



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Health Canada / Santé Canada

**Attn: Erin Massey**

**Email:** erin.massey@canada.ca

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal To: Health Canada  
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 thereof.

**Proposition à:  
Santé Canada**

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

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

**Issuing Office – Bureau de distribution**  
Health Canada / Santé Canada  
200, Eglantine Driveway  
Tunney's Pasture  
Ottawa Ontario K1A 0K9

<b>Title – Sujet</b> Urine Sampling: Biomarker of Exposure Testing in Users of Novel Nicotine Delivery Devices and Tobacco Products: Data Collection (5 geographic sites)	
<b>Solicitation No. – N° de l'invitation</b> 1000204974	<b>Date</b> 2019-05-06
<b>Solicitation Closes at – 2 :00PM</b> <b>L'invitation prend fin à</b> on / le – 2019-06-15	<b>Time Zone</b> <b>Fuseau horaire</b> EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à :</b> Name: Erin Massey Email: erin.massey@canada.ca Telephone – téléphone : 613-941-2094	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein – Voir ici	
<b>Delivery required - Livraison exigée</b> See Herein – Voir ici	
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur :</b> <b>Telephone No. – N° de téléphone :</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Summary**

- a) This bid solicitation is being issued to satisfy the requirement of **Health Canada** for Urine Sampling: Biomarker of Exposure Testing in Users of Novel Nicotine Delivery Devices and Tobacco Products: Data Collection (5 geographic sites).
- b) It is intended to result in the award of up to five (5) contracts, one per geographic site.

### **1.2 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.3 Statement of Work**

The Work to be performed is detailed under Annex A – Statement of Work.

### **1.4 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.

### **1.5 Trade Agreements**

The requirement is not subject to the trade agreements as per the following dispositions: Agreement on Internal Trade (AIT):Chapter 5, Article 504 11(h)(ii), World Trade Organization Agreement on Government Procurement (WTO-AGP):Appendix I, Annex I, North American Free Trade Agreement (NAFTA): Chapter 10, Annex 1001.1a-1, Canada - Chile Free Trade Agreement: Annex Kbis-01, 1-1, Canada - Peru Free Trade Agreement: Annex 1401.1-1, Canada-Colombia Free Trade Agreement Annex 1401-1.

## **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: 90 days

#### **2.1.1 SACC Manual Clauses**

[4008](#) (2008-12-12), Personal Information

### **2.2 Submission of Bids**

Bids must be submitted only to [erin.massey@canada.ca](mailto:erin.massey@canada.ca) by the date and time 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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid: One electronic copy
- Section II: Financial Bid: One electronic copy
- Section III: Certifications: One electronic copy
- Section IV: Additional Information: One electronic copy

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

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

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

- (a) use a numbering system that corresponds to the bid solicitation.

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

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

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

##### **3.2.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

- 3.2.1.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

- 3.2.1.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security 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**

<b>ATTENTION BIDDERS:</b>			
Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
<b>#</b>	<b>Mandatory Technical Criteria</b>	<b>Met (Yes/No)</b>	<b>Cross-Reference to bid (indicate page #)</b>
<b>MT1</b>	<p>The Bidder must demonstrate, by providing a detailed project description, that they have completed a similar project involving administration of a questionnaire and associated collection of a biological sample (such as medical diagnostics, insurance claims or applications, research study etc.).</p> <p>Project description must include:</p> <ol style="list-style-type: none"> <li>1. The name and contact information of the client;</li> <li>2. A brief description of the scope and complexity of the work;</li> <li>3. The timeframe of the project (start and end date).</li> </ol> <p>Canada reserves the right to contact the client to validate information provided.</p>		
<b>MT2</b>	<p>The Bidder must demonstrate, by providing complete address(es) that they have facilities in at least one (1) of the five (5) locations across Canada as identified in the Statement of Work.</p> <p>AND</p> <p>The Bidder must provide a copy of each location's valid Canadian Industrial Security Directorate (CISD) clearance verification with their proposal. (Refer to section 6.1.2.2 for more information).</p>		
<b>MT3</b>	<p>The Bidder must demonstrate, by providing a detailed work plan for each proposed location, that they have the capacity to complete the work.</p> <p>For each location, the work plan must:</p>		



	<ol style="list-style-type: none"> <li>1. identify individual(s) to act as a main point of contact (centralized or per location);</li> <li>2. Detail the proposed tasks and activities for each proposed resource;</li> <li>3. Describe how they will address all of the tasks described in the Statement of Work at Annex A, Section 3.1.</li> <li>4. Identify any potential risks and their proposed mitigation strategies.</li> </ol>		
<b>MT5</b>	The Bidder must demonstrate, by providing copies of valid certification, that the resources responsible for the shipment of samples in each of the five (5) locations are certified for the transportation of dangerous goods (TDG).		

#### 4.1.1.2 Point Rated Technical Criteria

#	Point Rated Technical Criteria	Max Points	Comments
<b>RT1</b>	<p>In addition to the project description required in MT1, the Bidder should demonstrate, by providing up to five (5) additional detailed project descriptions demonstrating they have participated in similar projects involving administration of a questionnaire and associated collection of a biological sample (such as medical diagnostics, insurance claims or applications, research study etc.).</p> <p>Project description must include:</p> <ol style="list-style-type: none"> <li>1. The name and contact information of the client;</li> <li>2. A brief description of the scope and complexity of the work;</li> <li>3. The timeframe of the project (start and end date).</li> </ol> <p><b>POINTS ALLOCATION:</b></p> <p>2 points for each additional project up to a maximum of ten (10) points</p> <p><b>NO MINIMUM REQUIRED FOR THIS CRITERION.</b></p>	/10	
<b>RT2</b>	<p>The Bidder's proposal will be evaluated for overall quality and clarity.</p> <p><b>POINTS ALLOCATION:</b></p> <p><b>10 points:</b> The proposal is clear and concise and addresses all of the tasks and activities outlined in the Statement of Work Annex A section 3.1 for up to five (5) of the locations; the points of contact and other proposed resources along with their respective roles and qualifications are clearly identified and substantiated.</p> <p><b>5 points:</b> The proposal is somewhat clear and addresses most of the tasks and activities outlined in the Statement of</p>	/10 (minimum of 5 required)	

	<p>Work Annex A section 3.1 for up to five (5) of the locations; the points of contact and other proposed resources along with their respective roles and qualifications are somewhat clear.</p> <p><b>0 points:</b> The proposal is unclear and/or inconsistent; most of the tasks and activities outlined in the Statement of Work Annex A section 3.1 are not addressed; points of contact and other resources along with their respective roles and qualifications are unclear and/or unsubstantiated.</p> <p><b>MINIMUM SCORE OF 5 POINTS REQUIRED FOR THIS CRITERION.</b></p>		
<b>ACTUAL SCORE (minimum of 5 points required for RT2):</b>		/20	

#### 4.1.2 Financial Evaluation

<p><b>ATTENTION BIDDERS:</b> Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.</p>			
<b>#</b>	<b>Mandatory Financial Criteria</b>	<b>Met (Yes/No)</b>	<b>Page #</b>
<b>MF1</b>	The total value of the proposal must not exceed \$40,000.00 per location, for a maximum total of \$200,000 CAD inclusive of applicable taxes.		

#### 4.2 Basis of Selection

##### 4.2.1 Lowest Price per Point per Location

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
  
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point per location will be recommended for award of a contract.
  
3. Each location will be evaluated separately and the bidder with the lowest cost per point for each specific location will be recommended for award. Contracts for more than one location may be issued if the supplier is the top rated Bidder for multiple locations.

## **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 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 provided 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.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

##### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

1. The Contractor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **reliability status**, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor must not remove any protected information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
4. The Contractor 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)

### 6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

**6.1.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**6.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 6.3 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>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 6.3.2 Supplemental General Conditions

SACC Manual clause [4008](#) (2008-12-12), Personal Information

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2019 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

Name: Erin Massey  
Title: Senior Procurement and Contracting Officer  
Health Canada  
Chief Financial Officer Branch  
Directorate: Materiel and Assets Management  
Address: 200 Eglantine Driveway, Ottawa, ON K1A 0K9  
Telephone: 613-941-2094  
E-mail address: [erin.massey@canada.ca](mailto:erin.massey@canada.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.

#### 6.5.2 Project Authority (to be identified at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
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.

#### 6.5.3 Contractor's Representative (to be identified at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 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.

## **6.7 Payment**

### **6.7.1 Basis of Payment (Firm Unit Price)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ \_\_\_\_\_. 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.

### **6.7.3 Method of Payment (Monthly Payments)**

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

## **6.8 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:

- b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
  - a. One (1) copy must be forwarded to [hc.p2p.east.invoices-factures.est.sc@canada.ca](mailto:hc.p2p.east.invoices-factures.est.sc@canada.ca) and the Project Authority for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

## **6.10 Applicable Laws**

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

## **6.11 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 supplemental general conditions [4008](#) (2008-12-12), Personal Information;
- (c) the general conditions [2010B](#) (2018-06-21), Professional Services (medium complexity);
- (d) Annex A, Statement of Work;

- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Non-Disclosure Agreement
- (h) the Contractor's bid dated \_\_\_\_\_

**6.12 Insurance**

SACC *Manual* clause **G1005C** (2016-01-28) Insurance – No Specific Requirement

## ANNEX A - STATEMENT OF WORK

### 1. Title

Biomarker of Exposure Testing in Users of Novel Nicotine Delivery Devices and Tobacco Products: Data Collection (5 geographic sites)

### 2. Scope

#### 2.1. Introduction

With an estimated 45,000 deaths attributable to smoking in Canada in 2012, leading to nearly 600,000 potential years of life lost for premature mortality, tobacco use remains the leading preventable cause of disease and premature death in Canada. Health Canada is responsible for helping Canadians protect, maintain, and improve their health, while respecting individual choices and circumstances. To achieve this goal, Health Canada takes into account available high-quality scientific data to inform its work.

The renewal of Canada's Tobacco Strategy provides an opportunity to chart a new course in tobacco control and further protect Canadians from the devastating impacts of tobacco use. At the same time, the emergence of alternative products<sup>1</sup>, such as vaping products and heated tobacco products, is shifting the tobacco and nicotine use landscape in a manner that may have significant implications for public health in Canada.

The Tobacco Control Directorate (TCD) is undertaking this study to investigate urinary biomarkers of chemical exposures of users of alternative products. The results of this study will inform decision making within the program, the planning of future studies, and the public.

TCD lacks the capacity to perform a study involving users of several categories of products, particularly participant interviews and surveys and urine sample collection for biomarkers of exposure. Therefore, Health Canada is seeking the services of a Contractor to undertake collection of questionnaire data and samples for a study to investigate the chemical exposures of various categories of alternative products.

#### 2.2. Objectives of the Requirement

The objective of this requirement is to collect urine samples from pre-recruited participants including smokers, non-smokers, and users of alternative products. Administration of a questionnaire to participants on demographic and pattern of use information is required.

#### 2.3. Background and Specific Scope of the Requirement

There is a paucity of independent research on the health effects of alternative products, especially in humans. The bulk of the health-related studies on alternative products involve aerosol generation and chemical analysis of commonly investigated tobacco smoke toxicants. The matrices of these alternative products can be both simpler and more complex, and may result in exposure to chemicals not found in tobacco smoke. More importantly, the use patterns of alternative products differ substantially from that of

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<sup>1</sup> For the purposes of this document *alternative products* include *vaping* and *heated tobacco products*.

*Vaping products* are also known as electronic cigarettes, e-cigarettes, vaping, and electronic nicotine delivery system (ENDS). Vaping products are varied in design but tend to include a battery, heating element, reservoir, and mouthpiece. The heating element is used to produce a vapour from vape-liquid (e-liquid) that come in a variety of flavours and may or may not contain nicotine. Vaping products come in many forms including basic disposable devices and refillable kits using a cartridge or tank system.

*Heated tobacco products* contain tobacco and a heating element. They are also referred to as heat not burn and tobacco heating products.



cigarettes, which are a relatively homogenous product category and generally smoked in a similar manner. Vaping products, especially newer devices, are customisable, allowing the user to adjust nearly every parameter involved in aerosol generation. This introduces a number of methodological problems when designing experiments involving aerosol generation. Experiments that avoid aerosol generation and instead measure in vivo metabolites in users can avoid these methodological issues. In particular, analysis of biomarkers of exposure provides a reliable surrogate of exposure resulting from real-world use conditions, and can avoid the issues with accurate aerosol generation and delivery.

The pattern of alternative product use changes geographically throughout Canada, therefore, sampling will be required in five (5) locations across Canada (Vancouver BC, Edmonton, AB, Toronto, ON, Ottawa, ON and Montreal, QC). Up to 300 subjects will be recruited across Canada, grouped into cigarette smokers (N=50), vaping product users (N=100), heated product users (N=0 to 50), dual users (N=50) and non-exposed controls (N=50). The Contractor will provide an information session; go through the consent process including witnessing signing of the consent form; collecting urine samples, splitting urine samples into aliquots and shipping them on dry ice to the Health Canada laboratories in Ottawa; and collecting questionnaire data and shipping them to TCD offices in Ottawa.

### **3. Requirements**

#### **3.1. Tasks, Activities, Deliverables and/or Milestones**

The Contractor will:

1. Apply for local ethics board approval if applicable.
2. Provide sufficient trained staff to liaise with the company responsible for recruiting participants to ensure participants understand the study they are participating via an information sheet in, validate participant eligibility, collect samples and questionnaires, and ensure remuneration of participants upon completion.
3. Keep a record of how many participants were eligible, how many were ineligible, reasons for ineligibility, how many agreed to participate, how many agreed but did not sign consent, how many signed consent but did not complete the questionnaire and urine sample.
4. Develop a system to identify each participant (without using personal information such as names) to be used on questionnaires and samples.
5. Provide sufficient trained staff and clinical space to administer the information sheet to participants, administer, witness, review, store and ship participant consent forms, administer, collect, review, store and ship participant questionnaires;
6. Provide washroom facilities for participants and qualified laboratory technicians to collect, handle, process, store and ship the urine samples. Due to the nature of the samples, shipment must be completed by an individual who is certified under the Transportation of Dangerous Goods (TDG). Provide a freezer (-40 to -80 °C) storage for all urine samples in a secured room and secure storage for the participant consent forms and questionnaires.
7. Ensure the privacy, confidentiality and safety of all participants as per industry standards. All information collected under this contract must be kept secure and separate and not entered or included in the contractor's general patient database.
8. Ship completed consent forms, questionnaires and samples to Health Canada on a regular basis as per procedures to be provided upon contract award.
9. Provide progress report and final reports to Health Canada.

#### **3.2. Method and Source of Acceptance**

The Project Authority at Health Canada will review all project deliverables (draft reports, final report) for quality, performance of required tasks, and format, and will indicate in writing to the Contractor within 10 working days whether a specific deliverable has been accepted, and will identify any required changes to the deliverable. The Contractor will have 10 working days to revise the deliverable unless both parties agree to an alternative deadline. At that point, the Project Authority at Health Canada will re-review the deliverable and determine if it is acceptable or requires revision (at no cost to Health Canada).

### **3.3. Reporting Requirements**

The Contractor shall deliver the services using the methods agreed upon, in the format requested, and within the timelines established in this contract. The Contractor shall submit one (1) electronic copy of each to the Project Authority. The Contractor shall submit periodic progress/status reports, with each report outlining the accomplishments for the given period, any open issues, and upcoming milestones. Refer to Section 3.1 for associated details on reporting requirements.

### **3.4. Privacy Requirements**

- The contractor is required to adhere to all aspects of the Privacy Act and Regulations, Treasury Board and PSPC privacy-policies, directives and standards, including <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4008> (SACC).
- The contractor must submit the raw data from the research to Health Canada/PHAC. However the contractor must not submit any data (e.g., names, addresses, IP addresses) that can be used to individually identify participants. As per section 12 of SACC Manual Clause 4008, Canada exercises its rights to request that the contractor destroy any link between statistical data and individual respondents once the survey is completed and all survey data has been compiled and validated.
- The contractor is required to protect the information until it has been destroyed or rendered completely anonymous.
- The contractor may only collect the minimum (and only that which is demonstrably necessary) personal information to achieve the requirements of the research described in the SOW.
- If a participant discloses personal information in the collection of research, any identifying information must be removed from the data.
- When warranted, instructions will be provided to participants to remind them not to provide details about specific cases.
- Health Canada/PHAC must be given the opportunity to review and approve the research instrument from a privacy perspective.
- The information collected can only be used for the purpose of fulfilling contract deliverables and cannot be used or disclosed for any other purpose without Health Canada/PHAC's approval.

### **3.5. Project Management Control Procedures**

The Project Authority shall monitor the progress of the work, ensure that the work under this Contract is on target and of acceptable quality. In addition to the measures outlined in section 3.1 and 3.4, the reports for this Contract may be submitted, at the Departmental Representative's discretion, to an internal and/or external peer review prior to acceptance.

#### 4. Additional Information

##### 4.1. Canada's Obligations

Health Canada will:

- Receive approval from Health Canada's Research Ethics Board, and report on adverse events during the study.
- Ensure appropriate Privacy Assessments have been performed, and develop Privacy Obligations sign off document for field personnel.
- Work with the contractor to communicate with the participants on the purpose and procedure of the study.
- Provide participant information sheet, consent form and questionnaires.
- Communicate with the contractor as required to review the testing protocol, verify details for completeness and to assess progress.
- Assume responsibility for the laboratory analysis biologic samples of urine.
- Provide comments on draft reports and final reports to the Contractor within ten (10) working days.
- Conduct analyses on the samples and statistical analysis of data, and interpret findings.

##### 4.2. Contractor's Obligations

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- Provide an information session for the participants on the purpose and procedure of the study.
- Administer participant information sheet, consent form and questionnaires.
- Collect and prepare urine samples (collection, handling, processing, storage, and shipping).
- The Contractor shall treat all information that comes to his/her attention by virtue of carrying out the work under this agreement as privileged and confidential and will not disclose it to any third party either during the course of or after termination of this agreement except as may be necessary to perform the duties hereunder. All personal information must be kept in a secure area when not being used.

##### 4.3. Location of Work, Work site and Delivery Point

The work outlined in this contract will be conducted at the Contractor's site or normal place of business, with the submission of deliverables to Health Canada's facilities as specified herein. Due to existing workload and deadlines, all personnel assigned to this contract must be ready to work in close and frequent contact with the Project Authority and other departmental personnel as needed.

##### 4.4. Language of Work

The language of work for this contract will be English.

#### 5. Project Schedule

##### 5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)

Task	Time
<b>Screening and consent</b>	
Includes administration of participant information sheet, consent forms and questionnaire.	Ongoing
<b>Data collection</b>	
Includes collection, handling, processing and storage of urine samples, consent forms, and questionnaire.	Ongoing

<b>Transfer of samples and data</b>	
Includes the shipment of samples and completed consent forms and questionnaires to Health Canada.	On or before September 30, 2019

**ANNEX B – BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as identified below. 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.

Bidders may bid on one or more locations below:

LOCATION	DESCRIPTION	FIRM UNIT PRICE (A)	ESTIMATED NUMBER OF UNITS (PARTICIPANTS) (B)	ESTIMATED TOTAL (C = AXB)
Vancouver BC,	Participant preparation (information sheet, consent, questionnaire); and  Collecting, handling, processing and storing participant urine samples, consent forms, and questionnaires; and  Shipping of participant urine samples, consent forms, and questionnaires	\$	Up to 60	\$
Edmonton, AB,	Participant preparation (information sheet, consent, questionnaire); and  Collecting, handling, processing and storing participant urine samples, consent forms, and questionnaires; and  Shipping of participant urine samples, consent forms, and questionnaires	\$	Up to 60	\$
Toronto, ON,	Participant preparation (information sheet, consent, questionnaire); and  Collecting, handling, processing and storing participant urine samples,	\$	Up to 60	\$

	consent forms, and questionnaires; and  Shipping of participant urine samples, consent forms, and questionnaires			
Ottawa, ON	Participant preparation (information sheet, consent, questionnaire); and  Collecting, handling, processing and storing participant urine samples, consent forms, and questionnaires; and  Shipping of participant urine samples, consent forms, and questionnaires	\$	Up to 60	\$
Montreal, QC	Participant preparation (information sheet, consent, questionnaire); and  Collecting, handling, processing and storing participant urine samples, consent forms, and questionnaires; and  Shipping of participant urine samples, consent forms, and questionnaires	\$	Up to 60	\$
			Applicable taxes	\$
			Estimated total contract value (must not exceed \$40,000.00 per location, up to a maximum value of \$200,000.00 CAD including taxes)	\$

# ANNEX C – SECURITY REQUIREMENTS CHECKLIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000204974
Security Classification / Classification de sécurité unclassified

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada	2. Branch or Directorate / Direction générale ou Direction HECSB/TCD	
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 Biomarker of Exposure Testing in Users of Novel Nicotine Delivery Devices and Tobacco Products: Data Collection (1 of 5 geographic sites)		
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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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 <input type="checkbox"/>	COSMIC TOP SECRET / 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  
unclassified





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

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

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

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

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

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

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  No  Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui

If Yes, will unscreened personnel be escorted?  No  Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté?  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?  No  Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No  Yes  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

**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?  No  Yes  
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?  Non  Oui

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?

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

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?





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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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