



**RETURN BID TO/ RETOURNER LES SOUMISSIONS À :**

Canada Border Services Agency (CBSA)  
Bid Receiving Unit (BRU)  
333 North River Road, Tower A  
Mailroom, Main floor  
Ottawa, Ontario K1A 0L8  
343-291-6384

The BRU is open from Monday to Friday inclusively, between the hours of 07:30 to 15:30, excluding Statutory Holidays. We invite Bidders to send an email to confirm their bid submission at [CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca).

Agence des services frontaliers du Canada (ASFC)  
Module de réception des soumissions (MRS)  
333 Chemin North River, Tour A  
Salle du courrier, Rez-de-chaussée  
Ottawa, Ontario K1A 0L8  
343-291-6384

La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 7h30 à 15h30, à l'exclusion des jours fériés. Nous invitons les soumissionnaires à envoyer un courriel pour confirmer le dépôt de leur soumission à [CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca).

**Request for Standing Offer  
Demande d'offres à commandes**

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

**Proposition à : l'Agence des services frontaliers du Canada (ASFC)**

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

**Comments – Commentaires :**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT –  
LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ**

Issuing Office - Bureau de distribution

CBSA / ASFC  
355 Ch. North River Road, 17<sup>th</sup> Floor - 17<sup>ième</sup> étage  
Ottawa ON K1A 0L8

Title – Sujet: <b>Armoured Car Services</b>	
Solicitation No. – N° de l'invitation 1000340769B	Date: November 23, 2018

Solicitation Closes – L'invitation prend fin	Time Zone – Fuseau horaire
At /à: 2:00 p.m. (hours/heures) On/le : <b>December 23, 2018</b>	<input checked="" type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est) <input type="checkbox"/> EDT (Eastern Daylight Saving Time)/HAE (heure avancée de l'Est)

F.O.B. – F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input type="checkbox"/>	Other – Autre: <input checked="" type="checkbox"/>

Address Enquiries to – Adresser toutes questions à:

**All communications related to this solicitation must be sent to:**

EMAIL: [CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

Attn: ANIK DEVLIN

Telephone No. - No de téléphone: 343-291-6909	FAX No. - No de télécopieur : N/A
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Destination - of Goods and or Services:  
Destination - des biens et ou services :  
Canada Border Services Agency (CBSA) –  
Agence des services frontaliers du Canada (ASFC)

**Instructions:** See Herein – Voir aux présentes

Delivery Required – Livraison exigée See herein – voir aux présentes	Delivery Offered – Livraison proposée
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Vendor/Firm Name and Address – Raison sociale et adresse du  
fournisseur/de l'entrepreneur:

Telephone No. - No de téléphone:	FAX No. - No de télécopieur :
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Name and title of person authorized to sign on behalf of Vendor/Firm  
(type or print) – Nom et titre de la personne autorisée à signer au nom du  
fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

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



This request for standing offers (RFSO) cancels and supersedes previous RFSO number 1000340769 dated May 18, 2018 with a closing of June 21, 2018 at 14:00 Eastern Daylight Time (EDT).

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the Federal Contractors Program for Employment Equity - Certification and any other annexes

### 1.2 Summary

The Canada Border Services Agency (CBSA) requires armoured vehicle services provider for pick-up of negotiable/non-negotiable monetary instruments from various Ports of Entry (POE), Airports & Government offices located in Canada and to deliver them to various Financial Institution(s). These services will be required over a six (6) years period as required, divided in accordance with the Call-up procedure mechanism set out in the Standing Offer among all Offerors qualified in the eight (8) services streams:

- Stream 1 - National Capital Region - Headquarters (NCR-HQ)
- Stream 2 - Atlantic (ATL)
- Stream 3 - Quebec
- Stream 4 - North Ontario Region (NOR)
- Stream 5 - Greater Toronto Area (GTA)
- Stream 6 - South Ontario Region (SOR)
- Stream 7 - Prairies (PRA)
- Stream 8 - Pacific (PAC)

The armoured vehicle services are required on schedule and “as-and-when requested” basis.

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



The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

“The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 - Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.”

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

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



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2018-05-22), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to Canada Border Services Agency (CBSA) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

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

### 2.3 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

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

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

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



"pension" means 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 [Defense Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES ☐ NO ☐

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

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

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

### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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



## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the provinces where the services will be rendered.

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

## **2.6 Improvement of Requirement during Solicitation Period**

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





## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Technical Bid (three (3) hard copies and one (1) soft copy on CD)

Section II: Financial Bid (one (1) hard copy and one (1) soft copy on CD)

Section III: Certifications (one (1) hard copy and one (1) soft copy on CD)

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

Canada requests that Offerors follow the format instructions described below in the preparation of hard copy of their offer:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the RFSO, and
- c) use of a page numbering system at the bottom of each pages.

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

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

#### Section I: Technical Offer

The technical offer consists of the following:

- i. **Offer Submission Form:** Offerors are requested to include the Offer Submission Form - **Attachment 1 to Part 3** with their offers. It provides a common form in which offerors can provide information required for evaluation and standing offer issuance, such as a contactor name, the Offeror's Procurement Business Number, the Offeror's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Offer Submission Form is incomplete or requires correction, Canada will provide the Offeror with an opportunity to do so.
- ii. **Security Clearance:** Offerors are requested to submit the following security information for each of the proposed resources on or before the bid closing date:

#### **SECURITY INFORMATION:**

Name of individual as it appears on security clearance application form: \_\_\_\_\_

Level of security clearance obtained: \_\_\_\_\_

Validity period of security clearance obtained: \_\_\_\_\_

Security Screening Certificate and Briefing Form file number: \_\_\_\_\_



If the Offeror has not included the security information in its offer, the Standing Offer Authority will provide the Offeror with an opportunity to submit the security information during the evaluation period. If the Offeror has not submitted the security information within the period set by the Standing Offer Authority, its offer will be declared non-responsive.

iii. **Substantiation of Technical Compliance:**

The technical offer must substantiate the compliance of the Offeror and its products and services with the specific requirements of **Attachment 1 to Part 4**, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Offeror will meet the requirements and carry out the required Work. Simply stating that the Offeror or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Offeror's Response" column of **Attachment 1 to Part 4**, where Offerors are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Offeror direct Canada to the appropriate location in the documentation.

iv. **Corporate Profile:** The Offeror is requested to provide a corporate profile, which should include an overview of the Offeror and any subcontractors, and/or authorized agents of the Offeror that would be involved in the performance of the Work on the Offeror's behalf. The Offeror is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

## Section II: Financial Offer

- a. **Pricing:** Offerors must submit their financial offer in accordance with the Basis of Payment provided in **Attachment 2 to Part 4** of this solicitation. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Offerors must include a single, firm, all-inclusive rate in Canadian dollars in each cell requiring an entry in the pricing tables.
- b. **Variation in Rates By Time Period:** For any given Category, where the financial tables provided by Canada allow different firm rates to be charged for a category during different time periods:
  - i. the rate offer must not increase by more than 5% from one time period to the next; and
  - ii. the rate offer for the Category during any subsequent time period must not be lower than the rate offer for the time period that includes the Initial Standing Offer
- c. **All Costs to be Included:** The financial offer must include all costs for the requirement described in the solicitation for the entire Standing Offer Period, including any option periods. The identification of all necessary equipment, software, peripherals and components required to meet the requirements of the solicitation and the associated costs of these items is the sole responsibility of the Offeror.
- d. **Blank Prices:** Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.



### 3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Attachment 2 to Part 3: Electronic Payment Instruments**, to identify which ones are accepted.

If **Attachment 2 to Part 3** is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### Section III: Certifications

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



## ATTACHMENT 1 TO PART 3 - OF THE REQUEST FOR STANDING OFFERS

OFFER SUBMISSION FORM		
Offeror's full legal name		
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Offeror's Procurement Business Number (PBN)  <b>Note to Offerors:</b> Please ensure that the PBN you provide matches the legal name under which you have submitted your offer. If it does not, the Offeror will be determined based on the legal name provided, not based on the PBN, and the Offeror will be required to submit the PBN that matches the legal name of the Offeror.		
Jurisdiction of Standing Offer: Province or territory in Canada the Offeror wishes to be the legal jurisdiction applicable to any resulting contracts (if other than as specified in request for standing offers)		
Former Public Servants  See the Article in Part 2 of the request for standing offers entitled Former Public Servant for a definition of "Former Public Servant".	Is the Offeror a FPS in receipt of a pension as defined in the request for standing offers? YES <input type="checkbox"/> NO <input type="checkbox"/>  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Offeror a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? YES <input type="checkbox"/> NO <input type="checkbox"/>  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
Security Clearance Level of Offeror  [include both the level and the date it was granted]  <b>Note to Offerors:</b> Please ensure that the security clearance matches the legal name of the Offeror. If it does not, the security clearance is not valid for the Offeror.		



On behalf of the Offeror, by signing below, I confirm that I have read the entire request for standing offers including the documents incorporated by reference into the request for standing offers and I certify that:

1. The Offeror considers itself and its proposed resources able to meet all the mandatory requirements described in the request for standing offers;
2. This offer is valid for the period requested in the request for standing offers;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is issued a standing offer, it will accept all the terms and conditions set out in the resulting standing offer and contract clauses included in the request for standing offers.

**Signature of Authorized Representative of  
the Offeror**



## ATTACHEMENT 2 to PART 3 OF THE REQUEST FOR STANDING OFFERS

### ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

( ) MasterCard Acquisition Card



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

All offers must be completed in full and provide all of the information requested in the solicitation to enable full and complete evaluation.

##### 4.1.1.1 Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the request for standing offers. Any element of the request for standing offers that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Attachment 1 to Part 4 - Bid Evaluation Criteria**.

#### 4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The financial evaluation will be conducted by calculating the Total Offer Price for each service stream, using the Pricing Tables completed by the Offerors in accordance with **Attachment 2 to Part 4**. The Offeror must provide firm all inclusive rates in accordance with the request for standing offers, which may include an initial standing offer period and option periods.

Only the Firm Rates of offers that are technically responsive will be considered.

### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



## ATTACHMENT 1 TO PART 4 OF THE REQUEST FOR STANDING OFFERS

### EVALUATION CRITERIA

#### 1. Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by an Offeror to meet any one of the mandatory requirements will render the Offeror'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.

Item No.	Mandatory Technical Criterion	MET	NOT MET
MT1	<p>The Offeror must identify which Streams they are submitting on offer for.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Stream 1 - National Capital Region - Headquarters (NCR-HQ)</li><li><input type="checkbox"/> Stream 2 - Atlantic (ATL)</li><li><input type="checkbox"/> Stream 3 - Quebec</li><li><input type="checkbox"/> Stream 4 - North Ontario Region (NOR)</li><li><input type="checkbox"/> Stream 5 - Greater Toronto Area (GTA)</li><li><input type="checkbox"/> Stream 6 - South Ontario Region (SOR)</li><li><input type="checkbox"/> Stream 7 - Prairies (PRA)</li><li><input type="checkbox"/> Stream 8 - Pacific (PAC)</li></ul>		
MT2	<p>The Offeror must hold a valid Federal Firearms Business License for the duration of the Standing Offer Period for the Streams they are submitting their offer.</p> <p>To demonstrate compliance, the Offeror <b>must</b> submit a valid copy of their Federal Firearms Business License in accordance with the <i>Canadian Firearms Program</i> (<a href="http://www.rcmp-grc.gc.ca/cfp-pcaf/index-eng.htm">http://www.rcmp-grc.gc.ca/cfp-pcaf/index-eng.htm</a>).</p>		
MT3	<p><b>Applicable to Stream 3 - Quebec only</b></p> <p>The Offeror must hold a valid agency license issued by <i>Bureau de la sécurité privée (BSP)</i>.</p> <p>To demonstrate compliance, the Offeror <b>must</b> submit a valid copy of their Agent License in accordance with the <i>Bureau de la sécurité privée</i> (<a href="https://www.bspquebec.ca/en">https://www.bspquebec.ca/en</a>).</p>		
MT4	<p>The Offeror must have a minimum of five (5) years of experience in the last eight (8) years of bid closing, providing armoured vehicle(s) services.</p> <p>To demonstrate experience, the Offeror must provide the following:</p> <ul style="list-style-type: none"><li>a) name of client(s) along with telephone and email address) to which services were provided;</li><li>b) the period of time (including <b>months and year</b>) during which services were provided, and</li><li>c) a description of services that were provided.</li></ul>		





## ATTACHMENT 2 TO PART 4 OF THE REQUEST FOR STANDING OFFERS PRICE SCHEDULE

Each firm all-inclusive prices are in Canadian currency, are inclusive of all services and goods required to perform the work described in Annex A, Statement of Work. Applicable Taxes are extra.

Offerors must select and complete the pricing schedule for the stream they are submitting their offer for.

### STREAM 1 - NATIONAL CAPITAL REGION - HEADQUARTERS (NCR-HQ)

#### 1. Scheduled Pick Up

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
CBSA Headquarters - Place Vanier 333 North River Road Ottawa, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				

### STREAM 2 - ATLANTIC (ATL)

#### 1. Scheduled Pick Up

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Halifax Stanfield International Airport	\$_____	\$_____	\$_____	\$_____	\$_____
Commercial Unit Nova Scotia District	\$_____	\$_____	\$_____	\$_____	\$_____
TD Bank Halifax, Nova Scotia	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



### STREAM 3 - QUEBEC

#### 1. Scheduled Pick Up

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
CBSA Office 400 Youville Square, Montreal, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Office 105 McGill Street, Montréal, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
Dorval-Commercial Office Dorval, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
Dorval Traffic Office Dorval, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
Mirabel-Commercial Office Mirabel, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Office 130 Dalhousie Street Quebec, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Office St-Bernard de Lacolle, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
St- Armand/Phillipsburg 10 Highway 133 St-Armand, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Enforcement Office Montreal, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Laval Immigration Holding Centre Laval, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
Jean Lesage International Airport Quebec, Quebec	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All- Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



**STREAM 4 - NORTH ONTARIO REGION (NOR)**

**1. Scheduled Pick Up**

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Site 1 - 2265 St-Laurent Blvd. Ottawa, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Site 2 - Ottawa MacDonald-Cartier International Airport Ottawa, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Site 3 - Ottawa Cargo Services Ottawa, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Site 4 - Port of Entry Sault Ste. Marie, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Site 5 - Port of Entry Cornwall, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Site 6 - Port of Entry Johnstown, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Site 7 - Port of Entry 1000 Island Bridge Lansdowne, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



**STREAM 5 - GREATER TORONTO AREA (GTA)**

**1. Scheduled Pick Up**

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
<b>Interport</b> Sufferance Truck Terminal Mississauga, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Cargo 3</b> Facility Commercial Operations at the Cash Unit 2710 /20 Britannia Rd. E. Toronto, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Toronto City Centre Airport (BBTCA) Toronto, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Customs Hall (CBS) Toronto Lester B. Pearson International Airport - Terminal III Toronto, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Customs Passenger Operations <b>Terminal # 1</b> Pearson International Airport (PIA)	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Office <b>Hamilton</b> International Airport Mount Hope, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Office Region of Kitchener <b>(Waterloo)</b> International Airport	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



**STREAM 6 - SOUTH ONTARIO REGION (SOR)**

**1. Scheduled Pick Up**

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
CBSA Immigration Enforcement Niagara Falls, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Windsor, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Whirlpool Bridge Niagara Falls, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Queenston Bridge Commercial Niagara-On-The-Lake, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA CANPASS Processing Center Niagara Falls, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Rainbow Bridge Niagara Falls, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Peace Bridge, Traffic Fort Erie, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Peace Bridge, Commercial Fort Erie, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Ambassador Bridge, Commercial Windsor, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Ambassador Bridge, Traffic Windsor, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Windsor-Detroit Tunnel Windsor, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Blue Water Bridge, Commercial Edward, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Sombra Office Sombra, Ontario	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



**STREAM 7 - PRAIRIES (PRA)**

**1. Scheduled Pick Up**

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Calgary International Airport (lower level International Arrivals), 2000 Airport Road North East Calgary, Alberta	\$_____	\$_____	\$_____	\$_____	\$_____
162 - 175 Aero Way N.E. Calgary, Alberta	\$_____	\$_____	\$_____	\$_____	\$_____
10345-104 St NW Edmonton, Alberta T5J 1B9	\$_____	\$_____	\$_____	\$_____	\$_____
Edmonton International Airport 1357A, 1000 Airport Road Edmonton, Alberta T9E OV3	\$_____	\$_____	\$_____	\$_____	\$_____
Edmonton International Airport 100 - 1727, 35 Avenue East Edmonton, Alberta T9E OV6	\$_____	\$_____	\$_____	\$_____	\$_____
130 - 1821 Wellington Avenue Winnipeg, Manitoba R3H 0G4	\$_____	\$_____	\$_____	\$_____	\$_____
Unit# 14, Terminal II, Room 101 2019 Sargent Avenue Winnipeg, Manitoba R3H 0Z7	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



**STREAM 8 - PACIFIC (PAC)**

**1. Scheduled Pick Up**

Pick Up Point	Firm All-Inclusive Price per Pick-up				
	Initial Period	Initial Period	Initial Period	Initial Period	Initial Period
CBSA Port of Douglas Surrey, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Pacific Highway - Commercial Operations Surrey, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Pacific Highway - Traffic Operations Surrey, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Aldergrove Langley, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Abbotsford- Huntingdon Abbotsford, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Vancouver International Airport • Rm C2842 OA, Customs Cashier • Traffic Operations Customs Hall, • International Terminal Building Richmond, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Air Cargo Commercial Operations Unit Richmond, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
CBSA Metro Vancouver District Vancouver, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
Boundary Bay Port of Entry Delta, British Columbia	\$_____	\$_____	\$_____	\$_____	\$_____
Total Firm All-Inclusive Price Per Period	\$_____	\$_____	\$_____	\$_____	\$_____
Total for all periods:	\$_____				



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

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

In accordance with the Integrity Provisions of the Standard Instructions, all Offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.





The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



## ATTACHMENT 1 to PART 5 OF THE REQUEST FOR STANDING OFFERS

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### ADDITIONAL CBSA SECURITY REQUIREMENT:

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Offeror and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the "Policy on Government Security - Personnel Security Standard", irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resources, the Offeror should submit a complete signed original TBS 330-23 Form - Personnel Screening Consent and Authorization (<https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp>) with their offer. If not provided with the bid, the Offeror must provide it upon request and in the timeframe stated by the Standing Offer Authority (prior to Standing Offer Issuance).

Until the credit check, fingerprinting and all other security screening processes required by this Request for Standing Offer have been completed and the recommended Offeror and the proposed personnel is deemed suitable by the CBSA, no standing offer/ contract will be awarded and the recommended Offeror personnel will not be permitted access to Protected / Classified information or assets, and will not be permitted to enter sites where such information or assets are kept.

In the event the recommended Offeror is not deemed suitable following the security screening process required by the CBSA, the said recommended Offeror's (Contractor and its personnel) bid will be deemed non-compliant and the next ranked Offeror will be contacted. If only one offer was obtained and the recommended Offeror does not meet the security requirement, then, the Standing Offer Authority will determine the next steps in order to ensure all requirements are met.

**\*Fees are applicable. Fingerprinting will be at the Offeror's cost.**

In the case of a joint venture offeror, each member of the joint venture must meet the security requirements.



## 6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

##### Security Requirement for Canadian Supplier: PWGSC File # Common-PS SRCL#2

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

#### 7.2.2 Additional CBSA Security Requirement

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Offeror and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the "Policy on Government Security - Personnel Security Standard", irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resources, the Offeror should submit a complete signed original TBS 330-23 Form - Personnel Screening Consent and Authorization (<https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp>) with their offer. If not provided with the bid, the Offeror must provide it upon request and in the timeframe stated by the Standing Offer Authority (prior to Standing Offer Issuance).

Until the credit check, fingerprinting and all other security screening processes required by this Request for Standing Offer have been completed and the recommended Offeror and the proposed personnel is deemed suitable by the CBSA, no standing offer/ contract will be awarded and the recommended Offeror personnel will not be permitted access to Protected / Classified information or assets, and will not be permitted to enter sites where such information or assets are kept.

**\*Fees are applicable. Fingerprinting will be at the Offeror's cost.**

In the case of a joint venture offeror, each member of the joint venture must meet the security requirements.



### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

Electronic reports in Excel spreadsheet format must be completed and forwarded to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the quarterly period.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

*Will be completed at Standing Offer issuance*

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Anik Devlin  
Title: A/Senior Contracting Officer  
Canada Border Services Agency  
Comptrollership Branch  
Directorate: Strategic Procurement and Material Management  
Address: 355 North River Road, Tower B, 17<sup>th</sup> floor  
Ottawa, Ontario K1A 0L8  
  
Telephone: 343-291-6909  
E-mail address: [anik.devlin@cbsa-asfc.gc.ca](mailto:anik.devlin@cbsa-asfc.gc.ca)



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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 7.5.3 Offeror's Representative

*Will be completed at Standing Offer issuance*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

*If applicable*

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Canada Border Services Agency (CBSA).

### 7.8 Call-up Procedures

The Identified User will issue a call-up instrument (see below) when the work is required.

The Identified User should select an Offeror based on the applicable streams.

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery



## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes excluded).

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources - Standing Offer

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).





## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17, Interest on Overdue Accounts, of [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

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

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

#### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B - Basis of Payment. 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.

#### 7.5.2 Limitation of Price

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

#### 7.5.3 Electronic Payment of Invoices - Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

### 7.6 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.



- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must send the original and one copy of the invoice to the Technical Authority's paying office (CBSA Finance) at the following location on a monthly basis:

All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

**Email:** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

[vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

This email address is to be used for submitting invoices and for payment status inquiries.

**Direct Deposit:**

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

**IMPORTANT NOTE:** If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.

## **7.7 Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



## ANNEX A - STATEMENT OF WORK OR REQUIREMENT

### TITLE

Armoured Vehicle Services

### SCOPE

#### Background

The Canada Border Services Agency (CBSA) is a federal agency that is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods, including animals and plants that meet all requirements under the program legislation. Since December 2003, the CBSA has been an integral part of the Public Safety Portfolio, which was created to protect Canadians and maintain a peaceful and safe society.

The CBSA oversees service locations across Canada, and in other countries. It employs public servants, and offers around-the clock service at 119 land border crossings and thirteen (13) international airports.

#### Objective

The CBSA requires armoured vehicle services provider for pick-up of negotiable/non-negotiable monetary instruments from various Ports of Entry (POE), Airports & Government offices located in Canada and to deliver them to various Financial Institution(s). These services will be required over a five (5) year period divided in accordance with the Call-up procedure mechanism set out in the Standing Offer among all Offerors qualified in the eight (8) services streams:

- Stream 1 - National Capital Region - Headquarters (NCR-HQ)
- Stream 2 - Atlantic (ATL)
- Stream 3 - Quebec
- Stream 4 - North Ontario Region (NOR)
- Stream 5 - Greater Toronto Area (GTA)
- Stream 6 - South Ontario Region (SOR)
- Stream 7 - Prairies (PRA)
- Stream 8 - Pacific (PAC)

The armoured vehicle services are required on schedule and "as-and-when requested" basis.

### REQUIREMENT

The Offeror must provide the CBSA, armoured vehicle services for pick-up of negotiable and/or non-negotiable monetary instruments for each streams and deliver to various financial institutions specified. The pick-up services is to be performed as detailed in each call-up on a daily or on call basis as per the Delivery and Scheduled Services at Appendix A.

The pick-ups and deliveries from CBSA sites to the financial institutions for each stream should be consolidated.

There should not be additional charges if the deposits are going to the same institute.

### Tasks

The Offeror must:

1. Pick-up funds that consist of: cash (Canadian/U.S.), cheques, MasterCard slips, VISA slips and money orders at the times and locations indicated in Appendix "A" Delivery and Schedule of Services.
2. Deliver the funds to the specified Financial Institution(s) by the stated deposit time and date.



3. Deposit slips must be signed electronically or manually by the Financial Institution's teller. The Offeror must return the deposit slip to appropriate CBSA office in conjunction with the next pick-up.
4. Provide armoured vehicles and personnel for the secure transportation of all negotiable and non-negotiable monetary instruments.
5. In the instances where a site has been designated as having a Pick-up Schedule that is on an "as-and-when requested" basis OR "Pick-up" basis, the following pick-up procedure must be strictly adhered to:
  - i. Upon receipt of notification of pick-up from the CBSA Contact Person or their designate, the Offeror must pick-up the funds on the next working day at the specified times outlined in Appendix A to Annex A.
  - a) Upon receipt of call-up against a Standing Offer from CBSA Contact Person or their designate, the Offeror must pick up the monetary instruments within 24 hours of service call being placed at the specified location outlined in Appendix A, Delivery/Schedule of Services.
  - b) The Offeror must provide a 24-hour contact number for pick-up service calls. It is estimated that these "as-and-when requested" basis pick-ups will be no more than twice per week, excluding Stream 1 - National Capital Region - Headquarters (NCR-HQ).
6. Upon request, provide receipt books, secured bags and envelopes, to transport the funds between the CBSA office(s) and financial institution(s). Receipt books and secured bags and envelopes must contain security features; ensuring that the contents are protected by a seal that will be affixed by CBSA.
7. Pick-up must be completed in the presence of a Canada Border Services Agency employee. The Offeror must issue a receipt which will be retained by CBSA.

#### OFFEROR'S RESOURCES IDENTIFICATION

The Offeror's resources assigned with the pick-up and/or delivery of material to CBSA offices are required to wear a uniform and carry photo identification, which signifies that they are employed by the Offeror (i.e. Photo Id Card). In the event that the resources do not wear a uniform and carry photo identification CBSA will not be allowed the resources to provide the services.

#### PICK-UP AND DELIVERY TIMES

The Offeror must ensure that pick-ups and deliveries are performed in accordance with Appendix A, Delivery and Schedule of Services, except on statutory holiday, as listed below. It is imperative that the pickup and delivery times be strictly adhered to, specific hours will only be provided at standing offer issuance.

##### Example 1:

The pick-up call is received by the Offeror on Tuesday, November 8, 2016 at 10:00 a.m. The Offeror has until Wednesday, November 9, 2016 at the time specified in Appendix A, Delivery and Schedule of Services to complete the pick-up of funds.

##### Example 2:

The pick-up call is received by the Offeror on Thursday, November 10, 2016 at 1:30 p.m. Friday, November 11, 2016 has been identified as a holiday and the banks are closed. The Offeror must pick-up on Monday, November 14, 2016 at the times specified in Appendix A to Annex A.



### **Statutory Holidays**

New Year  
Bank holiday (QC only)  
Family Day (BC, AB, NB, ON, SK)  
Louis Riel Day (MB)  
Heritage Day (Yukon)  
Good Friday  
Easter Monday  
Victoria Day (National Patriots' Day in Quebec)  
National Aboriginal Day (NWT and Yukon)  
Quebec's National Day (QC only)  
Discovery Day (Newfoundland and Labrador only)  
Canada Day  
Nunavut Day (Nunavut only)  
Orangeman's Day (Newfoundland and Labrador only)  
Civic Holiday (All except Quebec and Yukon)  
Discovery Day (Yukon only)  
Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

### **FREE FROM DAMAGE**

The Offeror must take appropriate steps to ensure that all material in his possession is free from damage caused by any reasonable foreseeable man-made or natural phenomenon including but not necessarily limited to negligence, water and abuse.

### **CONTROLS AND SECURITY REQUIREMENTS**

The Offeror's resources must be escorted by a CBSA employee at all times in and out of CBSA premises. The Offeror must provide a monthly report of all new resources assigned to the pick-up and delivery.

### **INCREASE/DECREASE IN SERVICE SITES**

The CBSA has the right to increase or decrease the number of service site locations as well as the number of pick-ups and or vary service site locations as well as the day of pick-up, with appropriate cost amendments without incurring any penalties. Where possible, the CBSA will notify the Offeror by email regarding temporary closures within a reasonable delay (minimum of ten (10) days). This will also include permanent closures of site(s) on the schedule.

This requirement is due to CBSA's ongoing restructuring of program delivery services.

### **CONSTRAINTS**

1. Privacy and Disclosure of Personal Information: No personal information is to be collected, disclosed or exchanged between the Offeror and the Project Authority. The Offeror is advised that records of services rendered while under the contract may be accessible under the Access to Information Act.
2. The Offeror is not to perform work in excess of or outside the scope of work based on verbal or written requests or instructions from any government personnel other than the Contracting Authority.
3. Cheque Reconstruction Cost: There will be no additional cost for cheque reconstruction over the limit of the liability per shipment, as specified.



4. The Quebec Region, Stream 3; the Offeror must send to the Standing Offer Authority on a monthly basis, every 1<sup>st</sup> business day, a list of its employees with a photo, authorized to perform the pick-up.
5. The South Ontario Region, Stream 6, will required on demand services outside their regular day to day pick-up and delivery of negotiable and/or non-negotiable monetary instruments. These pick-ups and delivery services for "Level 4, Currency Seizure" will be initiated by the issuance of a call-up to the Offeror.
6. The Pacific Region, Stream 8, will require self-sealing 9"x12" single pouch coin bags (orange), serial numbered and tamper evident for all locations.

#### **RESPONSIBILITIES**

##### **Canada Border Services Agency**

CBSA will ensure that a CBSA employee is available at the designated pickup locations as scheduled in Appendix A.

CBSA will ensure all negotiable/ non-negotiable monetary instruments are prepared on time for pick-up at designated locations.

##### **Offeror**

The Offeror must provide a local representative who will be responsible for acting on behalf of the Offeror, ensuring the compliance with all contract related issues, problem resolution, deadlines and liaising with the Project Authority.

#### **LANGUAGE OF WORK**

The Offeror and its resources must be able to communicate orally and in writing, in English or French (depending where services will be provided), without any assistance and with minimal errors.



## APPENDIX A - DELIVERY AND SCHEDULE OF SERVICES

### STREAM 1 - NATIONAL CAPITAL REGION - HEADQUARTERS (NCR-HQ)/ VOLET 1 - RÉGION DE LA CAPITAL NATIONALE - ADMINISTRATION CENTRALE

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le depot des fonds
1	CBSA - Place Vanier (Commissionnaires office) 333 North River rd., Tower A, Ground Floor, Suite 105, Vanier, ON K1A 0L1	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	As and when required  Additional pick-ups on an "as requested" basis may be required.  Additional pick-ups to the bank can be made the following day.	Those who are interested in submitting an offer may request an exact delivery schedule	TD Canada Trust WORLD EXCHANGE PLAZA 45 O'CONNOR ST Ottawa ON K1P 1A4 Canada

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison



**STREAM 2 - ATLANTIC (ATL)**  
**VOLET 2 - ATLANTIQUE (ATL)**

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact/ Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le dépôt des fonds
1	Halifax Stanley International Airport 1 Bell Boulevard, Enfield, Nova Scotia	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Monday, Wednesday, Friday	Those who are interested in submitting an offer may request an exact delivery schedule	TD Bank 1785 Barrington Street Halifax, NS
2	Commercial Unit Nova Scotia District 3139 Oxford Street, Halifax, Nova Scotia	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Monday, Wednesday, Friday		TD Bank 1785 Barrington Street Halifax, NS
3	TD Bank, 1785 Barrington Street, Halifax, Nova Scotia	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Monday, Wednesday, Friday		Commercial Unit Nova Scotia District 3139 Oxford St. Halifax, NS
4	Commercial Unit Nova Scotia District 3139 Oxford Street Halifax, Nova Scotia	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Tuesday and Thursday		TD Bank, 1785 Barrington Street Halifax, NS
5	TD Bank, 1785 Barrington Street, Halifax, Nova Scotia	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Tuesday and Thursday		Commercial Unit Nova Scotia District 3139 Oxford St. Halifax, NS

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/  
\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison





**STREAM 3 - QUEBEC**  
**VOLET 3 - QUÉBEC**

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le dépôt des fonds
1	400 Youville Square Montreal, Quebec H2Y 2C2	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday to Friday	Those who are interested in submitting an offer may request an exact delivery schedule	National Bank of Canada 600 De la Gauchetière Street West, Montreal, Qc H3B 4L2
2	105 McGill Street, suite 260-01 Montréal, Quebec H2Y 2E7	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Thursday		Toronto Dominion (TD) Bank 500, St-Jacques Street Montréal, Qc H2Y 1S1
3	Dorval-Commercial, 2200 Reverchon, suite 296 Dorval, Quebec H9P 2S7	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday To Friday		INTRIA T.D. 8301 Elmslie Street Lasalle, Qc H8N 2W6
4	Dorval Traffic office, 975 Roméo Vachon Blvd. North, Dorval, Quebec H4Y 1H1	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Monday, Wednesday & Friday		INTRIA T.D. 8301 Elmslie Street Lasalle, Qc H8N 2W6
5	Mirabel-Commercial office, 11955 Henry Giffard, Building D, Suite 100 Mirabel, Quebec J7N 1G3	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Wednesday		INTRIA T.D. 8301 Elmslie Street Lasalle, Qc H8N 2W6
6	130 Dalhousie Street Quebec, Quebec G1K 4C4	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Thursday		RBC 4250 1st Avenue Québec, Qc G1H 2S5
7	Lacolle office located on: 501 Highway 15 St-Bernard de Lacolle, Quebec J0J 1V0	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Tuesdays and Fridays		INTRIA T.D. 8301 Elmslie Street, Lasalle, Qc H8N 2W6



Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le dépôt des fonds
8	St-Armand/Phillipsburg office located on: Highway 133, traveller building, Qc	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Wednesday		INTRIA T.D. 8301 Elmslie Street, Lasalle, Qc H8N 2W6
9	Enforcement office at: 1010 Saint-Antoine Street West, 2nd floor Montreal, Quebec H3C 6V8	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Wednesday		INTRIA T.D. 8301, Elmslie Street Lasalle, Qc H8N 2W6
10	Immigration Holding Centre at 200 Montée Saint-François Laval, Quebec H7C 1S5	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Thursday		INTRIA T.D. 8301 Elmslie Street Lasalle, Qc H8N 2W6
11	Jean Lesage Airport 500 Principale Street Québec Airport Quebec, Quebec G2G 2T9	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Tuesday		Royal Bank of Canada (RBC) 4250 1st Avenue Québec, Qc G1H 2S5

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison



**STREAM 4 - NORTH ONTARIO REGION (NOR)**  
**VOLET 4 - NORD DE L'ONTARIO (NOR)**

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le depot des fonds
1	Site 1 - 2265 St-Laurent Blvd., 1 <sup>st</sup> floor Ottawa, Ontario K1G 6C5	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	As and when requested	Those who are interested in submitting an offer may request an exact delivery schedule	Bank of Montreal 945 Smyth Road Ottawa, Ontario K1G 1P5
2	Site 2- MacDonald Cartier International Airport 1000 Airport Parkway Private Ottawa, Ontario K1V 9B4	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Wednesday		Bank of Montreal 945 Smyth Road Ottawa, Ontario K1G 1P5
3	Site 3 - Ottawa Cargo Services 140 Thad Johnson 1 <sup>st</sup> floor Ottawa, Ontario K1V 0R4	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday, Wednesday and Friday		Bank of Montreal 945 Smyth Road Ottawa, Ontario K1G 1P5
4	Site 4 - Port of Entry 125 Huron St. Sault Ste. Marie, Ontario P6A 1R3	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday, Wednesday and Friday		CIBC 530 Queen Street East Sault Ste. Marie, Ontario P6A 2A1
5	Site 5 - Port of Entry 1 Brookdale Ave. Cornwall, Ontario K6J 0A9	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Tuesday and Friday		Bank of Montreal 159 Pitt Street Cornwall, Ontario K6J 3P5
6	Site 6 - Port of Entry 1032 HWY 6 Johnstown, Ontario K0E 1T1	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Friday		Bank of Montreal Prescott Branch 138 King Street Prescott, Ontario K0E 1T0
7	Site 7 - Port of Entry 1000 Island Bridge Hill Island Lansdowne, Ontario K0E 1L0	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Wednesday and Friday		Bank of Montreal 101 King Street Gananoque, Ontario K7G 1G3

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison

STREAM 5 - GREATER TORONTO AREA (GTA)  
VOLET 5 - GRAND TORONTO (GT)

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact/ Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le dépôt des fonds
1	<b>Interport</b> Sufferance Truck Terminal 5425 Dixie Road, 2nd Floor Mississauga, Ontario L4W 1E6	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	On Call Services  Estimated: 1 to 3 days per week	Those who are interested in submitting an offer may request an exact delivery schedule	TD Canada trust 199 Bay Street Toronto, Ontario M5L 1G9
2	2710 /20 Britannia Rd. E., <b>Cargo 3</b> Facility Commercial Operations at the Cash Unit	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday To Friday		TD Canada trust 199 Bay Street Toronto, Ontario M5L 1G9
3	CBSA Toronto City Centre Airport ( <b>BBTCA</b> ) Toronto, Ontario M5V1A1	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	On Call Service  Estimated Maximum of 4 Pickups per month		Garda World 2345 Stanfield Road Mississauga, Ontario L4Y 3Y3  Note: Garda World to process deposit on behalf of Scotia Bank
4	CBSA Customs Hall (CBS) <b>Terminal # 3</b> Pearson International Airport (PIA)	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday To Friday		CBSA Customs Passenger Operations <b>Terminal # 1</b> PIA Admin. Office
5	CBSA Customs Passenger Operations <b>Terminal # 1</b> Pearson International Airport (PIA) Admin. Office	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	Every Monday To Friday		Scotia Bank Westwood Mall 7205 Goreway Drive Toronto, Ontario L4T 2T9
6	CBSA <b>Hamilton</b> International Airport 9300 Airport Road, Suite 1230 Mount Hope, Ontario L0R 1W0	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Every Monday To Friday		TD Canada Trust 1565 Upper James Street Hamilton, Ontario L9B 1K2
7	CBSA Region of Kitchener ( <b>Waterloo</b> ) International Airport 4881 Fountain Street. N Bresla B11:L11	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Every Monday To Friday		TD Canada Trust 1005 Ottawa Street Kitchener, Ontario N2A 1H2

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison



**STREAM 6 - SOUTH ONTARIO REGION (SOR)**  
**VOLET 6 - SUD DE L'ONTARIO (SOR)**

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le depot des fonds
1	CBSA Immigration Enforcement 6080 McLeod Road, Unit 10 Niagara Falls, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	As and when required	Those who are interested in submitting an offer may request an exact delivery schedule	Royal Bank of Canada 67 Jarvis Street Fort Erie, Ontario
2	CBSA 1250 Walker Road Windsor, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	As and when required		National Bank of Canada 1 Riverside Road, Ground floor Windsor, Ontario
3	CBSA Whirlpool Bridge 4422 River Road Niagara Falls, Ontario L2E 3E8	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	DAILY Monday to Friday		Queenston Commerical Operations 14154 Niagara Parkway Niagara-On-The-Lake, Ontario
4	CBSA Queenston Bridge Commercial 14154 Niagara Parkway Niagara-On-The-Lake, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	DAILY Monday to Friday		Royal Bank of Canada 67 Jarvis Street Fort Erie, Ontario
5	CBSA CANPASS Processing Center 6080 McLeod Road, Unit 14 Niagara Falls, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	DAILY Monday to Friday		Royal Bank of Canada 67 Jarvis Street Fort Erie, Ontario
6	CBSA Rainbow Bridge 5660 Falls Avenue Niagara Falls, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	DAILY Monday to Friday		Royal Bank of Canada 67 Jarvis Street Fort Erie, Ontario
7	CBSA Peace Bridge, Traffic 90 Queen Street Fort Erie, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	DAILY Monday to Friday		Royal Bank of Canada 67 Jarvis Street Fort Erie, Ontario



Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le depot des fonds
8	CBSA Peace Bridge, Commercial 10 Queen Street Fort Erie, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	<b>DAILY</b> Monday to Friday		Royal Bank of Canada 67 Jarvis Street Fort Erie, Ontario
9	CBSA Ambassador Bridge, Commercial 4285 Industrial Drive Windsor, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	<b>DAILY</b> Monday to Friday		National Bank of Canada 1 Riverside Road, Ground floor Windsor, Ontario
10	CBSA Ambassador Bridge, Traffic 712 Huron Church Windsor, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	<b>DAILY</b> Monday to Friday and Saturday		National Bank of Canada 1 Riverside Road, Ground floor Windsor, Ontario
11	CBSA Windsor-Detroit Tunnel 35 Park Street Windsor, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	<b>DAILY</b> Monday to Friday and Saturday		National Bank of Canada 1 Riverside Road, Ground floor Windsor, Ontario
12	CBSA Bluewater Bridge, Commercial 1555 Venetian Boulevard Edward, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	<b>DAILY</b> Monday to Friday		Bank of Montreal 215 Christina Street North Sarnia, Ontario
13	CBSA Sombra Office 216 King Street Sombra, Ontario	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	<b>DAILY</b> Monday to Friday		Bank of Montreal 215 Christina Street North Sarnia, Ontario

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison



STREAM 7 - PRAIRIES (PRA)  
VOLET 7 - PRAIRIES (PRA)

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le depot des fonds
1	Calgary International Airport (lower level International Arrivals), 2000 Airport Road North East Calgary, Alberta	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Monday to Friday	Those who are interested in submitting an offer may request an exact delivery schedule	TD Bank INTRIA Clearing Centre, Calgary, Alberta
2	162 - 175 Aero Way N.E. Calgary, Alberta	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Monday to Friday		TD Bank INTRIA Clearing Centre, Calgary, Alberta
3	10345-104 St NW Edmonton, Alberta T5J 1B9	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Friday		Royal Bank of Canada, Main Branch 10107 Jasper Ave NW Edmonton, Alberta T5J 1W9
4	Edmonton International Airport 1357A, 1000 Airport Road Edmonton, Alberta T9E OV3	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Monday, Wednesday, Friday		Toronto Dominion (TD) Bank Leduc, Alberta  <u>or</u> INTRIA Clearing Centre Edmonton, Alberta
5	Edmonton International Airport 100 - 1727, 35 Avenue East Edmonton, Alberta T9E OV6	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Monday, Wednesday, Friday		Toronto Dominion (TD) Bank Leduc, Alberta  <u>or</u> INTRIA Clearing Centre Edmonton, Alberta
6	130 - 1821 Wellington Avenue Winnipeg, Manitoba R3H 0G4	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Monday to Friday		Royal Bank of Canada (RBC) Ellice Centre Located at 1395 Ellice Avenue Winnipeg, Manitoba
7	Unit# 14, Terminal II, Room 101 2019 Sargent Avenue Winnipeg, Manitoba R3H 0Z7	Identified at Standing Offer issuance Identifié à l'émission de l'offre à commande	Monday to Friday		Royal Bank of Canada (RBC) Ellice Centre Located at 1395 Ellice Avenue Winnipeg, Manitoba

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison



**STREAM 8 - PACIFIC (PAC)**  
**VOLET 8 - PACIFIQUE (PAC)**

Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le dépôt des fonds
1	CBSA Port of Douglas 220 Hwy 99 Surrey, British Columbia V3S 9N7	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday	Those who are interested in submitting an offer may request an exact delivery schedule	INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
2	CBSA Pacific Highway - Commercial Operations 28-176 Street Surrey, British Columbia V3S 9R9 Commercial Longroom 1 <sup>st</sup> Floor	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday		INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
3	CBSA Pacific Highway - Traffic Operations 28-176 Street Surrey, British Columbia V3S 9R9 1st Floor Reception	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday		INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
4	CBSA Aldergrove 10 Hwy 13 Langley, British Columbia V4W 2L8	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	4 days a week Tuesday to Friday		INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
5	CBSA Abbotsford- Huntingdon 2 Sumas Way Abbotsford, British Columbia V2S 8B7	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday		INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
6	CBSA Vancouver International Airport Rm C2842 OA, Customs Cashier Traffic Operations Customs Hall, International Terminal Building Vancouver International Airport, 3211 Grant McConachie Way, Richmond, BC V7B 0A4	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday		TD Canada Trust C/O INTRIA Branch 100 8005 Granville St Vancouver, British Columbia V6P 4Z5  TD Canada Trust 700 W. Georgia St. Vancouver, British Columbia V7Y 1A2 (Foreign currency that can't be sent to the TD location above must be sent to this location)  Public Services and Procurement Canada Seized Property Management Directorate 9C1, Place du Portage, Phase III 11 Laurier Street Gatineau, Québec J8X 4A6





Pick-up No./ N° de la collecte	Pick-up Location/ Emplacements de collecte	CBSA Contact / Contact de l'ASFC	Pickup Days/ Jours de collecte	Pickup and Deposit Schedule/ Horaire de la collecte et dépôt	Financial Institution Address For Delivery of Funds/ Adresse de l'institution financière pour le depot des fonds
					(Foreign currency that can't be sent to the TD location above must be sent to this location). Current procedure is to use courier services via Brinks. This service is on an as needed basis.
7	CBSA Air Cargo Commercial Operations, Unit 113-5000 Miller Road Richmond, British Columbia V7B 1K6	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday		INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
8	CBSA Metro Vancouver District 1611 Main Street, 4th Floor, Vancouver, British Columbia V6A 2W5	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	5 days a week Monday to Friday		INTRIA Clearing Centre 1745 West 8th Avenue Vancouver, British Columbia V6J 4T3
9	Boundary Bay Port of Entry #4-56 <sup>th</sup> Street Delta, British Columbia V4L 1Z2	Identified at Standing Offer issuance  Identifié à l'émission de l'offre à commande	3 days a week Monday, Wednesday, Friday		Bank of Montreal Cash Services 190 East 4 <sup>th</sup> Avenue Vancouver, British Columbia

\*except the Statutory Holidays listed in Annex A - Article Pick-up and Delivery Times/

\*sauf les jours fériés énumérés à l'annexe A - Heures de collecte et livraison



## **ANNEX B - BASIS OF PAYMENT**

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**DETAILS WILL BE INSERTED AT ISSUANCE OF STANDING OFFERS.**



## ANNEX C - SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#2



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat <b>1000340769</b>
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction	
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 <b>Standing Offer for Armoured Car Services (National Requirement)</b>		
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 checked="" type="checkbox"/> No <input 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 type="checkbox"/> No <input checked="" 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 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"/>	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 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"/>





COMMON-PS-SRCL#2



Government  
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Gouvernement  
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1000340769

Security Classification / Classification de sécurité  
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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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non ☐ Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non ☐ Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



COMMON-PS-SRCL#2



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

1000340769

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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		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
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).



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**PAGE 4 OF THE SRCL (PART D - AUTHORIZATION) WILL BE INSERTED AT CONTRACT AWARD.**



## ANNEX D - INSURANCE REQUIREMENTS

### COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General 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 \$2,000,000 per accident or occurrence and in the annual aggregate.
2. 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 Contractor'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 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 Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named



Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

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

## **AUTOMOBILE LIABILITY INSURANCE**

1. The Contractor must obtain Automobile 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 \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **COMPREHENSIVE CRIME INSURANCE**

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
  - a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$1,000,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
  - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$10,000.00.





2. The Comprehensive Crime insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct.