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**Department of Foreign Affairs, Trade and
Development (DFATD)
Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

Proposal to: Department of Foreign Affairs, Trade and
Development

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 here to, the goods,
services, and construction listed herein and on any attached
sheets at the price(s) set out therefor.

Proposition à: Ministère des Affaires Étrangères,
Commerce et Développement

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**

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Foreign Affairs, Trade and Development / Affaires
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It Contracting and Material Management Services Unit /
Unité des services de contrats et de gestions du matériel
TI
200 Promenade du Portage,
Gatineau, QC K1A 0G4

Title — Sujet: Development of De-Escalation Techniques Policy and Training	
Solicitation No. — N° de l'invitation 19-146253	Date: December 11 th , 2018
Sollicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At /à: 2:00 PM / 14h00	EST(Eastern Standard Time) / <input checked="" type="checkbox"/> HNE (heure normale de l'Est)
On / le JANUARY 21st, 2019	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other— Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser toutes questions à: Houssam Hannat <u>Houssam.Hannat@international.gc.ca</u>	
Telephone No. — No de téléphone: (343) 203-5473	
Destination of Goods and or Services/Destination — des biens et/ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. — No de téléphone:	FAX No. — No de télécopieur :
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____ Signature	_____ Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, and any other annexes.

1.2 Summary

1.2.1

The purpose of this RFP is to select a qualified supplier to develop a de-escalation policy and guidelines with introductory awareness and overview sessions, with training workshops to Department of Foreign Affairs and Trade Development Canada (DFATD), as described in the attached Statement of Work – Appendix A.

1.2.2

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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.

1.2.3

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings



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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: **60 days**

Insert: **120 days**

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Department of Foreign Affairs, Trade and Development (DFATD) identified in the bid solicitation, or to the address specified in the bid solicitation on page 1, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid;"

2.2 Submission of Bids

Bids must be submitted only to receptionsoumission-bidsreceiving.spp@international.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide



the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:



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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



2.7 Basis for Canada's Ownership of Intellectual Property

The Department of Foreign Affairs and Trade Development Canada (DFATD) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*:

4. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

4.1 To generate knowledge and information for public dissemination.

4.2 To augment an existing body of Crown Background as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of Commercial Exploitation.

4.3 To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bids must be submitted only to receptionsoumission-bidsreceiving.spp@international.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

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

And,

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

- Section I: Technical Bid (1 Electronic Copy)
- Section II: Financial Bid (1 Electronic Copy)
- Section III: Certifications (1 Electronic Copy)
- Section IV: Additional Information (1 Electronic Copy)

Section I: Technical Bid

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

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

Section II: Financial Bid



3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Exchange Rate Fluctuation

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.1.4 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

3.1.4.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

Bids that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Bidders are advised that experience that is simply listed, without supporting data to describe its responsibilities, duties and relevance to the requirements, will not be considered "demonstrated" for the purpose of this evaluation and will be deemed non-compliant.

The bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were/was obtained. Experience gained during formal education shall not be considered work experience. All required work experience must have been obtained in a legitimate work environment, as opposed to an educational setting.



Bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: the timeframe of Project 1 is July 2001 to December 2001; the timeframe of Project 2 is October 2001 to January 2002; the total months of experience for these two referenced projects is seven (7) months. Bidders are asked to indicate how many months/years are to be counted for each project. Each project must be a minimum of three (3) months in duration to be considered.

For each criterion, details should be provided regarding the qualifications, relevant experience and expertise of the Bidder. For mandatory and point rated requirements, the experience of the Bidder must be clearly identified in a summary/description of the previous projects worked on that also indicates when and for which client the work was carried out.

The evaluation criteria matrix must be used to answer the mandatory criteria. The answers are to be entered directly into the matrix, explaining how each criterion has been met and referencing both the page numbers and projects indicated in the bid proposal.

Mandatory Criteria	MET/NOT MET	Substantiation / Cross Reference to Proposal [supplier to insert]
M1 The Bidder must demonstrate, using project descriptions that it has at minimum twelve (12) months of experience within the last five (5) years, delivering de-escalation programs for organizations.		
M2 The Bidder must demonstrate, using project descriptions that it has at minimum twelve (12) months of experience within the last five (5) years, developing de-escalation training programs for organizations.		
M3 The Bidder must declare that they are capable of providing the written documentation detailed in Annex A Statement of Work in both official languages (French and English)		
M4 The Bidder must demonstrate, using project descriptions that it has at minimum 5 projects of experience within the last five (5) years, drafting policy and guidelines for de-escalation programs for organizations.		
M5 The Bidder must declare that they are capable of providing fluently bilingual resources to deliver the training, sessions, courses and seminars.		

4.1.1.2 Point Rated Technical Criteria



Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section. A bidder must obtain a minimum score of **70%** for the proposed bid in order to be considered responsive.

Where required, details should be provided regarding the qualifications, relevant experience and expertise of the proposed bid. For those criteria related to experience, the experience of the proposed bid should be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, as well as the client.

Bidders are advised that experience that is simply listed, without supporting data to describe its responsibilities, duties and relevance to the requirements, will not be considered “demonstrated” for the purpose of this evaluation. The bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were/was obtained. Experience gained during formal education shall not be considered work experience. All required work experience must have been obtained in a legitimate work environment, as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. **For example**, the timeframe of Project 1 is July 2001 to December 2001; the timeframe of Project 2 is October 2001 to January 2002; the total months of experience for these two referenced projects is seven (7) months.

It is requested that for each of the criteria related to qualifications and experience, bidder statements in this section make direct reference, identifying the project and page number, to the supporting section(s) in the proposed vendor's bid.

The point rated evaluation criteria of the RFP are:

Point Rated Criteria	Point Allocation	Max Score	Substantiation/Cross Reference to Proposal
<p>R1</p> <p>The bidder should demonstrate, using detailed project descriptions, that it has experience delivering on de-escalation programs delivery to organizations</p>	<p>Less than 1 year = 0 points</p> <p>1-2 years = 5 points</p> <p>3-4 years 10 points</p> <p>5 years and more = 15 points.</p>	<p>/15</p>	
<p>R2.</p> <p>The bidder should demonstrate, using detailed project descriptions, that it has experience developing de-escalation training programs to organizations.</p>	<p>Less than 1 year = 0 points</p> <p>1-2 years = 5 points</p> <p>3-4 years 10 points</p> <p>5 years and more = 15 points.</p>	<p>/15</p>	



<p>R3</p> <p>The bidder should demonstrate, using detailed project descriptions, that it has experience in development, delivery and coordination of security training to organizations.</p>	<p>Less than 1 year = 0 points 1-2 years = 5 points 3-4 years 10 points 5 years and more = 15 points.</p>	<p>/15</p>	
<p>R4</p> <p>The bidder should demonstrate, using detailed project descriptions, that it has experience delivering de-escalation training to the following groups:</p> <ul style="list-style-type: none"> • Public Service • Security Personnel (ex. guards) 	<p>Public Service = 5 points Security Personnel = 5 points Maximum of 10 points.</p>	<p>/10</p>	
<p>R5</p> <p>The bidder should demonstrate, using detailed project descriptions, that it has experience providing de-escalation program delivery to organizations that cover the following materials:</p> <ul style="list-style-type: none"> • Use of force framework • Mental Health issues • Cultural Sensitivity training 	<p>Use of force framework = 5 points Mental health issues = 5 points Cultural sensitivity training = 5 points Maximum 15 points.</p>	<p>/15</p>	
<p>R6</p> <p>The bidder should demonstrate, using detailed project descriptions, that it has experience providing de-escalation program delivery for embassies or other international organizations.</p>	<p>5 points per embassy or international organization.</p>	<p>/5</p>	
<p>Minimum Pass Mark (R1 to R6) = 70% (50 out of 75)</p>		<p>/75</p>	

4.1.2 Financial Evaluation

For evaluation purposes only, the total cost shall be established as follows:



The total price of a bid will be the sum of the Bidder's quoted firm per diem rate multiplied by the estimated volumetric data, specified in **Annex B – Basis of Payment**, for the contract period and for the additional option periods.

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

4.2 Basis of Selection - Highest Combined Rating of Technical Merit 70 % and Price 30 %

4.2.1 SACC Manual Clause [A0027T \(2012-07-16\)](#), Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all the mandatory evaluation criteria; and
 - c. obtain the required minimum of **50 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **75 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 70 = 59.62	89/135 x 70 = 46.14	92/135 x 70 = 47.70
	Pricing Score	45/55 x 30 = 24.54	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating		84.16	73.14	77.70
Overall Rating		1st	3rd	2nd

In the example above, Bidder 1 would be recommended for contract award.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [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 Contract Award and Additional Information



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

5.2.1 Integrity Provisions – Required Documentation

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035 \(2018-05-22\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4007 03 \(2008-05-12\)](#) Canada to Own Intellectual Property Rights in Foreground Information.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract



The period of the Contract is from date of Contract to October 1st, 2019 inclusive

7.4.2 Option to Extend the Contract

- a. Upon Project Authority's approval of the Pilot Courses in the Initial Contract Period, the Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional five (5) month period(s), and two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, they will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- b. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

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

7.4.4 Pre-Authorized Travel and Living Expenses

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Houssam Hannat
Title: Procurement Officer
Department of Foreign Affairs, Trade and Development (DFATD)
Directorate: SPP
Address: 200 Promenade du Portage, Gatineau Quebec

Telephone: 343- 203- 5473
E-mail address: Houssam.hannat@international.gc.ca

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

7.5.2 Project Authority (At Contract Award)

The Project Authority for the Contract is:

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

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



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

7.5.3 Contractor's Representative (At Contract Award)

7.6 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.

7.7 Payment

7.7.1 Basis of Payment – Monthly Payment

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

- i. 1) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii.
- iii. 2) all such documents have been verified by Canada; and
- iv. 3) the Work performed has been accepted by Canada.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are subject to exemption and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

7.7.4 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

7.8 Certifications and Additional Information

7.8.1 Compliance

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

7.9 Applicable Laws

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

7.10 Copyright in Material

In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end



users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (2018-05-22);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____

7.12 Insurance Requirements

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

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.13 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.



4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



ANNEX A

STATEMENT OF WORK

1.0 TITLE

De-Escalation Techniques Courses, Policy Development and Training.

2.0 BACKGROUND

The Duty of Care Treasury Board Submission 2017/18 set priorities for Department of Foreign Affairs, Trade and Development Canada (DFATD), to implement security-related training to increase the safety of staff at Canada's 179 Missions abroad. To further this commitment, the development of a policy, and the delivery of de-escalation techniques training at DFATD is intended to build capacity in front-line personnel to safely diffuse potentially violent situations through the use of non-physical techniques. The inclusion of such learning is intended to avoid the need for physical force.

At many of Canada's Missions abroad, contracted guards provide the first line of defense against attack or intrusion. They are assisted by Mission Security Teams composed of Canadian and locally-engaged staff. In the course of daily operations, Embassy staff interacts with clients and members of the public, which involves, on occasion, dealing with irate clients and people suffering mental health issues. Reducing the likelihood of conflict situations escalating to physical violence is therefore of great importance to ensuring the safety of Mission staff, contracted guards, and visitors.

The purpose of the requirement is to develop de-escalation techniques as a stand-alone, separate, comprehensive policy and skill-set. De-escalation techniques (DET) training is not intended to rely upon the Use of Force framework and principles, which include de-escalation as only a small component. However, Use of Force techniques can be a small component of the current DET training, limited to specific situations.

3.0 REQUIREMENT

The Mission Readiness and Security Programs division (CSI), operating within DFATD, requires the professional services of a contractor to develop departmental policy, guidelines and provide training sessions, courses and seminars on DET for Locally Engaged Security Staff (LES) and Senior management at DFATD.

4.0 OBJECTIVE

DFATD requires the contractor to provide DET training that must build capacity to de-escalate hostile and crisis situations through techniques which avoid the use of physical force. The goal is to empower front-line staff by developing extensive repertoire of techniques to identify, de-escalate and/or manage hostile confrontations, through development of departmental policy, guidelines and providing training sessions and seminars.

The key objectives for the contractor are:

1. Develop clear policy guidelines for DFATD on the use of De-Escalation Techniques (DET) for embassy/missions environments abroad;
2. Develop a comprehensive set of effective de-escalation techniques which may be employed in a hostile/crisis situations, customized for an Embassy environment;



3. To provide introductory, group-focused DET awareness and training workshops. This training must include best practices in de-escalation techniques, verbal/non-verbal communication, empathetic understanding, cultural sensitivities, mental-health knowledge, and minimal use of force. Training activities must include simulations of conflict encounters with the public.
4. To provide a Comprehensive Workshop for Staff and Guards Abroad.
5. To provide a "Train the Trainer" course to enable select DFATD security practitioners to teach the Comprehensive Workshop for Staff and Guards Abroad

5.0 SCOPE OF WORK

The scope of the work is to provide DFATD with the requisite DET knowledge and skills, steeped in best practices, to educate of the Mission Security Team and contracted guards to increase safety at Missions. The policy and training must take into account the unique environment of embassies operating abroad.

- Liaise/consult with departmental and Mission stakeholders in developing training materials.
- Define parameters of current needs, providing a schedule of deliverables.
- Design a detailed course curriculum including modular facilitator-led sessions and training materials.
- Determine the relevant scenarios for Scenario-Based Training component of the Comprehensive Workshop for Staff and Guards Abroad. Consider typical scenarios: mental health issue, irate clients (ex. visa issue), irate client (ex. cultural sensitivity).
- Develop a calendar to pilot the courses.
- After the pilot has been approved, revise final courses/workshops in accordance with feedback from the pilot sessions.

6.0 TASKS

The Contractor shall carry-out to the satisfaction of the Project Authority the following tasks:

- 6.1 To develop a DET Policy for DFATD to clarify the stance of department on the appropriate use of DET techniques.
- 6.2 To develop a DET Guidelines document for the department to identify best practices in using DET techniques.
- 6.3 To develop a FAQ that addresses complex scenario-based questions.
- 6.4 To provide an introductory DET awareness and overview session (2.0 hours) for management.
- 6.5 To provide a Train-the-Trainer course to the Protective Services Team, to enable HQ to deliver DET training going forward.
- 6.6 Provide courses to develop skills in behavioural assessment, including techniques to identify early behavioral indicators of violence, escalation or mental illness and assess the attending risks accordingly
- 6.7 Design a model/diagram to enable participants to;



- a. Quickly assess and understand different types of aggressive behavior, including any relevant psychological aspects underlying the behavior;
- b. Choose the appropriate de-escalation technique for a range of scenarios that may occur at Missions.

6.8 Provide courses to develop an understanding of when and how to use minimal Use of Force defensive techniques (lower end of Use of Force continuum) when DET is not effective;

6.9 All information must include all special considerations (legal, social, political, etc.) on the use of DET given the unique global operating environment;

6.10 Train the trainer course must facilitate capacity-building for DFATD Protective Services Team to deliver DET training to staff going forward;

7.0 DELIVERABLES AND SCHEDULE

The Contractor shall must provide the following deliverables:

7.1 Deliverables

Deliverable No.	Classroom Training	Due Date or "Delivery Date"
1.	One pilot course (Two-Hour Introductory Seminar for Managers) to receive feedback and revise materials accordingly. (Up to 6 Participants per course)	June 2019
2.	One (1) pilot course (Comprehensive Workshop for Staff and Guards Abroad) to receive feedback and revise materials accordingly. (Up to 6 Participants per course)	June 2019
3.	Comprehensive Workshop for Staff and Guards Abroad (Up to 20 Participants) Modules should include, but not be limited to, the following: <ul style="list-style-type: none"> a. Basic principles b. Techniques c. Cultural sensitivities d. Mental health e. Scenario-based training (4 scenarios in total, with 3 scenarios to be resolved through DET and 1 through minimal Use of Force) f. Use of Force (1/10th the content) – Canadian and International context g. DET for Armed vs. Unarmed guards h. De-escalation model (diagram) 	Summer 2019 (July to August) TBD
4.	Train the Trainer course (Up to 4 Participants) <ul style="list-style-type: none"> a. A course to enable select DFATD security practitioners to teach the Comprehensive Workshop for Staff and Guards Abroad 	Summer 2019 (July to August) TBD



	b. Include 1-2 pages of multiple choice knowledge-testing material	
5.	Two-Hour Introductory Seminar for Managers (Up to 40 Participants) (High-level overview of DET principles and techniques)	Summer 2019 (July to August) TBD

Deliverable No.	Documentation	Draft Due Date (Exact Dates TBD at contract award)	Final Copy Due Date (Exact Dates TBD at contract award)
1.	Departmental Policy guidelines on the Use of DET for DFATD	Three months following contract award	March 31 st , 2019
2.	Two-page Guidelines document for Mission security guards	Three months following contract award	March 31 st , 2019
3.	FAQ document to address complex scenario-based questions	Three months following contract award	March 31 st , 2019
4.	DET Model(s) / Diagram a. Quickly assess and understand different types of aggressive behavior and; b. Choose the appropriate de-escalation technique for a range of scenarios	Three months following contract award	March 31 st , 2019

7.2 Schedule

- Within **two (2) weeks** of contract award, the contractor must meet with the Project Authority to review the proposed Work Plan and schedule outlining the activities, associated budget and outputs for the contract. The Project Authority reserves the right to schedule additional face to face meetings, as deemed necessary, according to how the project is progressing at no additional cost.
- All courses must be delivered in accordance with the Table 7.1 dates.

8.0 CONSTRAINTS AND CONDITIONS

-The Contractor must supply: the instructor(s), all required materials, manuals and documents for participants.

-The Contractor must appoint a single point of contact to oversee the work and liaise with DFATD Project Authority.

-The Contractor will provide regular updates on the deliverables progress, as requested by with the Project Authority.



-The research and course material given to and produced by the Contractor will remain the intellectual property of DFATD.

9.0 LOCATION OF SERVICES

Training will be provided at the DFATD locations in the NCR region. Each session's location may change with facility availabilities as per Project Authority notice.

10.0 LANGUAGE REQUIREMENT

Training and Documentation must be provided in both official languages (English and French).

11.0 TRAVEL

There is no anticipated travel requirement, and DFATD will not accommodate for the contractor for the travel expenses to the DFATD locations.

12.0 SECURITY

N/A.



ANNEX B

FINANCIAL PROPOSAL

Delivery of Guidelines and FAQ Materials

			Initial Contract Period Contract award – October 1 st , 2019	
Item No.	Documentation Title	Draft Copy (Estimated February 28 th , 2019) (a)	Final Copy (Estimated March 31 st , 2019) (b)	Total Cost = (a) + (b)
1	Departmental policy guidelines on the Use of DET for DFATD	\$		\$
2	Two-page guidelines document for Mission security guards	\$		\$
3	FAQ document to address complex scenario-based questions	\$		\$
4	DET Model(s) and Diagrams	\$		\$
Sub-Total				\$
Taxes (13% ONT GST/HST)				\$
Total (including. Taxes)				\$



Delivery of Training Courses

				Initial Contract Period Contract award – October 1 st , 2019	
Item No.	Course Title	# Of Participants (a)	# Of Courses (b)	Cost Per Course (c)	Total Cost = (b) X (c)
1	Pilot Courses	Up To 6	2	\$	\$
Sub-Total					\$
Taxes (13% ONT GST/HST)					\$
Total (including. Taxes)					\$

Total Initial Period Contract Cost (Documentations + Courses): _____
(excluding taxes)

Option Period 01 will be exercised upon DFATD's Project Authority approval of the Pilot Courses in the Initial Contract Period.

Option Period 01 Delivery of Training Courses

				Option Period 01 June, 2019 – October 1 st , 2019	
Item No.	Course Title	# Of Participants (a)	# Of Courses (b)	Cost Per Course (c)	Total Cost = (b) X (c)
1	Comprehensive Workshop for Staff and Guards Abroad	Up to 20	Up to 4	\$	\$
2	Two-Hour Introductory Seminar for Managers	Up to 40	Up to 4	\$	\$
3	Train the Trainer course	Up To 4	Up to 4	\$	\$
Sub-Total					\$



Taxes (13% ONT GST/HST)	\$
Total (including. Taxes)	\$

Option Period 02 Delivery of Training Courses

					Option Period 02 October 2nd, 2019 – October 1st, 2020	
Item No.	Course Title	# Of Participants (a)	# Of Courses (b)	Cost Per Course (c)	Total Cost = (b) X (c)	
1	Comprehensive Workshop for Staff and Guards Abroad	Up to 20	Up to 4	\$	\$	
2	Two-Hour Introductory Seminar for Managers	Up to 40	Up to 4	\$	\$	
3	Train the Trainer course	Up To 4	Up to 4	\$	\$	
Sub-Total					\$	
Taxes (13% ONT GST/HST)					\$	
Total (including. Taxes)					\$	

Option Period 03 Delivery of Training Courses

					Option Period 03 October 2nd, 2020 – October 1st, 2021	
Item No.	Course Title	# Of Participants (a)	# Of Courses (b)	Cost Per Course (c)	Total Cost = (b) X (c)	
1	Comprehensive Workshop for Staff and Guards Abroad	Up to 20	Up to 4	\$	\$	



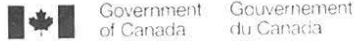
2	Two-Hour Introductory Seminar for Managers	Up to 40	Up to 4	\$	\$
3	Train the Trainer course	Up To 4	Up to 4	\$	\$
Sub-Total					\$
Taxes (13% ONT GST/HST)					\$
Total (including. Taxes)					\$

_____ **TOTAL ESTIMATED CONTRACT WITH ALL OPTION PERIODS: \$**
(excluding taxes)



ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat CSI / CSD - DET contract - 2018
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Global Affairs Canada	2. Branch or Directorate / Direction générale ou Direction CSI/CSD
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 Develop a de-escalation policy for Global Affairs Canada to inform the work of Mission Security Teams in managing clients/visitors. Develop and deliver training sessions on utilizing de-escalation techniques to Mission Security Personnel and management		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7 c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

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

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input type="checkbox"/> RELIABILITY STATUS 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 : No RS required

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

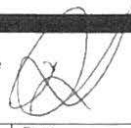
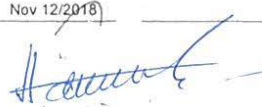
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité



 Government of Canada / Gouvernement du Canada

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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
David Lachance	Program Manager		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
203-4686		David.Lachance@international.gc.ca	Nov 12/2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Andreea Stoinesteanu	Contract Security Coordinator		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-203-3069		andreea.stoinesteanu@international.gc.ca	2018/12/05
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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Security Classification / Classification de sécurité

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