

**REQUEST FOR SUPPLY ARRANGEMENT (RFSA)**

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

Part 1	General Information: provides a general description of the requirement;
Part 2	Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
Part 3	Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement 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 arrangement, the security requirement, if applicable, and the basis of selection;
Part 5	Certifications: includes the certifications to be provided; and
Part 6	6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:  6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;  6B, includes the instructions for the bid solicitation process within the scope of the SA;  6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Attachments include:

Attachment 1 to Part 3 – RFSA 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

### **2. Summary**

(i) Public Works and Government Services Canada (PWGSC) invites interested Suppliers to respond to the Request for Supply Arrangements (RFSA) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when required" basis.

This solicitation is an opportunity for:

- Suppliers who have a Supply Arrangement issued under RFSA no. EN578-060502/F and/or EN578-060502/G and/or EN578-060502/H but did not submit under EN578-060502/I to submit a new arrangement to qualify to provide services described in the Supply Arrangement.

- Suppliers who have a Supply Arrangement issued under RFSA no. EN578-060502/I to submit a new arrangement to qualify for additional classifications, streams and/or sub-streams to be added to its Supply Arrangement; and
- New Suppliers for THS in the NCA to submit an arrangement to qualify to provide the services described in the Supply Arrangement.

This solicitation will also provide an opportunity for Suppliers who are issued a SA under this solicitation (RFSA no. EN578-060502/K) to qualify for additional classifications, streams and/or sub-streams to be added to its Supply Arrangement.

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 RFSA 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 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Supply Arrangement.
- (v) The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.
- (vi) The resulting SAs 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 contract may require that the Work be performed in one or the other of Canada's Official Languages.
- (ix) A permanent notice has been posted on the Government Electronic Tendering Service (GETS) for the duration of the Supply Arrangement period to allow new suppliers to become qualified. Existing qualified suppliers who have been issued a supply arrangement as a result of RFSA no. EN578-060502/I, are not required to submit a new arrangement 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 2008, Suppliers must submit a complete list of names of all individuals who are currently directors of the Supplier. 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.

- (xi) As long as the permanent notice for this RFSA remain posted on GETS, Supply Arrangements will be issued to all suppliers that meet the qualification requirements of this RFSA.

### **3. Security Requirement**

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

### **4. Canadian Content**

The services covered by the Supply Arrangement 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 supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements 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.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. The manual is available on the PWGSC website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2016-04-04) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: two hundred and twenty (220) days

#### **1.1 SACC Manual Clauses**

S0030T (2011-05-16) Financial Viability

#### **1.2 Set-aside for Aboriginal Business**

- a) This procurement or in part, may be set aside as 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, Suppliers must complete and sign the Aboriginal Business Certification in Part 5—Certifications.
- b) By executing the certification, the Supplier warrants that it is an Aboriginal business as defined in the Set-aside Program for Aboriginal Business.

### **2. Submission of Arrangements**

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

Due to the nature of the Request for Supply Arrangements, transmission of Arrangements by facsimile or by electronic mail to PWGSC will not be accepted.

### **3. Former Public Servant – Notification**

Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful supplier, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts

### **4. Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Human Resources and Skills Development Canada (HRSDC) – Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further



information on the Federal Contractors Program (FCP) for employment equity can be found on HRDCS-Labour's website

## **5. Enquiries - Request for Supply Arrangements**

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

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## 6. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the Supply Arrangement must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their Arrangement, 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 Suppliers.

## 7. On-going Opportunity for Qualification

A notice will be posted on the GETS for the duration of the Supply Arrangement Period to allow new suppliers to become qualified and to allow existing suppliers, who have been issued a supply arrangement to qualify for classifications, streams and/or sub-streams for which they are not already pre-qualified. No existing Supplier will be removed from the qualified supplier list because of the addition of new Suppliers. Canada reserves the right to issue supply arrangements to suppliers who qualify throughout the entire period of the Supply Arrangement..

### 7.1 Cycles for Qualification

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

### 7.2 RFSA 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 suppliers 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

### 7.3 Failure to Qualify:

Canada will notify all suppliers that fail to qualify and identify the reason their proposal has been declared non-responsive. From the time a notice is sent to a supplier, the supplier 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 Supplier wishes to qualify. Provided the Supplier, advises PWGSC, within such period, that it now considers its proposal complete, PWGSC will conduct the re-evaluation in accordance with the RFSA Schedule of Cycles for Qualification subject to all provisions of the RFSA.

### 7.4 Certification Component:

The RFSA On-going Opportunity for Qualification will require both new and Existing Suppliers to submit new certifications.

### **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

#### **1. Arrangement Preparation Instructions**

##### **1.1 Canada requests that suppliers provide the arrangement as follows:**

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

Section II: Certifications – two (2) hard copies

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

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

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

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, suppliers 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 Arrangement**

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Certifications**

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

### **2. Technical Response Template**

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

Electronic File Name: RFSA Technical Response Template.xls

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

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

### **3. Multiple Arrangements**

A legal entity can only submit: (i) one arrangement from the legal entity alone, or (ii) one arrangement from the legal entity and one arrangement 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 arrangement must be a physically separate document. Each arrangement will be evaluated independently without regard to other arrangements submitted and, therefore, every arrangement must be complete. If a legal entity participates in more arrangements than permitted under (i) or (ii), Canada may require the legal entity to inform Canada as to which of its arrangements it wishes to withdraw.

**Attachment 1 to Part 3**  
**RFSA Technical Response Template**

See attached document.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

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

### **2. Basis of Selection**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory evaluation criteria to be declared responsive.

### **3. Security Requirement**

3.1 Before issuance of a supply arrangement, the following conditions must be met:

- (a) The Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement.
- ~~3.2~~ Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
- 3.3. For additional information on security requirements, suppliers should consult the "[Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html)" (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) document on the "Departmental Standard Procurement Documents" Website.
- 3.4 Various requirements procured under the SA may be subject to security requirements. Annex C - Generic Security Requirements Check Lists (SRCLs) of this solicitation includes 4 generic Security Requirement Check Lists (SRCLs), which PWGSC anticipates will satisfy most security requirements associated with individual Contracts issued under the Supply Arrangement.
- 3.5 All Suppliers should indicate their security clearance level using the available electronic RFSA Technical Response Template.
- 3.6 Joint Venture (JV):

Each member of a JV Supplier must satisfy the requirements described in the resulting SA Article entitled "Security Requirement". For any given Contract, the highest level of corporate security attainable by such a JV Supplier 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 RFP relating to that particular Contract. For example, a JV with 5 members is comprised of 4 members holding a valid Facility Security Clearance (FSC) at the Secret level and 1 member holding a valid Designated Organizational Screening (DOS) level. The highest corporate security level for which the JV would be considered under this SA framework would be DOS until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the Secret level, as issued by CISD.

#### **4. Insurance Requirements**

4.1 Before issuance of a supply arrangement, the following conditions must be met:

a) The Supplier must comply with the insurance requirements specified in Annex "F" – Insurance Requirements. The Supplier must maintain the required insurance coverage for the duration of the Supply Arrangement and any resulting Contract. Compliance with the insurance requirements does not release the Supplier from or reduce its liability under the SA or any resulting Contract.

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

b) The Supplier must provide 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 Suppliers must, if requested by the Supply Arrangement Authority, forward to Canada a certified true copy of all applicable insurance policies.

If the Certificate of Insurance is not provided in the arrangement, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority within that time period will render the arrangement non-responsive.

#### **5. Financial Viability**

SACC Manual clause S0030T (2014-11-27) Financial Viability

## **Attachment 1 to Part 4**

### **Mandatory Evaluation Criteria**

1. The Supplier must provide the information specified below in this Attachment. Suppliers should complete Attachment 1 to Part 3 -RFSA Technical Response Template.

2. For M1, M2A, M2B, M2C and M3, if the Supplier submits an offer in response to Request for Standing Offer No. E60ZN-110002/G, the Supplier may include the same information in its arrangement by incorporating this information by reference. In order for Canada to consider the referenced information, the Supplier must clearly identify the information and provide the page number(s) where the information is included in the offer.

3. The Supplier must identify in its arrangement the classifications, streams or sub-streams it wishes to supply.

By submitting an arrangement, the Supplier 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 Supply Arrangement terms and conditions identified in this solicitation if a supply arrangement 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 named:

- 1) THS Classification 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 supplier, a member of a joint venture with the supplier or any other entity that does not deal at arm's length with the supplier.

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 supplier 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 a Supplier 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 arrangement for a stream.

#### **Temporary Help Resource Placements**

- Permanent placements are acceptable as resource placements;
- Copies of résumés or accreditation with bid 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 Supplier is considered compliant for the one (1) or two (2) classifications demonstrated. If the Supplier demonstrates three (3) or more different classifications within a stream, the Supplier is considered compliant for all the classifications within that stream.

Suppliers who have a SA under RFSA no. EN578-060502/G and/or EN578-060502/H and/or EN578-060502/I for one (1) classification within a stream and wish to supply for all classifications within that stream for this solicitation (RFSA no. EN578-060502/K) 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. EN578-060502/I.

Example 1. Supplier A is a Supplier that has a SA for the following two (2) classifications in Stream 3 under Solicitation no. EN578-060502/G:

- Building Technician
- Building Superintendents

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

- General Labourer

Supplier 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: Supplier 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 -RFSA Technical Response Template
<b>M1</b>	<p><b><u>Minimum years in business</u></b></p> <p>The Supplier 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>	<b>Streams 1, 2, 3, 4, 5</b>	1.1
<b>M2A</b>	<p><b><u>Experience of the Supplier</u></b></p> <p>The Supplier 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><b><u>In order for a resource to be compliant:</u></b></p> <ul style="list-style-type: none"> <li>• 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 Supplier received payment.</li> <li>• 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.</li> </ul>	<b>Streams 1, 2, 3</b>	1.5 (a), (b), (c)
<b>M2B</b>	<p><b><u>Experience of the Supplier</u></b></p> <p>The Supplier 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><b><u>In order for a resource to be compliant:</u></b></p> <ul style="list-style-type: none"> <li>• 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 Supplier received payment.</li> <li>• 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.</li> </ul>	<b>Stream 4</b>	1.5 (d)

	<ul style="list-style-type: none"> <li>The above 20 compliant temporary help resource names can be the same names as provided for M2A or M2C or both criteria.</li> </ul>		
<b>M2C</b>	<p><b><u>Experience of the Supplier</u></b></p> <p>The Supplier 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 Supplier 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 Supplier 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><b><u>In order for a resource to be compliant:</u></b></p> <ul style="list-style-type: none"> <li>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 Supplier received payment.</li> <li>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.</li> <li>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.</li> </ul>	<b>Stream 5</b>	1.5 (e)
<b>M3</b>	<p><b><u>Testing</u></b></p> <p>It is mandatory for the Supplier 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 Supplier 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"- <i>Basic Standards for Testing the Office Support Classifications (Stream 1)</i>; and</p> <p>(3) the test(s) it uses to test official languages</p>	<b>Stream 1</b>	

	<p>(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><b>Note:</b> 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 RFSA, the 5 page narrative will not be evaluated but will be used as part of the Assessment Framework for managing the method of supply; a Supplier's testing will be compared against the information provided in the Supplier's arrangement in the 5 page narrative. Suppliers must be able to demonstrate to the satisfaction of PWGSC that they have appropriately conducted the testing of their temporary help resources.</p>		
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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Suppliers must provide the required certifications and documentation to be issued a supply Arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a supplier in default, if any certification made by the Supplier is found to be untrue whether during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify Supplier's certifications. Failure to comply with this request will also render the arrangement non-responsive, or will constitute a default under the Contract.

### **1. Certifications Required Precedent to Issuance of a Supply Arrangement**

#### **1.1 Integrity Provisions - Associated Information**

1.1.1 By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/16#integrity-provisions>). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

### **2. Additional Certifications Precedent to Issuance of a Supply Arrangement**

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

#### **2.1 Former Public Servant - Certification**

Contracts with 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 with FPS, suppliers must provide the information required below.

##### **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**

Is the Supplier a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

#### **Work Force Reduction Program**

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

If so, the Supplier 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 the Goods and Services Tax or Harmonized Sales Tax.

#### **Certification**

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

#### **2.2 Canadian Content Certification**

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

This procurement is limited to Canadian services.

The Supplier certifies that:

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

### 2.3 Set-aside for Aboriginal Business Aboriginal Business Certification

1. The Supplier 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. The Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must obtain the written consent of the Supply Arrangement Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under any contracts issued under the Supply Arrangement, or until settlement of all outstanding claims and disputes, under any contracts issued under the Supply Arrangement, 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 Supplier 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 Supply Arrangement.

#### 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 Supplier:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Arrangement 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 Supplier must check the applicable box below:
  - (i) (    ) The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - (ii) (    ) The Supplier 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 Supplier 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 Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier 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 Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

### Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier 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"

### 2.4 Testing

The Supplier certifies that:

( ) the testing the Supplier 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 they also provide language testing (oral and written communication and comprehension).

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

\_\_\_\_\_



## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **6A. SUPPLY ARRANGEMENT**

#### **1. Arrangement**

The Supply Arrangement covers the Work described in the Requirement at Annex "A"- Requirement.

#### **2. a) Security Requirement**

The Supplier must hold the following minimum security requirement in order to remain a Supplier. The Supply Arrangement Authority may verify the Supplier's security clearance with the Canadian Industrial Security Directorate (CISD), PWGSC at any time during the Period of the Supply Arrangement.

**Security requirement for Designated Organization Screening (DOS) Level:  
PWGSC file#EN578-060502-SA1**

1. The Supplier must, at all times during the performance of the Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Supplier's 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 Supplier MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Supplier 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 Supplier must comply with the provisions of the:
  - (a) Security Requirements Check List, attached as Annex "C" to this document;
  - (b) Industrial Security Manual (Latest Edition ).

The requirements to be procured under this Supply Arrangement 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 SA. Each contract will identify which SRCL will apply to that contract.

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 contract. For example, if the Royal Canadian Mounted Police (RCMP) is the Identified User, additional checks may be conducted by the RCMP.

#### **b) Insurance Requirements**

The Supplier must comply with the insurance requirements specified in Annex "F"– Insurance Requirements. The Supplier must maintain the required insurance coverage for the duration of the Supply Arrangement and any resulting Contract. Compliance with the insurance requirements does not release the Supplier from or reduce its liability under the SA or any resulting Contract.

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

If requested by Canada, the Supplier must provide 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 Supplier must, if requested by the Supply Arrangement Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

2020 (2016-04-04) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

#### **3.2 Supply Arrangement Reporting**

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

The Supplier 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 Supplier must still provide a "NIL" report.

The Supplier 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 e-mail 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 contracts issued to it under each Supply Arrangement, including stream, classification, level, client department and contact name, contract number, start and end dates, number of hours billed and dollar value

The reports must be submitted according to the following schedule.

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

If a Supplier is not awarded any contracts during the quarter, the Supplier must confirm this by submitting a NIL report. The Supplier understands that failure to comply may result in the suspension of the Supply Arrangement. PWGSC reserves the right to suspend the Supply Arrangement without notice, if reports are not submitted on time or are inaccurate or incomplete.

#### **4. Term of Supply Arrangement**

##### **4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from the issuance date of the Supply Arrangement to March 29, 2019.

The contract period of individual contract(s) resulting from the Supply Arrangement may extend beyond the Period of the Supply Arrangement. A contract resulting from the Supply Arrangement may be issued until the last day of the Period of the Supply Arrangement, and this contract will be in force until all the work has been completed or until it expires or it is terminated.

#### **5. Authorities**

##### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Supply Team Leader

Public Services and Procurement Canada (PSPC)

Acquisitions Branch / Services & Technology Acquisition Management Sector (STAMS)

Specialized Professional Services procurement Directorate

Terraces de la chaudière

10 Wellington Street

Gatineau, Quebec K1A 0S5

Telephone: 613-859-0147

E-mail address: [TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGASAT-ABTHS.PWGSC@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

## 5.2 Supplier's Representative

The Supplier's Representative is the individual identified by the Supplier in its arrangement or, if submitted with the arrangement, the individual identified in the "Supplier Profile" of the RFSA Technical Response Template. This individual is the only point of contact with the Supplier for all matters pertaining to the Supply Arrangement. By submitting the arrangement, the Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole responsibility to ensure that information related to the Supplier's Representative is correct and to immediately inform the SA Authority of any change to it. The Supplier's Representative may delegate to another individual to represent the Supplier for administrative and technical purposes under any contract resulting from this Supply Arrangement by providing to the Contracting Authority prior written notice containing all contact information requested in the "Supplier 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 Supply Arrangement.

## 7. On-going Opportunity for Qualification

A notice will be posted on the GETS for the duration of the Supply Arrangement Period to allow new suppliers to become qualified and to allow existing suppliers, who have been issued a supply arrangement to qualify for classifications, streams and/or sub-streams for which they are not already pre-qualified. No existing Supplier will be removed from the qualified supplier list because of the addition of new Suppliers.

## 8. Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2016-04-04) General Conditions - Supply Arrangement - Goods or Services
- (c) Annex "A" - Requirement
- (d) Annex "B" - Basis of Payment
- (e) Annex "C" - Generic Security Requirements Check Lists (SRCLs)
- (f) Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers
- (g) Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1)
- (h) Annex "F" - Insurance Requirements
- (i) Annex "G" - Quarterly Usage Reporting

\_\_\_\_\_(j)\_\_\_\_\_the Supplier's arrangement dated \_\_\_\_\_(as clarified on \_\_\_\_\_**or**  
as \_\_\_\_\_amended-\_\_\_\_\_.)

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## **10. Applicable Laws**

The Supply Arrangement (SA) and any Contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## **11. Suspension or Cancellation of Qualification by Canada**

In addition to article 09 of general conditions 2020 (2014-09-25) - Suspension or Cancellation of Qualification by Canada, the following will also result in the suspension or cancellation of qualification of a Supplier's Supply Arrangement.

- (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 unauthorised services are available under the Supply Arrangement;
- (iv) Failure to submit complete and accurate Quarterly Usage Reports within the required time frames;
- (v) Breach of any of the specific terms and conditions detailed in the Supply Arrangement (e.g. failure to meet the minimum RFSA requirements, failure to respect the Financial Limitation of Contract, etc.);
- (vi) Canada has terminated any resulting contract awarded against the Supply Arrangement framework for default;
- (vii) Canada has imposed measures on the Supplier 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 contracts awarded against the SA 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 Supply Arrangement Authority of changes in the Supplier's Representative, insurance coverage or security status, and non-compliance with invoicing procedures.
- (ix) Canada has documented at least three instances under contracts awarded against the SA framework where, when called upon to submit resources under a tasking request, and the Supplier did not respond, did not submit the required number of resources, submitted resources that did not meet the requirements of the contract, or submitted resources at pricing exceeding the amount specified under the Contract.
- (x) Canada has documented at least three instances of poor client satisfaction by the same client, or, at least three occasions of poor client satisfaction by any Identified User, for services provided by the Supplier under contracts.
- (xi) Providing information on the Supplier website that conflicts with any aspect of the terms and conditions, pricing, or availability of systems currently listed in this Supply Arrangement.

Removal, suspension or cancellation of the Supply Arrangement will not, on its own, affect any contracts entered into prior to the issuance of such notice.

- (i) A suspension will not exceed 12 months.
- (j) The Supplier acknowledges that Canada may publish information regarding the status of the Supplier's Arrangement, including the removal, suspension or withdrawal of authority to use the Supplier's Supply Arrangement

## **12. Protocol and Standards**

The Supplier must follow the Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers. Annex "D" is part of the commitment of PWGSC to enhance the integrity, transparency and

efficiency of the government contracting process, and the use of automated procurement tools developed for Identified Users. Failure to follow Protocol and Standards could also lead to a suspension of the Supply Arrangement.

### **13. Multiple Requirements**

Multiple requirements (those involving the requirement for up to 10 resources of the same or different classification that start and end assignment on the same dates, can be contracted using the Supply Arrangement method of supply. Multiple requirements do not have to be approved by PWGSC.

### **14. Bulk Requirements**

Bulk requirements (those involving the requirement for more than 10 resources of the same or different classifications that start and end assignment on the same dates), must be contracted using only the Supply Arrangement method of supply. Any bulk requirement must first be approved by PWGSC before the solicitation process can be initiated by the Identified User.

### **15. Aboriginal Business Certification (if applicable)**

1. The Supplier warrants that the certification of compliance with the definition of an Aboriginal business set out in the Requirements for the Set-aside Program for Aboriginal Business submitted by the Supplier is accurate and complete.
2. The Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must not, without obtaining prior written consent of the Supply Arrangement Authority, dispose of any such records or documentation supporting the accuracy of the certification until the expiration of six (6) years after final payment in a contract made under the Supply Arrangement, or until settlement of all outstanding claims and disputes, resulting from a dispute in a contract made under the Supply Arrangement, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by representatives of Canada, who may make copies and take extracts. The Supplier must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract made under the Supply Arrangement.

### **16. 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.

### **17. 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 Suppliers to improve their operations to reduce their negative impact on the environment.

### **18. 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/rechercher-search-eng.aspx>
- Use of public/green transit where feasible.

## **6B. BID SOLICITATION Process under the Supply Arrangement**

### **1. Bid Solicitation Documents**

Canada will use the bid solicitation template MC for medium complexity requirements, available in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) 2003 (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
- (h) conditions of the resulting contract.

### **2. Bid Solicitation Process**

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

#### **2.1 Request for Proposal Process**

- (i) **Request for Proposal (RFP):** Under this SA, the Identified User will be allowed to issue individual solicitations to pre-qualified Suppliers to obtain the required THS resource(s) in accordance with this SA. Authorized Solicitations under this SA made directly by the Identified User within the applicable Financial Limitations of Contracts will be made using PWGSC Form 9400-3.
- (ii) The Identified User will prepare a bid solicitation package and send it to a minimum of seven (7) suppliers for the required classification. The invited suppliers must include at least five (5) supplier selected randomly by the THS on-line system and two (2) suppliers of the Identified User's choice.

The Suppliers invited will be asked to respond to the bid solicitation. A response may include the resume of the proposed resource(s) along with details demonstrating how the proposed resource meets or exceeds the required experience as well as a proposed hourly rate. It is recommended that the invited suppliers be given a minimum of five (5) business days to respond.

All of the resources proposed must meet the minimum mandatory qualifications detailed in the Supply Arrangement for the classification for which they are being proposed.

Written or electronic consent must be obtained from the resource being proposed by the Supplier for each THS SA bid solicitation. The consent must include the RFP reference number, classification and level, and be accompanied by either an email thread indicating the resource's agreement or be signed and dated by the proposed resource. The written or electronic consent must be attached to each proposal submitted in response to the THS SA bid solicitation. Suppliers who do not provide written or electronic consent with their bid will be found non-responsive.

- (iii) **Bid Solicitation Issuance:** The Identified User will issue all THS SA solicitations via e-mail or fax. The Identified User may publish a notice via the GETS.
- (iv) **Evaluation of the Proposal:** The Identified User will assess the qualifications and experience of the proposed resources against the requirements set out in the bid solicitation. Canada may request proof of successful completion of formal training, as well as reference information. The Identified User reserves the right to request references from a Supplier 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 Identified



User reserves the right to go to the next best proposal in accordance with the applicable basis of selection.

- (v) **Evaluation of Price and Basis of Selection:** The qualified Supplier's price will be evaluated in accordance with the requirements as set out in the SA RFP and as presented in the qualified Supplier's Financial Proposal. Identification of the recommended Supplier will be determined through the selection method identified in the SA RFP. Canada reserves the right to evaluate individual solicitations issued under the SA framework on the basis of:
  - (a) the lowest priced responsive bid;
  - (b) point rated criteria which consider technical merit and price; or
  - (c) some other evaluation method to be defined in the applicable SA RFP.
- (vi) **Issuance of Contracts:** In accordance with the method of selection stated in the SA RFP, a contract will be issued by the Contracting Authority to authorize the qualified Supplier to proceed with the services. The qualified Supplier will not undertake any of the specified services unless and until a contract is authorized by the Contracting Authority. The qualified Supplier should sign and return a copy of the Contract to the Contracting Authority. It is understood and agreed that the qualified Supplier must not commence any services until authorized by the Contracting Authority.
- (vii) **Discontinuation of the RFP Process:** Until contract award a qualified Supplier may withdraw its proposal at any time, in which event the Identified User will no longer consider the Supplier's proposal, but may continue to consider all other bids.

## **2.2. Contracting Under the Supply Arrangement**

Authorized Contracts under this Supply Arrangement made directly by the Identified User within the applicable Financial Limitations of Contracts will be made using PWGSC Form 9400-4.

## **2.3. Process for Awarding Contracts under the Supply Arrangement**

- (a) Only Authorized Contracts to be Accepted: The Supplier agrees only to perform individual contracts made by an authorized representative of Canada pursuant to this SA that do not exceed the applicable Financial Limitation of Contracts, outlined below.
- (b) Identification of Contract Authorities: Provided an Identified User has the legal authority to contract, it may choose to permit a procurement representative to award Contracts under this Supply Arrangement in accordance with the Financial Limitation of Contracts described below. All contracts will be managed by the Identified User, and in such circumstance, the technical authority identified by the Identified User in the Contract will act as the technical authority for that Contract.
- (c) Financial Limitation of Contracts: Each individual contract issued under the Supply Arrangement must not exceed the sum of \$400,000.00 (Travel expenses, Goods and Services Tax or Harmonized Sales Tax, overtime and all amendments included). The Supplier must not perform any work or services or supply any articles in response to a contract(s) which would cause the total cost to Canada to exceed the said sum.
- (d) Maximum Duration of Contracts: Maximum Duration of Contracts: A contract awarded under this Supply Arrangement 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 contract 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 contract 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 contract with an assignment period duration that has been extended beyond 48 consecutive weeks.

Whichever of the two comes first in (c) and (d) shall apply.

- (e) Termination notification: When a Identified User intends to terminate a Contract for a temporary resource in advance of the Contract'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 contract for each remaining days of the required notice period set above. No written notification is required if the Contract naturally expires.

#### **2.4. Bidder Certification**

By submitting a proposal in response to a THS SA Bid Solicitation, the Bidder certifies the following statements:

(a) The bidder certifies that should the Bidder be awarded a contract as a result of a bid solicitation, every individual proposed in the bid will be available to perform the work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.

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

(c) If the Bidder has proposed an individual who is not an employee of the Bidder, the Bidder certifies that it has the written permission from that individual or his/her employer to propose the services in relation to the work to be performed and to submit his/her résumé. As well, the Bidder certifies that the proposed individual is aware that overtime may be required and is willing to comply.

(d) If Canada seeks clarification from the Bidder, 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 Bidder does not provide any required information within the time limit requested, its bid response will be considered non-responsive, and will receive no further consideration.

(e) In the event that prior to contract award, the Bidder confirms a change in the availability status of the identified resource proposed in the RFS from the top ranked compliant Bidder, or subject to a clarification obtained in accordance with (d), the Identified User may at its sole discretion proceed to either:

- i. set aside the bid and give it no further consideration for the purposes of the subject RFS and proceed to the next top ranked compliant Bidder provided the bid is still valid and that the proposed named resource is still available; or
- ii. cancel the RFS process and start a new THS process.

(f) In the event that after the contract award, the successful Bidder 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 contract to \$0.00 and document the file. At such time, the Identified User may proceed with the next top ranked Bidder provided that the bid validity period has not lapsed; or
- ii. allow the successful Bidder to replace the resource as per SACC A7017C – Replacement of Specific Individuals.

(g) For all transaction conducted under article (f) i., the Identified User must submit to the PWGSC THS Supply Arrangement Authority a copy of the amendment reducing the contract 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>).

## **6C. RESULTING CONTRACT CLAUSES**

### **1. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- MC (for medium complexity requirements), general conditions 2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) will apply to the resulting contract.

The above template is 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.

A model RFP and Resulting Contract will be created and available for use for Identified Users.

### **2. Supplemental Conditions**

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"

<b>Requirement</b>
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### 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

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

Classification	Classification Level	All inclusive fixed Hourly Rate
_____	_____	\$ _____

#### 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* 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"**

### **Protocol 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 Offerors/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 x 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**

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.

#### **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 Offeror/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 Offeror/Supplier's written demonstration that problems have been corrected, PWGSC may review the situation (and may include a Facility Inspection) with view to Offeror/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.***



## **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, Suppliers 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 Supplier.

#### **2. Identification of Examinations**

Where the Supplier 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 Supplier 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 Supplier 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 Supplier 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 Supplier 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 Supplier must score skill examinations according to precise guidelines and procedures outlined in a clear scoring guide or manual.

The Supplier 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 totaled 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 error 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. 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 Supplier must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Supply Arrangement and any resulting Contract, in an amount usual for a Contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  - 1.2 For every Contract resulting from the Supply Arrangement, 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 Supplier's performance of the Contract. 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 Contract, 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 Supply Arrangement 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 Contract.
    - (l) Owners' or Contractor's Protective Liability: Covers the damages that the Supplier becomes legally obligated to pay arising out of the operations of a subcontractor.
    - (m) Non-Owned Automobile Liability - Coverage for suits against the Supplier 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 Supplier'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 Supplier'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 Suppliers pre-qualified in Streams 4 and 5.**

- 2.1. The Supplier must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract 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 Contract resulting from the Supply Arrangement 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 Contract.
  - b) Notice of Cancellation: The Insurer will endeavour to provide the Supply Arrangement Authority and the Contracting Authority thirty (30) days written notice of cancellation.

## **Annex “G”**

### **Quarterly Usage Reporting**

Refer to the following website to access the THS template.

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

This document can be updated from time to time.

THIS RFSA TECHNICAL RESPONSE TEMPLATE SHOULD BE COMPLETED BY SUPPLIER 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.

## Supplier Profile

### 1.1 Corporate Information

Supplier must provide the following information with their arrangement and should provide it using the following form:

Full Legal Name of Supplier Note: If Supplier is a Joint Venture, indicate full legal names of all Joint Venture members.	Supplier	Joint Venture Member 1	Joint Venture Member 2	Joint Venture Member 3
Lead Joint Venture Member Note: If Supplier is a Joint Venture, indicate lead Joint Venture member; otherwise, indicate N/A.				
<b>Legal nature of Supplier</b> Note: Specify whether the Supplier is a sole proprietorship, corporation, partnership or joint venture; if the Supplier is a Joint Venture, indicate the legal nature of each member				
Sole Proprietorship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>			
Supplier Main Business Address (should reflect PBN details as registered with Supplier Registration Information - <a href="https://erisupplier.contractsCanada.gc.ca">https://erisupplier.contractsCanada.gc.ca</a> )				
Full Business/Street Address	0			
City	0			
Province	0			
Postal Code	0			
Physical Location (open 7.5 hrs per day, Mon-Fri) if Different from Full Business Address				
City				
Province				
Postal Code				
Telephone Number	0			
Fax Number	0			
Web Site	[insert website address, if applicable]			
Years in Business (minimum 1 year) Refer to M1 in the Attachment 1 to Part 4 of the RFSA				



[illegible]

## Supplier Profile

1.5 (a) Stream 1 - Office Support: Complete the following table as per Attachment 1 to Part 4, M2A in the Request for Supply Arrangement.

[illegible]

## Supplier Profile

1.5 (b) Stream 2 - Administrative Services: Complete the following table as per instructions indicated in Attachment 1 to Part 4, M2A in the Request For Supply Arrangement.

[illegible]

## Supplier Profile

1.5 (c) Stream 3 - Operational Services: Complete the following table as per instructions indicated in Attachment 1 to Part 4, M2A in the Request For Supply Arrangement.

[illegible]

## Supplier Profile

1.5 (d) Stream 4 - Technical Services: Complete the following table as per instructions indicated in Attachment 1 to Part 4, M2B in the Request For Supply Arrangement.

[illegible]

## Supplier Profile

1.5 (e) Stream 5 - Professional Services: Complete the following table as per instructions indicated in Attachment 1 to Part 4, M2C in the Request For Supply Arrangement.

[illegible]

Supplier Profile						
Sub-Stream 5a - Finance						
	***Select***				***Select***	
Sub-Stream 5b - Procurement						
	***Select***				***Select***	
Sub-Stream 5c - Communication Services						
	***Select***				***Select***	
Sub-Stream 5d - Library Services						
	***Select***				***Select***	
Sub-Stream 5e - Human Resources Management						
	***Select***				***Select***	
Sub-Stream 5f - Policy and Advisory Services						
	***Select***				***Select***	
Sub-Stream 5g - Health and Scientific						
	***Select***				***Select***	

## **Annex "C"**

### **Generic Security Requirements Check Lists (SRCLs)**





Government of Canada  
Gouvernement du Canada

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Security Classification / Classification de sécurité  
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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 Request for Supply Arrangements (RFS) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. (Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? (S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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:	
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"/>	





Gouvernement  
of Canada      Gouvernement  
du Canada

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-- SIGINT<br>TRÈS SECRET -- SIGINT       | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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





Government of Canada  
Gouvernement du Canada

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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	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  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-060502-SA1

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  
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E-mail address - Adresse courriel  
stephanie.riley@tpsgc-pwgsc.gc.ca

Date  
2012/02/23

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Charron, Annick

SO

Telephone No. - N° de téléphone  
819-956-0615

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819-934-1449

E-mail address - Adresse courriel  
annick.charron@tpsgc-pwgsc.gc.ca

Date  
Feb 24, 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 ☐ Yes  
☐ 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

Julie Antiporda

Contract Security Officer, Contract Security Division

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Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Mar 01, 2012





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-060502-SA2

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

Request for Supply Arrangements (RFSAs) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? ☐ No Non ☒ 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? ☒ No Non ☐ 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) ☐ No Non ☒ 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. ☒ No Non ☐ 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? ☒ No Non ☐ 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 ☒ NATO / OTAN ☐ Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☒ All NATO countries / Tous les pays de l'OTAN ☐ No release restrictions / Aucune restriction relative à la diffusion ☐  
Not releasable / À ne pas diffuser ☐ Restricted to: / Limité à: ☐ Restricted to: / Limité à: ☐  
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 type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government  
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du Canada

Contract Number / Numéro du contrat

EN578-060502-SA2

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



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





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Contract Number / Numéro du contrat

EN578-060502-SA2

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ 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

EN578-060502-SA2

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  
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Facsimile No. - N° de télécopieur  
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E-mail address - Adresse courriel  
stephanie.riley@tpsgc-pwgsc.gc.ca

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Charron, Annick

SO

Telephone No. - N° de téléphone  
819-956-0815

Facsimile No. - N° de télécopieur  
819-934-1449

E-mail address - Adresse courriel  
annick.charron@tpsgc-pwgsc.gc.ca

Date

**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 ☐ Yes  
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)

Signature

Julie Antiporda  
Contract Security Officer, Contract Security Division  
Julie.Antiporda@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-960-6342 / Fax/Télec - 613-954-4171

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-060502-SA3

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 Request for Supply Arrangements (RFS) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis.				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED 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"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-060502-SA3

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



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





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UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ 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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**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 2012/02/23

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Charron, Annick	SO	
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 24, 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
Julie Antiporda Contract Security Officer, Contract Security Division Julie.Antiporda@tpsgc-pwgsc.gc.ca Tel/Tél - 613-960-6342 / Fax/Télec - 613-954-4171		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Mar 1, 2012





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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 Request for Supply Arrangements (RFSA) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis.			
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"/>	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"/>





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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





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Security Classification / Classification de sécurité  
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ 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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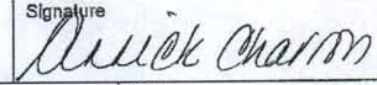
Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) <b>RILEY, STEPHANIE</b>		Title - Titre <b>SUPPLY SPECIALIST</b>	Signature 
Telephone No. - N° de téléphone <b>819-956-1678</b>	Facsimile No. - N° de télécopieur <b>819-997-2229</b>	E-mail address - Adresse courriel <b>stephanie.riley@tpsgc-pwgsc.gc.ca</b>	Date <b>2012/02/23</b>

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

Name (print) - Nom (en lettres moulées) <b>Charron, Annick</b>		Title - Titre <b>SO</b>	Signature 
Telephone No. - N° de téléphone <b>819-956-0615</b>	Facsimile No. - N° de télécopieur <b>819-934-1449</b>	E-mail address - Adresse courriel <b>annick.charron@tpsgc-pwgsc.gc.ca</b>	Date <b>Feb 24, 2012</b>

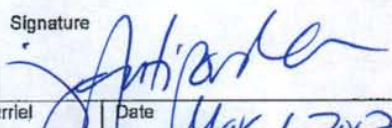
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
☐ Oui

**16. Procurement Officer / Agent d'approvisionnement**

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

**17. Contracting Security Authority / Autorité de sécurité des contrats**

Name (print) - Nom (en lettres moulées) <b>Julia Antiporda</b>		Title - Titre <b>Contract Security Officer, Contract Security Division</b>	Signature 
Tel/Tél - <b>613-960-6342 / Fax/Télec - 613-954-4171</b>		E-mail address - Adresse courriel	Date <b>Mar 1, 2012</b>