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K1A 0S5

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Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
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Ottawa
Ontario
K1A 0S5

Title - Sujet Public Engage. / Consult. Services	
Solicitation No. - N° de l'invitation EN578-181138/C	Date 2019-09-20
Client Reference No. - N° de référence du client EN578-18-1138	Amendment No. - N° modif. 006
File No. - N° de dossier cy016.EN578-181138	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-016-77563	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2019-08-08	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-10	
Address Enquiries to: - Adresser toutes questions à: Schou, Christian	Buyer Id - Id de l'acheteur cy016
Telephone No. - N° de téléphone (613) 995-2278 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

This reason for this amendment is to advise all potential offerors of the questions and answers pertaining to this Request for Standing Offer (RFSO) in Part 001, and to revise the RFSO in Part 002.

Version 3 of Appendix 1 was also added to the attachment section of the buyandsell page. This version supersedes the previous version.

Please note that the next solicitation amendment will include a clean version of the full RFSO document with all the amended changes

QUESTIONS AND ANSWERS

Q65 With respect to the provision of Hourly Rates per Section B.1 of the RFSO Document:

On any given call up there may be staff with different levels of experience and different rates for each of the Subcategories identified in the matrix. Please advise if we can provide more than one rate within each category to reflect the senior, intermediate, and junior staff rates. In the event that only one rate is allowed within each category as identified in the Matrix in Section B.1, for the purposes of this submission, please advise if as part of the call-up process, rates to reflect senior, intermediate and junior staff will be permitted.

A65 Only one hourly rate for each category of service must be submitted. Offerors are responsible for allocating suitable resources to complete the Work in accordance with the contract. Only one hourly rate will be used in the call-up process. Each hourly rate submitted will be used for services described under each category of service in the Standing Offer's Annex "A" Statement of Work.

Q66 On Page 56 of 98 of the RFSO Document, the points under R2B Subcategory B – Online indicate a total of 200 points, but there is only item R2B.1 under this with 90 points allocated. Could you advise what the rest of the 200 points are allocated to?

A66 The other 110 points are for Criteria R2 Project Management which must be submitted for both Subcategory A, and Subcategory B. The 110 points from Project Management figures in the total for both these categories

Q67 How many standing offers are being awarded per sub-category?

A67 For each Sub-Category, the responsive offer(s) which obtain a passing score for the combined rating of technical merit and price for each particular Sub-Category will be recommended for award of a Standing Offer. Offerors recommended for award of a Standing Offer will also be offered a Supply Arrangement for the same Sub-Categories. There is no limit.

Q68 How many supply arrangements are being awarded per sub-category?

A68 See the answer provided at Question 67.

Q69 Will PSPC consider a deadline extension of 5 business days for this solicitation?

A69 The Request for Standing Offer was extended in solicitation amendment 004.

-
- Q70 Is it possible to include in the application document- attachments and links to examples of work such as agenda, participant lists, project plans etc?
- A70 Any information in response to the Criteria should be included in text in your Offer. Links or references to a website should not be included and will not be taken into consideration by the evaluation team. Ensure all the information you need to respond to this Request for Standing Offer can be read directly in your submitted Offer.
- Q71 In the Project Examples template we are, in many places, asked to “demonstrate” our capacity. Should we attach samples of materials, including resource materials, project reports, etc. that would provide that evidence?
- A71 You may attach samples, including resource materials and project reports or any other information that could demonstrate the requirement. You should indicate clearly which material fulfills which requirement. For example, page 3 of the report addresses requirement X,Y, Z.
- Q72 Under R3.1 firms are asked to demonstrate, in each example, “experience in carrying out quantitative and qualitative analysis using efficient tools.” In some cases, such as large facilitated meetings, quantitative analysis is not part of the design of the event. Rather, the groups process the data generated through their discussions. Quantitative analysis would not be appropriate. Can we include these examples even if they do not include quantitative analysis?
- A72 Responses should outline the different types of data and methods of analysis that were selected for each project. The rationale for the choice of methodology should be explained and the results achieved should also be summarized. If each specific example submitted does not cover both quantitative and qualitative data analysis, offerors may submit distinct examples demonstrating their experience and success with each of the different types of analysis requested.
- Q73 Our firm works with a number of Associates who will be included on contracts on an “as needed” basis. Should these people be listed on the subcontractors list? Or is this just for other firms with whom we might subcontract specific services?
- A73 Subcontracts are defined in [Section 06 of the General Conditions 2035](#) that are included by reference in the Standing Offer and Resulting Contract Clauses.
- Q74 Please clarify what you are expecting to be submitted in the Certifications submission. It looks like the following information is to be included here:
- Integrity provisions form
 - Canadian content certification
 - Fed Contractors program for employment equity
- Not sure if these go here (p 49):
- A1.7 - requirement re servers
 - A1.8.1 - Standards and specifications
 - A1.8.2 - language of work
 - A1.8.3 - access to info and privacy
- A74 Please see solicitation amendment 005 for the revision to Part 3 – Offeror Preparation Instructions.

However, please note that the items outlined above from the Statement of Work at page 49, A1.7, A1.8.1, A1.8.2, A1.8.3 are not required to be submitted in the Certification section. While these are requirements and standards that every Standing Offer holder must meet and adhere to during the Standing Offer period, we do not require Offerors to certify compliance to them in their Offer.

Q75 Please clarify what you are expecting to be submitted in the Additional Information submission. It looks like the following information is to be included here:

Offeror's proposed sites requiring safeguarding measures
Compliance with security requirements
Offeror form/Subcontractor Form - Annex G
Financial Capability (p 19)

A75 Please see solicitation amendment 005 for the revision to Part 3 – Offeror Preparation Instructions. Section IV Additional Information was combined with Section III Certifications.

In regards to Article 6.2 Financial Capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed in the clause during the evaluation of offers. This information does not need to be provided with the offer.

Q76 **To confirm, for Category 2: Implementation and Facilitation, the following project examples are required:**

- R2 Project Management: 3 project examples
- R2A In Person
 - o Logistics Services: 3 project examples
 - o Two way dialogue engagement design and implementation: 3 project examples
- R2B Online
 - o Digital Platform/Tool and Facilitation: 3 project examples

As such, if you were to apply for all components in this section, you would include 12 project examples (though the same projects could be highlighted in different sections).

A76 Yes, three (3) projects need to cover each of the criteria outlined in Question 76. The same project can be used by Offerors to demonstrate compliance with multiple criteria. For example, an Offeror could submit the same 3 projects to meet each individual criterion and therefore meet all 4 of these criteria using a total of only 3 project examples.

Q77 For Category 3 - Analysis, Reporting and Evaluation, do you require separate hourly pricing for automated and non-automated text analysis - or one price which covers both?

A77 One hourly rate that covers both.

Q78 Regarding the Selection Methodology outlined in section 7.8.3, in the event that a department requests services in 3 categories, but firm A has only qualified in 2 of the 3 categories, how will this be handled? Does firm A need to be qualified in all 3 categories to be considered for this opportunity? Can they still be assigned work in the categories they are qualified in?

A78 If a client requests services in 3 subcategories for a project, but firm A is only qualified in 2 of the 3, they will not be considered for the project. If Firm A is only qualified under 2 subcategories, they would only be considered for projects that the client determines may only have one or both of those two subcategories.

Q79 Regarding the Selection Methodology outlined in section 7.8.3, in the event that a department requests services in 3 categories, can they decide to split and direct the work to multiple offerors?

A79 The client can request any combination of services at any time they see fit. A client that chooses to split up a project into separate pieces/phases would need to follow the same allocation process for each separate piece. This means that they may not obtain the same offeror. A client that would like to have one offeror provide services for every subcategory of service required throughout the term of their project will need to identify all the subcategories from the onset to ensure he obtains an offeror that can do all the tasks.

Q80 With regard to the requirement for automated text analysis, can you provide additional details regarding your expectations and your definition of quality? Is there a standard or desired level of automation you can share?

A80 Our expectation is that the analysis completed using the suitable methodology would reflect an accurate interpretation of the text similar to what would be understood if it was read by a human. The method should allow for the analysis of texts that are too voluminous to be read by individuals in a short period of time.

Q81 For Category 3: Analysis Reporting and Evaluation, can you please confirm if 3 project examples are required for each sub-category (3 for sub-category A and 3 for sub-category B) totaling 6 project examples. Or if 3 projects are required IN TOTAL to qualify for sub-categories A and B.

The confusion lies in the content on the bottom of page 73 of the RFSO which states **To qualify for Subcategory B – With Automated Complex Text Analysis, **two of the three projects submitted** should fall into Subcategory B, including (1) project with over 10,000 participants. It must be clearly stated which project falls into this sub-category....*

The above text sounds like only 3 projects TOTAL are required to qualify for subcategories 3A and 3B and of those 3 projects, 2 must fall under subcategory B. Please confirm.

A81 Only 3 projects are required under Category 3: Analysis Reporting and Evaluation. If an offeror would like to offer services under subcategory B, two (2) of those three (3) projects submitted under Category 3: Analysis Reporting and Evaluation must include Automated Complex Text Analysis. Also, one (1) of those projects also must include over 10,000 participants.

It must be clearly stated which projects fall into subcategory B. The Offeror must explain how quality analysis was done for text in both official languages. A complex text is at least 50 words.

THE FOLLOWING CHANGES FORM PART OF THE RFSO

1) At Part 1, 1.3 Security requirements

DELETE IN ITS ENTIRETY AND REPLACE WITH THE FOLLOWING:

There are security requirements associated with the requirement of the Standing Offer/Supply Arrangement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, Part 7 - Standing Offer and Resulting Contract Clauses and Part 8 – Supply Arrangement and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

2) At Part 6, 6.1 Security requirements

DELETE IN ITS ENTIRETY AND REPLACE WITH THE FOLLOWING:

6.1 Security Requirements

1. BEFORE proceeding with Work under the standing offer/supply arrangement that includes a security requirement, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer/Part 8A - Supply Arrangement;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer/ Part 8A - Supply Arrangement;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

If there are requirements for safeguarding measures at the Offeror's and proposed individuals' sites or premises:

- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer/ Part 8A - Supply Arrangement;
 - (e) the Offeror 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. Offerors are reminded to obtain the required security clearance if they would like to be considered for projects that include security requirements.
 3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.1.1 SPONSORSHIP REQUEST

Potential offerors whose organizations currently do not hold a valid DOS security clearance nor a valid PROTECTED B level Document Safeguarding issued by the CISD for any required facilities (must be located in Canada) are encouraged to initiate the security clearance process. Requests for sponsorship should be sent to the PWGSC Standing Offer Authority. It is the responsibility of potential offerors to ensure that the information required concerning the security clearance is provided to either the requesting authority or the CISD.

The sponsorship request should include the following information:

- a) Legal name of the company
- b) Business name, if different from legal name
- c) Mailing address
- d) Civic address for the two facilities in Canada
- e) Company telephone number
- f) Company fax number

Solicitation No. - N° de l'invitation
EN578-181138/C
Client Ref. No. - N° de réf. du client
EN578-18-1138

Amd. No. - N° de la modif.
006
File No. - N° du dossier
cy016.EN578-181138

Buyer ID - Id de l'acheteur
cy016
CCC No./N° CCC - FMS No./N° VME

-
- g) Surname and given name of the contact person (Canadian official)
 - h) Title of the contact person
 - i) Telephone number of the contact person
 - j) Email address of the contact person
 - k) Language preference (English or French)

Upon receipt of a request for sponsorship, CISD will contact the potential offeror to complete the gathering of required information.

For any enquiries concerning security requirements, potential bidders should contact the CISD at 1-866-368-4646, or 613-948-4176 in the National Capital Region.

CISD website:

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

There are no direct costs charged to potential bidders wishing to obtain DOS security clearances, document safeguarding or IT security clearance. However, potential bidders may incur indirect costs resulting from being required to meet minimum standards such as installing mechanisms for document safeguarding, if applicable.

3) At Part 7, 7.2 Security requirements

DELETE 7.2.1 IN ITS ENTIRETY AND REPLACE WITH THE FOLLOWING:

7.2.1 The following security requirements (SRCL-Security Requirement Check List and related clauses provided by the Contract Security Program) apply to and form part of the Standing Offer. Below are three (3) different sets of clauses for three (3) different types of security requirement. If a Client has a security requirement for a project, they will be able to select one of three (3) security requirements listed below.

7.2.1.1 COMMON-PS-SRCL#2: These clauses apply for requirements with unclassified information/data (to be verified by Canada at SO award):

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

7.2.1.2 COMMON-PS-SRCL#9: These clauses apply for requirements with up to PROTECTED B information/data (to be verified by Canada at SO award):

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of

-
- Protected B**, issued by the Canadian Industrial Security Directorate(CISD), Public Works and Government Services Canada (PWGSC)
2. The Offeror personnel requiring access to protected information, assets or work site(s) must EACH hold a valid **Reliability Status**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
 3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **Protected B**
 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC
 5. The Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

7.2.1.3 COMMON-PS-SRCL#10: These clauses apply for requirements with up to PROTECTED B information/data and with an IT Link between the supplier's IT systems and the government department or agency (IT Link to be verified before every call-up award):

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **Protected B**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Offeror personnel requiring access to protected information, assets or work site(s) must EACH hold a valid **Reliability Status**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **Protected B**, including an IT Link up to the level of **Protected B**
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

4) At Part 8, 8.2 Security requirements

DELETE 8.2.1 IN ITS ENTIRETY AND REPLACE WITH THE FOLLOWING:

8.2.1 The following security requirements (SRCL-Security Requirement Check List and related clauses provided by the Contract Security Program) apply to and form part of the Standing Offer. Below are three (3) different sets of clauses for three (3) different types of security requirement. If a Client has a security requirement for a project, they will be able to select one of three (3) security requirements listed below.

8.2.1.1 COMMON-PS-SRCL#2: These clauses apply for requirements with unclassified information/data (to be verified by Canada at SA award):

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

8.2.1.2 COMMON-PS-SRCL#9: These clauses apply for requirements with up to PROTECTED B information/data (to be verified by Canada at SA award):

1. The Contractor must, at all times during the performance of the Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **Protected B**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to protected information, assets or work site(s) must EACH hold a valid **Reliability Status**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
3. The Contractor must not utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **Protected B**
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

8.2.1.3 COMMON-PS-SRCL#10: These clauses apply for requirements with up to PROTECTED B information/data and with an IT Link between the supplier's IT systems and the government department or agency (IT Link will be verified by Canada before every contract award):

1. The Contractor must, at all times during the performance of the Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **Protected B**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to protected information, assets or work site(s) must EACH hold a valid **Reliability Status**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
3. The Contractor must not utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **Protected B**, including an IT Link up to the level of **Protected B**
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

5) At ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

DELETE IN ITS ENTIRETY AND REPLACE WITH THE FOLLOWING:

**ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST**

See Attached at the end of this amendment:

**COMMON-PS-SRCL#2
COMMON-PS-SRCL#9
COMMON-PS-SRCL#10**

6) At Annex "D" Technical and Financial Evaluation, Article 1.2 Point-Rated Technical Criteria, R1B Subcategory – Content Development

DELETE:

R1B.1 Firm's Experience (project example) (15 points per project submitted) (Minimum pass mark for this criterion is 31.5 points.)

For each of the three (3) project examples, the Offeror must provide detailed information on the following in its submission:

- Demonstrated experience in developing a variety of materials/tools in both French and English* (See note under R1B – Optional Services). Examples may include agendas, discussion guides, and documents to support discussions and activities undertaken by participants. These documents outline objectives, provide a clear overview of the issue(s) and ensure that participants can contribute effectively;
- Demonstrated ability to produce content in plain language and in a variety of formats, which may include information design and data visualization;
- Method used to gather and organize information to be part of the materials/tools;
- A description of the challenges and solutions encountered during content development;
- Detailed information on results that highlighted the effectiveness of the developed content and the lessons learned.

AND REPLACE WITH THE FOLLOWING:

R1B.1 Firm's Experience (project example) (15 points per project submitted) (Minimum pass mark for this criterion is 31.5 points.)

For each of the three (3) project examples, the Offeror must provide detailed information on the following in its submission:

- Demonstrated experience in developing a variety of materials/tools in both French and English* . Examples may include agendas, discussion guides, and documents to support discussions and activities undertaken by participants. These documents outline objectives, provide a clear overview of the issue(s) and ensure that participants can contribute effectively;
- Demonstrated ability to produce content in plain language and in a variety of formats, which may include information design and data visualization;
- Method used to gather and organize information to be part of the materials/tools;
- A description of the challenges and solutions encountered during content development;

-
- Detailed information on results that highlighted the effectiveness of the developed content and the lessons learned.

* Offerors need to demonstrate they have successfully offered services in both official languages. Of the three project examples provided, there should be at least one in each official language or one that is bilingual. All three (3) projects do not need to be bilingual. For example, three bilingual projects will not be graded better than two projects in one language and a third that is bilingual. Each Project must clearly state the language(s) of the developed materials/tools.

7) At Annex “D” Technical and Financial Evaluation, Article 1.2 Point-Rated Technical Criteria, R1B Subcategory – Content Development

DELETE:

R1B.Optional Services – Engaging with Indigenous People (10 points) (Minimum pass mark for this criterion is 7 points.)

To offer this optional service under Content Development in the Standing Offer, one (1) of the three (3) public engagement projects submitted under R1B.1 must include engagement with Indigenous people.

The Offeror must include:

- detailed information on how it ensured that content would be effective in reaching and engaging Indigenous people.

Note: For this project, material does not need to have been developed in both French and English, but in one of these two official languages and at least one (1) local indigenous language. To be considered only for content development for the engagement of Indigenous people, the content for all three (3) projects may be developed in one of the two official languages and at least one (1) local indigenous language. Three (3) projects must also still be assessed against R1B.1 and obtain the minimum pass mark.

AND REPLACE WITH THE FOLLOWING:

R1B.Optional Services – Engaging with Indigenous People (10 points) (Minimum pass mark for this criterion is 7 points.)

To offer this optional service under Content Development in the Standing Offer, one (1) of the three (3) public engagement projects submitted under R1B.1 must include engagement with Indigenous people.

The Offeror must include:

- detailed information on how it ensured that content would be effective in reaching and engaging Indigenous people.

Note: For this project, materials/tools do not need to have been provided in both French and English, but in one of these two official languages and at least one (1) local indigenous language.

*Note2: To offer content development for **only** the engagement of Indigenous people, three (3) projects must still be assessed against R1B.1 and obtain the minimum pass mark. Materials/tools/ do not need to have been developed in both French and English.*

8) At Annex “D” Technical and Financial Evaluation, Article 1.2 Point-Rated Technical Criteria, R2A.2.Optional Services – Engaging with Indigenous People

DELETE:

To offer this optional service of two-way dialogue engagement design and implementation as part of the Standing Offer, one (1) of the three (3) public engagement projects submitted under R2A.2.1 must include engagement with Indigenous people.

The Offeror must include:

- detailed information on how it ensured that the two-way dialogue engagement design and implementation project would be effective in reaching and engaging Indigenous people. For this project, services must have been provided in an Indigenous language.

Note: To offer two-way dialogue engagement design and implementation services for the engagement of Indigenous people only, three (3) projects must still be assessed against R2A.2.1 and obtain the minimum pass mark.

AND REPLACE WITH THE FOLLOWING:

To offer this optional service of two-way dialogue engagement design and implementation as part of the Standing Offer, one (1) of the three (3) public engagement projects submitted under R2A.2.1 must include engagement with Indigenous people.

The Offeror must include:

- detailed information on how it ensured that the two-way dialogue engagement design and implementation project would be effective in reaching and engaging Indigenous people.

Note: For this project, facilitation does not need to have been provided in both French and English, but in one of these two official languages and at least one (1) local indigenous language.

*Note2: To offer two-way dialogue engagement design and implementation services for **only** the engagement of Indigenous people, three (3) projects must still be assessed against R2A.2.1 and obtain the minimum pass mark. Facilitation does not need to have been provided in both French and English.*

9) At Annex “D” Technical and Financial Evaluation, Article 1.2 Point-Rated Technical Criteria, R3.Optional Services – Engaging with Indigenous People

DELETE:

To offer this optional Analysis, Reporting and Evaluation service as part of the Standing Offer, one (1) of the three (3) public engagement projects submitted under R3.1 must include engagement with Indigenous people.

The Offeror must include:

- detailed information on how it analyzed, reported and evaluated engagement with Indigenous people. The reporting must have been available in the language of the Indigenous people who were engaged.

Note: To offer analysis, reporting and evaluation services for the engagement of Indigenous people only, three (3) projects must still be assessed against R3.1 and obtain the minimum pass mark.

AND REPLACE WITH THE FOLLOWING:

To offer this optional Analysis, Reporting and Evaluation service as part of the Standing Offer, one (1) of the three (3) public engagement projects submitted under R3.1 must include engagement with Indigenous people.

The Offeror must include:

- detailed information on how it analyzed, reported and evaluated engagement with Indigenous people. The reporting must have been available in the language of the Indigenous people who were engaged.

Note: For this project, reporting does not need to have been available in both French and English.

*Note2: To offer analysis, reporting and evaluation services for **only** the engagement of Indigenous people, three (3) projects must still be assessed against R3.1 and obtain the minimum pass mark. Reporting does not need to have been available in both French and English.*

10) At Appendix "1" SAMPLE TEMPLATE- PROPOSED PROJECT SUMMARY SHEET-

DELETE:

Content Development:	<ul style="list-style-type: none"> • Demonstrated experience in developing a variety of materials/tools in both <i>French and English</i>*(See note under R1B.Optional services). Examples could include: agendas, discussion guides, documents to support discussions and activities undertaken by participants. These documents outlined objectives, a clear picture of issue(s) and ensured participants could contribute effectively; • Demonstrated the ability to produce content in plain language and in a variety of formats which could include information design and data visualization • Identified how information was collected and organised to be part of the materials/tools; • Described the challenges and solutions encountered during the development of content. • Detail results that highlighted the effectiveness of the developed content and the lessons learned.
	<p>For one (1) of the public engagement projects submitted under R1B.1:</p> <ul style="list-style-type: none"> • Include the incorporation of the principles of a Gender-based Analysis Plus (GBA+) OR how it could have been incorporated; and

	<ul style="list-style-type: none"> The offeror must detail its impact on Content Development.
	<p>Optional Services - Engaging with Indigenous people (if offered)-</p> <p>One (1) of the public engagement projects submitted under R1B.1 must have include engagement with Indigenous peoples.</p> <ul style="list-style-type: none"> Details on how they ensured content would be effective in reaching and engaging Indigenous peoples.

AND REPLACE WITH THE FOLLOWING:

<p>Content Development:</p>	<ul style="list-style-type: none"> Demonstrated experience in developing a variety of materials/tools in both <i>French and English</i>*(See note under R1B. Optional services). Examples could include: agendas, discussion guides, documents to support discussions and activities undertaken by participants. These documents outlined objectives, a clear picture of issue(s) and ensured participants could contribute effectively; Demonstrated the ability to produce content in plain language and in a variety of formats which could include information design and data visualization Identified how information was collected and organised to be part of the materials/tools; Described the challenges and solutions encountered during the development of content. Detail results that highlighted the effectiveness of the developed content and the lessons learned. <p><input type="checkbox"/> Materials/tools developed in English</p> <p><input type="checkbox"/> Materials/tools developed in French</p>
	<p>For one (1) of the public engagement projects submitted under R1B.1:</p> <ul style="list-style-type: none"> Include the incorporation of the principles of a Gender-based Analysis Plus (GBA+) OR how it could have been incorporated; and The offeror must detail its impact on Content Development.

Solicitation No. - N° de l'invitation
EN578-181138/C
Client Ref. No. - N° de réf. du client
EN578-18-1138

Amd. No. - N° de la modif.
006
File No. - N° du dossier
cy016.EN578-181138

Buyer ID - Id de l'acheteur
cy016
CCC No./N° CCC - FMS No./N° VME

Optional Services - Engaging with Indigenous people (if offered)-

One (1) of the public engagement projects submitted under R1B.1 must have include engagement with Indigenous peoples.

- Details on how they ensured content would be effective in reaching and engaging Indigenous peoples.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.


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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
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		
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui
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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / 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



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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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).



Contract Number / Numéro du contrat

 Security Classification / Classification de sécurité
 UNCLASSIFIED
PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

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

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

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

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

 No
 Non
 Yes
 Oui

16. Procurement Officer / Agent d'approvisionnement

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

17. Contracting Security Authority / Autorité contractante en matière de sécurité

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

Jacques Saumur
 Contract Security Officer
 Contracts Security Division | Division des contrats sécurité /
 Contract Security Program | Programme de sécurité des contrats /
 Public Services and Procurement Canada | Services publics et Approvisionnement Canada
 Jacques.Saumur@tpsgc-pwgsc.gc.ca
 Telephone | Téléphone 613-948-1732
 Facsimile | Télécopieur 613-948-1712


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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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			
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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: <input type="text"/>		Specify country(ies): / Préciser le(s) pays: <input type="text"/>	Specify country(ies): / Préciser le(s) pays: <input type="text"/>
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
		COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
		COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat

 Security Classification / Classification de sécurité
 UNCLASSIFIED
PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui
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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
 Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / 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



Contract Number / Numéro du contrat

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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).

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Contract Number / Numéro du contrat

 Security Classification / Classification de sécurité
 UNCLASSIFIED
PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

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

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

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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

 No
 Non
 Yes
 Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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			
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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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

PART A (continued) / PARTIE A (suite)

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

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

Special comments:
Commentaires spéciaux : _____

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

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



Contract Number / Numéro du contrat
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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 / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			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? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
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No / Non Yes / Oui

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