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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

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

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

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

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### **1.2 Summary**

1.2.1 Citizenship and Immigration Canada (CIC) requires mobile shredding services for materials at multiple Service Canada/Passport Program regional offices across Canada. CIC deals with highly sensitive and private information for the processing of passports and other operational needs. Due to the diverse and sensitive nature of the documents to be shredded, this request for proposal requires that a contractor provides scheduled and un-scheduled on-site shredding to the Service Canada/Passport Program regional offices.

1.2.2 a) The period of the contract is date of contract award to March 31<sup>st</sup> 2020, with four (4) 12-month options.

b) Options for this contract are as follows:ds

Option 1: April 1 2020 – March 31 2021

Option 2: April 1 2021 – March 31 2022

Option 3: April 1 2022 – March 31 2023

Option 4: April 1 2023 – March 31 2024



### 1.2.3 Option 1 - Single Contract

Canada is seeking to establish one (1) contract for Mobile Shredding Service as defined in Appendix "D", Statement of Work.

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Appendix "F". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contracting Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

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

### 1.3 Debriefings

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

### 1.4 Mandatory Requirements

Where the words "must", "shall" or "will" appear in this RFP, the clause is to be considered as a mandatory requirement.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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



### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined by the laws in force in Quebec.

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



## 2.5 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:





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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I:      Technical Bid (one (1) soft/electronic copy via *email*)

Section II:     Financial Bid (one (1) soft/electronic copy via *email*)

Section III:    Certifications (one (1) soft/electronic copy via *email*)

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

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

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

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

#### **Section I:      Technical Bid**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “H”, Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's fixed price per unit rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix “E”, Basis of Payment.

### **3.2 SACC Manual Clauses**

#### **C3011T (2010-01-11) - Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

## **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

Please see Appendix “L” for the evaluation criteria.

##### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified in Appendix “L”. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder’s proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

#### 4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all-inclusive fixed per unit rates for the services being proposed in accordance with the bid solicitation, for the initial contract period and option periods.

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in Appendix “E”, Basis of Payment will be calculated by adding the initial contract period total, Option Year 1 total, Option year 2 total, Option year 3



total, and Option year 4 total. The sum of the five tables will be used to determine the financial evaluation.

#### **4.1.3 Formulas in Pricing Schedule**

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

#### **4.1.4 Substantiation of Services Rates**

Should the substantiation of service rates be deemed necessary, the Crown reserves the rights to contact the Bidder for further information/justification.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Lowest Evaluated Price**

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price found in Appendix “E”, Basis of Payment table under “**TOTAL EVALUATED PRICE**” will be recommended for award of contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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



### **5.2.2 Integrity Provisions – List of Names**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>), to be given further consideration in the procurement process.

### **5.2.3 Federal Contractors Program for Employment Equity – Bid Certification Federal Contractors Program - \$200,000 or more**

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the “FCP Limited Eligibility” to Bid list at the time of contract award.

#### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **5.2.4 Education and Experience**

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



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

Please refer to Part 7 - Resulting Contract Clauses, Appendix “B”.





## PART 7 - RESULTING CONTRACT CLAUSES

### APPENDIX A - GENERAL TERMS AND CONDITIONS

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

#### **A1. Standard Acquisition Clauses and Conditions Manual**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

**A1.1** An electronic version of the SACC Manual is available on the Buy and Sell Website:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**A1.2** An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the CIC Website:  
<http://www.cic.gc.ca/english/transparency/index.asp>

#### **A2. Terms and Conditions of the Contract**

**A2.1** The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### **A3. General Conditions**

**A3.1** General Conditions [CIC-GC-001 \(2016-05-26\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



**APPENDIX B - SUPPLEMENTAL TERMS AND CONDITIONS**

**B1. Priority of Documents**

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

- a) The Articles of Agreement;
- b) Appendix “A” – General Terms and Conditions;
- c) Appendix “B” – Supplemental Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Security Requirement Checklist (SRCL);
- h) Appendix “G” – Volume Estimate Table;
- i) Appendix “H” – Vendor Information and Authorization Form;
- j) Appendix “I” – Service Canada/Passport Program Office Locations;
- k) Appendix “J” – Sample Certificate of Destruction;
- l) Appendix “K” – Console Specifications;
- m) Appendix “L” – Evaluation Criteria;
- n) Appendix “M” – Console List;
- o) the Contractor's proposal dated \_\_\_\_\_(TBD)

**B2. CIC Clauses**

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<a href="#">CIC-SC-001(2015-02-16), Contractor Owns Intellectual Property (IP) Rights in Foreground Information</a>		

**B3. SACC Manual Clauses**

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
A9116C	2007-11-30	T1204 Information Reporting by Contractor
C0705C	2010-01-11	Discretionary Audit

**B4. Security Requirement**

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



1. Unscreened personnel may be used for portions of the work however, they must not enter Immigration, Refugees and Citizenship Canada property unless escorted by the Project Authority or his/her designate;
2. Subcontracts, which have security requirements, are not to be awarded without prior written permission of Immigration, Refugees and Citizenship Canada;
3. The contractor must comply with the provisions of the:
  - A. Security Requirements Checklist and security guide (if applicable), described below, Appendix “F”;

## **B5. Period of Contract**

The period of the Contract is from date of contract award to March 31<sup>st</sup> 2020.

### **B5.1 Option to Extend the Contract**

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to (4) four additional (12) twelve month periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix “E”, Basis of Payment.

- Option 1: April 1 2020 – March 31 2021
- Option 2: April 1 2021 – March 31 2022
- Option 3: April 1 2022 – March 31 2023
- Option 4: April 1 2023 – March 31 2024

Canada may exercise an option at any time by sending a written notice to the Contractor at least (2) two calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **B6. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.



## **B7. Certifications / Compliance and Additional Information**

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

## **B8. Insurance Requirements**

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

## **B9. Closure of Government Offices**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

## **B10. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

## **B11. Authorities**

### **B11.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Joanne Dubeau

Address:  
CIC (Citizenship and Immigration Canada)  
70 rue Crémazie  
Gatineau, QC  
J8Y 3P2

Tel: 873-408-0518

Email: [joanne.dubeau@cic.gc.ca](mailto:joanne.dubeau@cic.gc.ca)



*<The Contracting Authority for the Contract is to be identified at Contract award>*

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

**B11.2 Project Authority**

The Project Authority for the Contract is:

Name:

Address:

Tel:

Fax:

Email:

*<The Project Authority for the Contract is to be identified at Contract award>*

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

**B11.3 Technical Authority**

The Technical Authority for the Contract is:

Name:

Address:

Tel:

Fax:

Email:

*<The Technical Authority for the Contract is to be identified at Contract award>*

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.



#### **B11.4 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name:

Address:

Tel:

Fax:

Email:

*<To be provided at time of Contract award>*

#### **B11.5 Proactive Disclosure of Contract with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [\*Public Service Superannuation Act\*](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.



## APPENDIX C - TERMS OF PAYMENT

### C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in the contract for a cost of \$ \_\_\_\_\_ (*amount to be specified at contract award*). Customs duties are included, and applicable taxes are extra.

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

### C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix "E", to a limitation of expenditure of \$ \_\_\_\_\_ (*amount to be specified at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### C3. Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;



- c) the Work performed has been accepted by Canada.

#### **C4. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C5. Invoicing Instructions**

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

Each invoice must be supported by:

- a) The certificate of destruction, which will be reconciled against the invoice before payment is made ;
  - b) details on appropriate taxes for each regional office;
  - c) a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - a) The original and one (1) copy must be forwarded to the following address for certification and payment.

*<Contact and Address will be provided at contract award>*

#### **C6. Travel and Living Expenses**

Canada will not accept any travel and living expenses under this Contract.

These expenses are included in the firm unit price for service fees specified in Appendix "E" – Basis of Payment.





## APPENDIX D - STATEMENT OF WORK

### 1.0 TITLE

National mobile shredding services for Citizenship and Immigration Canada (CIC).

### 2.0 OBJECTIVE

Citizenship and Immigration Canada (CIC) requires mobile shredding services for materials at multiple Service Canada/Passport Program regional offices across Canada. CIC deals with highly sensitive and private information for the processing of passports and other operational needs. Due to the diverse and sensitive nature of the documents to be shredded, this request for proposal requires that a contractor provides scheduled and un-scheduled on-site shredding to the Service Canada/Passport Program regional offices. CIC anticipates awarding only one (1) contract for this requirement.

### 3.0 SCOPE

The Contractor will be required to provide on-site shredding of material for the Service Canada/Passport Program regional offices across Canada. The Contractor must be a certified member of the National Association for Information Destruction (NAID-Canada) and use Royal Canadian Mounted Police (RCMP) approved mobile destruction equipment for information at the Secret level.

### 4.0 TASKS

The Contractor must complete the following:

4.1 Provide on-site shredding devices to all regional offices using mobile shredders which must have the following specifications:

- a) shredding must meet the Royal Canadian Mounted Police (RCMP) approved destruction of Secret level material. Cuts are to be equal to or smaller than 150 square mm. This corresponds to a screen size of 9.5mm (3/8").

4.2 Dispose of the shredded documents in such a way as they cannot re-enter the public realm in a manner in which they could be reconstituted (such as packing materials or animal bedding). Supplier must ensure that any third party to the Contract that Supplier may provide the shredded documents for disposal is bound by this term;

4.3 Remove the liners/bags from the locked tamper resistant consoles at all regional offices, transport to the mobile shredder and discard the material into the mobile shredder;



- 4.4 Respond to un-scheduled service calls within three (3) business days. Service calls must be approved by the Project Authority or Technical Authority prior to Work being performed and must be responded to between the hours of 8 am and 4 pm local time;
- 4.5 Should the proposed mobile shredder be deemed non-functional or require maintenance, supplier must provide a replacement mobile shredder with the same specifications as stated above in a timeframe that will not impact the regular shredding schedule established.
- 4.6 Provide services to all the regional offices identified in Appendix “I” – Service Canada/Passport Program Office Locations;
- 4.7 Provide services to the regional offices based on agreed upon frequency to be determined after contract award;
- 4.8 Provide assembled locked tamper resistant consoles and re-useable liners for all service locations. Consoles will vary based upon location. Consoles are defined in Appendix “K” – Console Specifications and the number of consoles required is specified in Appendix “M” – Console List;
- 4.9 The Contractor must bring the truck to the loading dock where the material must be provided by Service Canada/Passport Program for shredding;
- 4.10 For destruction in the NCR, Service Canada/Passport Program must re-use the boxes, bags or bins provided therefore the operator must not destroy them and return to Service Canada/Passport Program representative at time of service;
- 4.11 Demonstrate on an as and when required basis that they consistently meet the shredding requirement specifications indicated in 4.1 of the Statement of Work; and
- 4.12 In the event shredding specifications are not met, the Contractor must remedy the default at their own expense within 24 hrs.

## **5.0 RESPONSIBILITIES:**

Service Canada/Passport Program will:

- 5.1 Supervise every scheduled and un-scheduled service call for which that person must have visual access to the interior of the truck when the bags are being emptied in the mobile shredder;
- 5.2 Escort the Contractor’s employee while on Service Canada/Passport Program premises;
- 5.3 Provide two (2) copies of the Certificate of Destruction (Appendix “J” or equivalent) to operator for completion and signature. One (1) copy of the certificate will be provided to the Service Canada/Passport Program representative and one (1) copy to the operator; and
- 5.4 Bring the material to be shredded to the loading dock where the Contractor must proceed with the shredding.



## **6.0 DELIVERABLES**

The Contractor must:

6.1 Upon destruction of material and provided at time of service call, complete both copies of the Certificate of Destruction (Appendix “J” or equivalent) certifying that the material has been properly destroyed. The Certificate must specify the number of boxes/bags/bins destroyed, the date and time of destruction and the individual responsible for the destruction and must include the signature of the Service Canada/Passport Program representative attesting that the details are accurate as well as the signature of the Contractor’s operator; and

6.2 Provide additional assembled locked tamper resistant consoles and liners as required.

## **7.0 REPORTING**

7.1 The Supplier must provide to the Project Authority or Technical Authority, electronic detailed quarterly reports in Excel format with the statistics on the number of bags/boxes/bins shredded per regional office per month; and

7.2 The Supplier must provide Service Canada/Passport Program, on a bi-annual basis, equipment maintenance reports attesting to the inspection of the mobile shredders used for Service Canada/Passport Program shredding and that they meet the specifications set out by the RCMP for Secret level shredding and are in good working order.

## **8.0 PERIOD OF CONTRACT / LEVEL OF EFFORT**

The contract period is from the date of contract award to March 31<sup>st</sup> 2020. The Crown has the right to exercise up to four (4), twelve (12) month option periods.

INITIAL PERIOD – Date of Contract Award to March 31<sup>st</sup> 2020

Option 1 – From April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021

Option 2 – From April 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 2022

Option 3 – From April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023

Option 4 – From April 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2024

## **9.0 LIMITATION AND CONSTRAINTS**

9.1 The Contractor must provide the on-site shredding services between 8 am and 4 pm local time for all of the regional offices detailed in Appendix “I” – Service Canada/Passport Program Office Locations;

9.2 The Contractor must keep all documents and proprietary Crown information confidential;



- 9.1 All Contractor's employees must wear identifiable uniforms with name-tags and must be able to provide proof of employment with the Contractor;
- 9.2 The Contractor must have vehicles that are identifiable with the Contractor's logo clearly visible on the outside of the vehicle.
- 9.3 Shredded material not meeting the shredding specifications of 4.1 must not be removed from Service Canada/Passport Program premises.

## **10.0 OFFICIAL LANGUAGES**

The Contractor must provide resources able to communicate in French and English in the National Capital Region (NCR), New Brunswick and Greater Montreal (GMA). Other areas in Quebec will require French-speaking resources. All other regions will require English-speaking resources.

## **11.0 TRAVEL**

There is no expected travel to be performed with this requirement.



## APPENDIX E - BASIS OF PAYMENT

E.1 During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

E.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

E.3 The prices or rates specified below include any of the following expenses that may need to be incurred to satisfy the terms of the contract:

- i) Any travel expenses for travel between the Contractor’s place of business and the location stated in Appendix “I”; and
- ii) Any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the service fees to any contract that may result from the bid solicitation.

E.4 The Contractor will be paid the following all-inclusive **firm per unit rate** for Shredding services pursuant to this Contract. The rates must be all inclusive of any expenditures required to fulfill the contract including fuel surcharges, locked tamper resistant consoles for on-location storage and re-useable liners/bags. All applicable taxes are extra.



Note: **Text in RED denotes instructions to bidders and sections for completion.**

\*Estimated Volume represent estimates only and do not represent a commitment from the Crown. Quantities shown are for evaluation purposes and to determine the ceiling amount of the contract.

\*Replacement of bags/liners due to normal wear and tear will not be at the expense of the Crown.

**Initial Contract Period – From Date of Contract award to March 31 2020**

Description	Estimated Volume per Period	All-Inclusive Firm per Unit Price (CAN \$)	Total (A)
Scheduled Service Call (pick-up)	1275	To be completed by the bidder	To be completed by the bidder
Bags/Liners	5955	To be completed by the bidder	To be completed by the bidder
Unscheduled Service Call (pick-up)	2	To be completed by the bidder	To be completed by the bidder
<b>FINAL TOTAL (A)</b>			To be completed by the bidder



**Option Period 1 – April 1 2020 – March 31 2021**

Description	Estimated Volume per Period	All-Inclusive Firm per Unit Price (CAN \$)	Total (B)
Scheduled Service Call (pick-up)	1020	To be completed by the bidder	To be completed by the bidder
Bags/Liners	5580	To be completed by the bidder	To be completed by the bidder
Unscheduled Service Call (pick-up)	2	To be completed by the bidder	To be completed by the bidder
FINAL TOTAL (B)			To be completed by the bidder

**Option Period 2 – April 1 2021 – March 31 2022**

Description	Estimated Volume per Period	All-Inclusive Firm per Unit Price (CAN \$)	Total (C)
Scheduled Service Call (pick-up)	1020	To be completed by the bidder	To be completed by the bidder
Bags/Liners	5580	To be completed by the bidder	To be completed by the bidder
Unscheduled Service Call (pick-up)	2	To be completed by the bidder	To be completed by the bidder
FINAL TOTAL (C)			To be completed by the bidder



**Option Period 3 – April 1 2022 – March 31 2023**

Description	Estimated Volume per Period	All-Inclusive Firm per Unit Price (CAN \$)	Total (D)
Scheduled Service Call (pick-up)	1020	To be completed by the bidder	To be completed by the bidder
Bags/Liners	5580	To be completed by the bidder	To be completed by the bidder
Unscheduled Service Call (pick-up)	2	To be completed by the bidder	To be completed by the bidder
FINAL TOTAL (D)			To be completed by the bidder

**Option Period 4 – April 1 2023 – March 31 2024**

Description	Estimated Volume per Period	All-Inclusive Firm per Unit Price (CAN \$)	Total (E)
Scheduled Service Call (pick-up)	1020	To be completed by the bidder	To be completed by the bidder
Bags/Liners	5580	To be completed by the bidder	To be completed by the bidder
Unscheduled Service Call (pick-up)	2	To be completed by the bidder	To be completed by the bidder
FINAL TOTAL (E)			To be completed by the bidder





<b>PERIOD OF CONTRACT</b>	<b>TOTAL CONTRACT COSTS</b>
Initial Contract Period (Contract Award to March 31 2020)	<i><b>SUM TOTAL A - To be completed by the bidder</b></i>
Option 1 – April 1 2020 – March 31 2021	<i><b>SUM TOTAL B - To be completed by the bidder</b></i>
Option 2 – April 1 2021 – March 31 2022	<i><b>SUM TOTAL C - To be completed by the bidder</b></i>
Option 3 – April 1 2022– March 31 2023	<i><b>SUM TOTAL D - To be completed by the bidder</b></i>
Option 4 – April 1 2023 – March 31 2024	<i><b>SUM TOTAL E - To be completed by the bidder</b></i>
<b>TOTAL EVALUATED PRICE</b>	<i><b>TOTAL SUM of (A+B+C+D+E) - To be completed by the bidder</b></i>



## APPENDIX F - SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <i>unclassified</i>

### 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 <b>Citizenship and Immigration Canada</b>	2. Branch or Directorate / Direction générale ou Direction Administration, Security and Accommodation (ASA)	
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 Citizenship and Immigration Canada (CIC) requires mobile shredding services for materials at its multiple Service Canada Passport Program regional offices across Canada. CIC deals with highly sensitive and private information for the processing of passports and other operational needs. Due to the diverse and sensitive nature of the documents to be shredded, the Contractor will be requested to provide scheduled and un-scheduled on-site shredding services.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité <i>unclassified</i>
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <i>Unclassified</i>

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité <i>Unclassified</i>
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <i>unclassified</i>

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / 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).





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <i>Unclassified</i>

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

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Denis Bertrand		Title - Titre Team Leader, Material Management	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel denis.bertrand@cic.gc.ca	Date 2018-09-27
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Nigel Charles</i>		Title - Titre <i>Security Officer</i>	Signature <i>Nigel Charles</i>
Telephone No. - N° de téléphone <i>613-437-7877</i>	Facsimile No. - N° de télécopieur <i>613-954-9477</i>	E-mail address - Adresse courriel <i>nigel.charles@cic.gc.ca</i>	Date <i>10 October 2018</i>
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?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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) <i>Nigel Charles</i>		Title - Titre <i>Security Officer</i>	Signature <i>Nigel Charles</i>
Telephone No. - N° de téléphone <i>613-437-7877</i>	Facsimile No. - N° de télécopieur <i>613-954-9477</i>	E-mail address - Adresse courriel <i>nigel.charles@cic.gc.ca</i>	Date <i>10 October 2018</i>



**APPENDIX G - VOLUME ESTIMATE TABLE**

Location	Initial Contract Period (15 months)		For each Option Year	
	Total Estimated Service Calls	Total Estimated Bags	Total Estimated Service Calls per option year	Total Estimated bags per option year
<b>CALGARY</b>	30	150	24	120
<b>CALGARY-south</b>	60	192	48	288
<b>EDMONTON</b>	60	204	48	336
<b>KELOWNA</b>	30	150	24	120
<b>REGINA</b>	30	132	24	48
<b>RICHMOND</b>	15	144	12	96
<b>SASKATOON</b>	30	138	24	72
<b>SURRY</b>	30	180	24	240
<b>VICTORIA</b>	60	168	48	192
<b>VANCOUVER</b>	30	180	24	240
<b>WINNIPEG</b>	30	162	24	168
<b>MONTREAL</b>	30	174	24	216
<b>SAINT-LAURENT</b>	30	150	24	120
<b>POINTE-CLAIRE</b>	30	132	24	48
<b>LAVAL</b>	30	174	24	216
<b>QUEBEC</b>	30	138	24	72
<b>GATINEAU - Varennes</b>	30	126	24	24
<b>CHICOUTIMI</b>	15	126	12	24
<b>FREDERICTON</b>	15	123	12	12
<b>HALIFAX</b>	60	144	48	96
<b>ST-JOHN'S</b>	30	132	24	48
<b>GATINEAU - Portage</b>	30	168	24	192



<b>HEADQUARTERS - Crémazie</b>	60	192	48	288
<b>PPDO DIRECTORATE</b>	30	144	24	96
<b>BRAMPTON</b>	30	168	24	192
<b>HAMILTON</b>	30	150	24	120
<b>KITCHENER</b>	60	156	48	144
<b>LONDON</b>	15	150	12	120
<b>MISSISSAUGA</b>	30	168	24	192
<b>NORTH YORK</b>	30	174	24	216
<b>SCARBOROUGH</b>	30	180	24	240
<b>ST. CATHARINES</b>	15	123	12	12
<b>THUNDER BAY</b>	15	123	12	12
<b>TORONTO</b>	60	204	48	336
<b>WHITBY</b>	15	150	12	120
<b>WINDSOR</b>	30	162	24	168
<b>MISSISSAUGA PRINT CENTRE</b>	60	168	48	192
<b>OTTAWA</b>	30	156	24	144
<b>TOTAL</b>	<b>1275</b>	<b>5955</b>	<b>1020</b>	<b>5580</b>



## APPENDIX H - VENDOR INFORMATION AND AUTHORIZATION FORM

### Vendor Name and Address

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### Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify):

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### GST or HST Registration Number and Business Number (Revenue Canada)

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### Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.





**APPENDIX I – PASSPORT CANADA OFFICE LOCATIONS**

<b>LOCATIONS</b>	<b>SUPPLIERS OFFICES WHICH WILL PROVIDE SERVICES TO THE PPTC LOCATION (ADDRESS, PHONE, CONTACT PERSON)</b>
<b>WEST</b>	
<b>CALGARY</b> , Harry Hays Building, 220 4th Avenue South East, Suite 150, Calgary, AB	<b>&lt;to be completed by bidder&gt;</b>
<b>CALGARY SOUTH (SUNDANCE PLACE)</b> 120-23 Sunpark Drive SE, Calgary AB	<b>&lt;to be completed by bidder&gt;</b>
<b>EDMONTON</b> Canada Place Building, 9700 Jasper Avenue, Suite 126, Edmonton, AB	<b>&lt;to be completed by bidder&gt;</b>
<b>KELOWNA</b> , Capri Centre, 1835 Gordon Drive, bureau 110, Kelowna BC	<b>&lt;to be completed by bidder&gt;</b>
<b>REGINA</b> , 1870 Albert Street, Suite 500, Regina SK	<b>&lt;to be completed by bidder&gt;</b>
<b>RICHMOND</b> , 5611 Cooney Road, bureau 310, Richmond BC	<b>&lt;to be completed by bidder&gt;</b>
<b>SASKATOON</b> , Federal Building, 101-22nd Street E, Suite 405, Saskatoon SK	<b>&lt;to be completed by bidder&gt;</b>
<b>SURREY</b> 1109 Central City, 10153 King George Boulevard, Surrey, BC	<b>&lt;to be completed by bidder&gt;</b>
<b>VICTORIA</b> , Bay Centre, 1150 Douglas Street, Level 4, Victoria, BC	<b>&lt;to be completed by bidder&gt;</b>
<b>VANCOUVER</b> , Sinclair Centre, 757 Hastings Street West, Vancouver, BC	<b>&lt;to be completed by bidder&gt;</b>
<b>WINNIPEG</b> , 433 Main Street, Suite 400, Winnipeg MB	<b>&lt;to be completed by bidder&gt;</b>
<b>EAST</b>	
<b>MONTREAL</b> , Complexe Guy-Favreau, 200 René-Lévesque Boulevard W., Montréal QC	<b>&lt;to be completed by bidder&gt;</b>
<b>SAINT-LAURENT</b> , 2089 Marcel-Laurin Boulevard, Suite 100, Saint-Laurent QC	<b>&lt;to be completed by bidder&gt;</b>
<b>POINTE-CLAIRE</b> , 6815 Autoroute Trans-Canadienne Suite: C022A, Pointe-Claire, QC	<b>&lt;to be completed by bidder&gt;</b>
<b>LAVAL</b> , 3 Place Laval, 5th floor, Suite 500, Laval QC	<b>&lt;to be completed by bidder&gt;</b>



<b>QUEBEC</b> , Place de la Cité, Tour Cominar, 2640 Laurier Boulevard, 2nd floor, Suite 200, Québec QC	<to be completed by bidder>
<b>NCR</b> , 22 de Varennes Street, Gatineau QC	<to be completed by bidder>
<b>CHICOUTIMI</b> 98 rue Racine Est, Chicoutimi, QC	<to be completed by bidder>
<b>FREDERICTON</b> , Frederick Square, Suite 430, 77 Westmorland Street, Suite 430, Fredericton NB	<to be completed by bidder>
<b>HALIFAX</b> , Maritime Centre, 1505 Barrington Street, 15th floor, Suite 1508, Halifax NS	<to be completed by bidder>
<b>ST-JOHN'S</b> , TD Place, Suite 802, 140 Water Street, Suite 802, St. John's NL	<to be completed by bidder>
<b>GATINEAU</b> , Place du Centre, 200 Promenade du Portage, Gatineau QC	<to be completed by bidder>
<b>Headquarters</b> 70 Crémazie, Gatineau, QC	<to be completed by bidder>
<b>ONTARIO</b>	
<b>PPDO DIRECTORATE</b> , 40 Sheppard Ave West Suite 800, Willowdale, ON	<to be completed by bidder>
<b>BRAMPTON</b> , 40 Gillingham Drive, Ste 401, Brampton ON	<to be completed by bidder>
<b>HAMILTON</b> , Standard Life Building, 120 King Street West, Plaza Level, Hamilton ON	<to be completed by bidder>
<b>KITCHENER</b> , Suite 100 40 Weber Street East, Mezzanine Level, Kitchener ON	<to be completed by bidder>
<b>LONDON</b> , Cherry Hill Village Mall, 301 Oxford Street West, Suite 76, London, ON	<to be completed by bidder>
<b>MISSISSAUGA</b> , Central Parkway Mall, 377 Burnhamthorpe Road East, 2nd floor, Suite 116, Mississauga ON	<to be completed by bidder>
<b>NORTH YORK</b> , Joseph Shepard Building, 4900 Yonge Street, 3rd floor, Suite 380, North York ON	<to be completed by bidder>
<b>SCARBOROUGH</b> , 200 Town Centre Court, Suite 210, Scarborough ON	<to be completed by bidder>
<b>ST. CATHARINES</b> , 221 Glendale Avenue, unit 604L, St. Catharines, ON	<to be completed by bidder>
<b>THUNDER BAY</b> , 979 Alloy Drive, 2nd Floor, Thunder Bay ON	<to be completed by bidder>
<b>TORONTO</b> , 74 Victoria Street, Suite 300, Toronto ON	<to be completed by bidder>



<b>WHITBY</b> , Whitby Mall, 1615, rue Dundas Est, bureau 6, Whitby ON	<to be completed by bidder>
<b>WINDSOR</b> , CIBC Building, 100 Ouellette Avenue, Suite 503, Windsor ON	<to be completed by bidder>
<b>MISSISSAUGA PRINT</b> , 2240 Speakman Drive, Mississauga, ON	<to be completed by bidder>
<b>OTTAWA</b> , 885 Meadowlands Drive East, Suite 115, Ottawa ON	<to be completed by bidder>
<b>CBN</b> 145 Richmond Road, Ottawa, ON, K1Z 1A1	<to be completed by bidder>
<b>BRINKS</b> 2755 Lancaster Road, Ottawa, K1B 4V8	<to be completed by bidder>



### APPENDIX J – SAMPLE CERTIFICATION OF DESTRUCTION REGIONAL OFFICES AND PRINT CENTERS

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Office: \_\_\_\_\_

Operator name: \_\_\_\_\_

Vehicle license plate number: \_\_\_\_\_

Shredding equipment serial number: \_\_\_\_\_

Number of bags/boxes/bins shredded: \_\_\_\_\_

I, \_\_\_\_\_ (operator representative), certify that the information contained herein is accurate and that the material received has been shredded to conform with the terms of contract **xxxxxxx**, specifying that cuts are to be equal to or smaller than 150 square mm.

\_\_\_\_\_  
Operator signature

\_\_\_\_\_  
Government of Canada representative  
(please print)

\_\_\_\_\_  
Government of Canada representative  
signature



## APPENDIX K – CONSOLE SPECIFICATIONS

Consoles are the security storage containers placed at the Service Canada/Passport Program offices which shall serve as recycling bins in wait of the scheduled and un-scheduled shredding. Console types will vary upon regional offices. Certain regional offices will have one or more types of consoles per office. Each regional office will define their need for the number and type of console after contract award. The following specifications are to provide the suppliers with an idea of what types of consoles Service Canada/Passport Program will accept for their needs.

- a. All consoles must be locked and tamper resistant which means that they will require a key to open and that no one can reach into the console to retrieve any material through the slot.
- b. The containers should be sturdy with no side joining hardware on the outside and with lids hinged in such a way as to prevent removal.
- c. The approximate consoles dimensions are as follows:
  - Standard:: 91.5cm h x 51.5 cm w x 49.5cm d
  - Double: 157.5cm h x 51.5cm w x 49.5cm d
  - Two bag bin: 91.5cm h x 101.5 cm w x 51 cm d
  - Four bag bin: 89cm h x 101.5cm w x 70cm d



**APPENDIX L – EVALUATION CRITERIA**

Number	Mandatory Technical Criterion	MET	NOT MET	Comments
<b>MT1</b>	<p>The Bidder must provide in their bid submission a single point of contact for all related issues in regards to this solicitation.</p> <p>It must include the following information:</p> <p>Name: Title: Phone number: Fax number: E-mail address:</p>			
<b>MT2</b>	<p>The Bidder must demonstrate that all mobile shredders providing shredding services to Service Canada/Passport Program are equipped with the devices meeting the Royal Canadian Mounted Police (RCMP) approved destruction of Secret level. Mobile shredders must be able to cut equal to or smaller than 150 square mm. This corresponds to a screen size of 9.5mm (3/8").</p> <p>The Bidder must provide, in their bid submission, a list of all proposed mobile shredder vehicle registrations and valid RCMP certificates for the vehicles servicing Service Canada/Passport Program offices.</p>			



<p><b>MT3</b></p>	<p>The Bidder must demonstrate that they can provide the services of Appendix “D” – Statement of Work to all the regional offices identified in Appendix “I” – Service Canada/Passport Program Office Locations.</p> <p>The Bidder must provide, with their bid submission, a service delivery table identifying which of their offices shall service each Service Canada/Passport Program office location in Appendix “I” between 8:00am and 4:00pm local time and within 72hrs of an unscheduled call. The table must include the company name, contact name, address, phone number and email address for each said office.</p>			
<p><b>MT4</b></p>	<p>The Bidder must demonstrate that they can provide the type and amount of consoles per regional office as identified in Appendix “K” – Console Specifications.</p> <p>The bidder must provide, with their bid submission, the specifications of the consoles that they propose based on the information provided in Appendix “K” – Console Specifications.</p>			
<p><b>MT5</b></p>	<p>The Bidder must, at bid closing, be a certified member of the National Association for Information Destruction (NAID). The Bidder must provide a valid certificate of accreditation with NAID, with their bid submission.</p>			



<b>MT6</b>	The Bidder must, at bid closing, be accredited by the Royal Canadian Mounted Police (RCMP) to shred Secret documents using a mobile shredder. Bidder must provide a valid RCMP certificate of accreditation, or equivalent, with their bid submission.			
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### APPENDIX M – CONSOLE LIST

<b>LOCATIONS</b>	<b>ESTIMATED CONSOLES REQUIRED</b>
<b>WEST REGION</b>	
CALGARY	5
CALGARY SOUTH	6
EDMONTON	7
KELOWNA	5
REGINA	2
RICHMOND	8
SASKATOON	3
SURREY	10
VICTORIA	4
VANCOUVER	10
WINNIPEG	7
<b>EAST REGION</b>	
MONTREAL	9
SAINT-LAURENT	5
POINTE-CLAIRE	2
LAVAL	9
QUEBEC	3
GATINEAU - Varennes	1
CHICOUTIMI	2
FREDERICTON	1
HALIFAX	2
ST-JOHN'S	2
GATINEAU – Portage	8
HEADQUARTERS - Crémazie	6



<b>ONTARIO REGION</b>	
PPDO DIRECTORATE	4
BRAMPTON	8
HAMILTON	5
KITCHENER	3
LONDON	10
MISSISSAUGA	8
NORTH YORK	9
SCARBOROUGH	10
ST. CATHARINES	1
THUNDER BAY	1
TORONTO	7
WHITBY	10
WINDSOR	7
MISSISSAUGA PRINT	4
OTTAWA	6

\*Note: The estimated number of consoles required at each location are based on the standard size consoles, 157.5cm h x 51.5cm w x 49.5cm d. These are estimates only, the type of console and the number of consoles required by each location will be confirmed after contract award.