualifications.
- b) The examination must provide a reliable and valid measure of abilities judged necessary to successful office work:
 - speed and accuracy in activities related to filling, coding and checking of numerical and/or alphabetical material, and
 - arithmetic abilities.
- c) The examination and related material (that is answer sheet, administration and technical manual) must be accompanied by appropriate normative data based on one or more carefully identified reference groups. Among these may be students and incumbents of clerical positions.
- d) The pass mark for the examination must be based on the normative data available. When this data is expressed in terms of percentiles for female and male subjects separately, it is recommended that a pass mark corresponding to the 40th percentile for each normative group be established.
- e) A candidate who has failed the examination may be tested again within a reasonable time.
- f) The raw scores obtained on this examination (including scores obtained on each sub-test of the examination) together with data recorded on the candidates must be filed systematically and maintained.

Annex “F” Insurance

Requirements

1. Commercial General Liability (CGL)
 - 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer and any resulting Call-up, in an amount usual for a Call-up of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
 - 1.2 For every Call-up resulting from the Standing Offer, the Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Offeror's performance of the Call-up. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Call-up, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority and the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Call-up.

- (l) Owners' or Contractor's Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Errors and Omissions Endorsements

The following applies to Offerors in Streams 4 and 5.

- 2.1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Call-up, in an amount usual for a call-up of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2.2. For every Call-up resulting from the Standing Offer for services in Streams 4 and 5, the Errors and Omissions Liability policy must include the following:
 - a) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Call-up.
 - b) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority and the Contracting Authority thirty (30) days written notice of cancellation.

Annex “G”

THS Quarterly Usage Reporting

Refer to the following website to access information concerning quarterly usage reporting:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/ocannexd-soannexd-eng.html>

This document can be updated from time to time.

Annex “H
Temporary Help Services Form
For
Request for Availability of THS resources for a resulting Call-up

Refer to the THS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/index-eng.html>
This document can be updated from time to time.

Annex "C"

Generic Security Requirements Check Lists (SRCLs)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E602N-110002/SO1

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		2. Branch or Directorate / Direction générale ou Direction PSBD/Acquisitions	
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 A Request for Standing Offer to provision Temporary Help Services (THS) for the National Capital Area (NCA).			
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 type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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"/>	
Not releasable À ne pas diffuser <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 NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input 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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
RILEY, STEPHANIE	SUPPLY SPECIALIST	
Telephone No. - N° de téléphone 819-956-1678	Facsimile No. - N° de télécopieur 819-997-2229	E-mail address - Adresse courriel stephanie.riley@tpsgc-pwgsc.gc.ca
		Date 2012/03/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Charron, Annick	SO	Annick Charron
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca
		Date March 20, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Roxanne Antille Contract Security Officer, Contract Security Division Roxanne.Antille@tpsgc-pwgsc.gc.ca		
Telephone No. - N° de téléphone 819-957-6169	Facsimile No. - N° de télécopieur 819-954-4171	E-mail address - Adresse courriel
		Date Mar 21/12



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E80ZN-110002/SO2

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PSBD/Acquisitions	
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 A Request for Standing Offer to provision Temporary Help Services (THS) for the National Capital Area (NCA).				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No Non	<input checked="" 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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input 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"/>
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 <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>		PROTECTED 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 SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		NATO COSMIC TOP SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		NATO COSMIC TRÈS SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>				TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO2

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

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

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

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input 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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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 ☐ Yes
Non 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 ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Contract Number / Numéro du contrat

E80ZN-110002/SO2

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
RILEY, STEPHANIE	SUPPLY SPECIALIST	<i>S. Riley</i>
Telephone No. - N° de téléphone 819-956-1578	Facsimile No. - N° de télécopieur 819-997-2229	E-mail address - Adresse courriel stephanie.riley@tpsgc-pwgsc.gc.ca
		Date 2012/02/10

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Charron, Annick	SO	<i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca
		Date Feb 14, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? *plgsc.gc.ca* ☐ No ☐ Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Roxanne Antille	Contract Security Officer, Contract Security Division	<i>Roxanne Antille</i>
Telephone No. - N° de téléphone Tel/Tél - 613-957-6168	Facsimile No. - N° de télécopieur Fax/Télec - 613-954-4171	E-mail address - Adresse courriel
		Date Feb 16/12



Government
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Gouvernement
du Canada

Contract Number / Numéro du contrat

E802N-110002/SO3

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PSBD/Acquisitions
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 A Request for Standing Offer to provision Temporary Help Services (THS) for the National Capital Area (NCA).			
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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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 NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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 checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" 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
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO3

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO3

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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support IT																
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO3

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
RILEY, STEPHANIE	SUPPLY SPECIALIST	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
819-958-1678	819-997-2229	stephanie.riley@tpsgc-pwgsc.gc.ca
Date		2012/02/10

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
CHARROW, Annick	SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
819-956-0615	819-934-1449	annick.charrow@tpsgc-pwgsc.gc.ca
Date		Feb 14, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☒ Yes ☐ No
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ Oui ☐ Non

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date		

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Roxanne Antille Contract Security Officer, Contract Security Division Roxanne.Antille@tpsgc-pwgsc.gc.ca		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Tel/Tél: 615-957-6168 / Fax/Téléc: 615-954-4771		
Date		Feb 16/12



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E80ZN-110002/SO4

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		2. Branch or Directorate / Direction générale ou Direction Public Works and Government Services Canada PSBID/Acquisitions	
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 A Request for Standing Offer to provision Temporary Help Services (THS) for the National Capital Area (NCA).			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
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 / NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
		SECRET / SECRET <input type="checkbox"/>	
		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government
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Contract Number / Numéro du contrat

E60ZN-110002/SO4

Security Classification / Classification de sécurité
UNCLASSIFIED

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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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

Document Number / Numéro du document:

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

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL
CONFIDENTIEL

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☒ SECRET
SECRET

☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

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

☒ No ☐ Yes
Non Oui

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO4

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 CONFIDENTIEL	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 ☐ Yes
Non 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 ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E60ZN-110002/SO4

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) RILEY, STEPHANIE		Title - Titre SUPPLY SPECIALIST	Signature <i>Stephanie Riley</i>
Telephone No. - N° de téléphone 819-956-1678	Facsimile No. - N° de télécopieur 819-997-2229	E-mail address - Adresse courriel stephanie.riley@tpsgc-pwgscc.gc.ca	Date 2012/02/10

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) CHARRON, ANNICK		Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel Annick.Charron@tpsgc-pwgscc.gc.ca	Date Feb 14, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement



Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Roxanne Antille Contract Security Officer, Contract Security Division		Title - Titre	Signature <i>Roxanne Antille</i>
Telephone No. - N° de téléphone Roxanne.Antille@tpsgc-pwgscc.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Feb 16/12

Tel/Tél - 613-957-6168 / Fax/Télec - 613-954-4171

THIS RFSO TECHNICAL RESPONSE TEMPLATE SHOULD BE COMPLETED BY THE OFFEROR AND ACCOMPANY YOUR BID. TO ASSIST PWGSC IN COMPLETING THE EVALUATION OF THE TECHNICAL PROPOSALS - YOU SHOULD NOT MOVE, DELETE OR ALTER ROWS OR COLUMNS.

	Public Works and Government Services Canada	Travaux publics et Services gouvernementaux Canada	
Table of Contents			
Title:	Attachment 1 to Part 3- RFSO Technical Response Template		
Solicitation Number:	E60ZN-110002/F		
Offeror Legal Name:			
Offeror Operating Name:			
Date of Offer:			
Cover Page			
Offeror Profile			