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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, 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;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

Service Canada requires dedicated transportation services that will include, but not be limited to, the pick-up and direct delivery of mail/freight (for example: bags, mail satchels, envelopes, boxes, parcels, etc.) on a regular run as per the timeframes detailed herein, in the town of Happy Valley-Goose Bay, NL. Service is required Monday to Friday each week (statutory holidays excluded).

Details in Annex "A"

1.3 Debriefings

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

1.4 Canadian Content

The requirement is limited to Canadian Services.

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](#) 2019-03-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only at the email address nc-solicitations-gd@hrsdcc-rhdcc.gc.ca, by the date and time indicated on page 1 of the bid solicitation.

It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt. Bidders should ensure e-mails **do not exceed 13MB** to avoid problems with transmission.

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:

- name of former public servant;
- 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- 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 3 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 bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

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

- Section I: Technical Bid: One (1) soft copy via e-mail,
- Section II: Financial Bid: One (1) soft copy via e-mail,
- Section III: Certifications: One (1) soft copy via e-mail,

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) size page;
- (b) 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.

The technical bid shall address all mandatory technical criteria specified herein **and** indicate the page number(s) of the bid where the information is located.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5 - Certifications.

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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Criteria at Bid Closing		Yes	Pages	No
A.	The Bidder MUST indicate the name and cell phone number for each proposed Driver. i) Primary Driver ii) Back up Driver			
B.	All material handling equipment must be supplied by the Bidder. The Bidder MUST provide confirmation that the vehicles will be equipped with the following equipment: i) Hand cart/dolly ii) Mail Bag.			
C.	The Bidder MUST demonstrate having 1 year of experience within the last 5 years in transportation services. Bidder shall submit a minimum of one reference which can validate the information above. Include Company Name, Contact Name and Telephone number, Start and End Date of Service and a Brief description of services rendered. References may be contacted to validate the information received with the bid.			
D.	Proposed Drivers MUST be bonded to a minimum of \$10,000.00 Proof of bonding (photocopy of valid certificate of bonded insurance) MUST be submitted prior to contract award.			
E.	The 2 proposed drivers MUST each hold a minimum valid security clearance of Reliability Status granted and approved by the Canadian Industrial Security Division (CISD), Public Works and Government Services Canada (PWGSC) at the time of contract award. ESDC/SC will validate the clearances prior to contract award.			

4.1.2 Financial Evaluation

The rates must be presented in the format detailed on Annex "B" Basis of Payment for the period from April 1, 2020 to 31 March 2021 with the option for two (2) one (1) year periods thereafter. All prices are firm and in Canadian dollars.

The lowest aggregate priced responsive bid will be calculated by taking the sum total of all rates submitted on Annex "B" Basis of Payment. Formula Calculations: Aggregate Total of the Basis of Payment for all years for which ESDC has created the contract for, including option periods.

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause A0031T 2010-08-17, Basis of Selection- Mandatory Technical Criteria:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.1.2.1.1 *SACC Manual* clause [A3050T](#) 2018-12-06 Canadian Content Definition

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 property 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 *SACC Manual* clause [A3050T](#) 2018-12-06 Canadian Content Definition

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's drivers shall hold a valid GOC security clearance at the level of Reliability Status.

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) (<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

2010C 2018-06-21, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from Contract Award to March 31, 2021 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.4 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gregory Molson
Title: Contracting and Procurement Agent
Employment and Social Development Canada
Address: _____

Telephone: ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: To be provided upon contract award
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative

Name: To be provided upon contract award
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ _____
Facsimile: ____ ____ _____
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

In consideration of the contractor satisfactorily completing all its obligations under the contract, the contractor will be paid in accordance with the attached Annex "B", Basis of Payment, for work performed pursuant to this Contract.

Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave.

6.7.2 Limitation of Price

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

6.7.3 T1204 - Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.7.3.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

6.7.3.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

6.7.4 SACC Manual Clauses

6.7.4.1 Replacement of Specific Individuals

i) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection ii). The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.7.4.2 Canadian Content Certification

i) The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.

ii) The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

iii) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.8 Invoicing Instructions

The original invoice must be sent monthly, within five (5) working days from the end of each month electronically to:

(to be provided upon contract award)

Monthly Invoices must be submitted on the Contractor's own invoice and must be prepared to show:

- a) Company name, address, etc.;
- b) Client address;
- c) the date;
- d) Supply Arrangement Number;
- e) Period in which services were rendered;
- f) Hourly or Per Diem Rate;
- g) Total dollar amount;
- h) Drivers Name(s)
- i) Run Number(s)
- j) Description of work performed

Invoices will be paid within 30 days of receipt of same, in accordance with SACC Manual clause 2010C 12 (2018-06-21) Payment period

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) 2010C (2018-06-21) General Conditions - Services (Medium Complexity);
- (c) ANNEX "A", Statement of Work;
- (d) ANNEX "B", Basis of Payment;
- (e) ANNEX "C", Certifications;
- (f) ANNEX "D", Insurance Requirements;
- (g) ANNEX "E", Security Requirements Check List;
- (h) the Contractor's bid dated (to be provided upon contract award)

6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E-5". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"
STATEMENT OF WORK

SW 1.0 TITLE

- 1.1 Private courier service in Happy Valley-Goose Bay, Newfoundland
- 1.2 Service Canada requires dedicated transportation services that will include, but not be limited to, the pick-up and direct delivery of mail/freight (for example: bags, mail satchels, envelopes, boxes, parcels, etc.) on a regular run as per the timeframes detailed herein, in the town of Happy Valley-Goose Bay, NL. Service is required Monday to Friday each week (statutory holidays excluded).

SW 2.0 OBJECTIVE

- 2.1 Service Canada requires a single Contractor to provide transportation services on a workweek basis (5 days (except government holidays) for the following location):

Happy Valley-Goose Bay Service Canada Centre
23 Broomfield Street
Happy Valley-Goose Bay, NL

This is to include the provisioning of a vehicle and driver to transport mail/freight to locations within the area.

SW 3.0 DEFINITIONS AND APPLICABLE DOCUMENTS

- 3.1

Term/Acronym	Definition
Contracting Authority	The Contracting Authority will be the sole authority on behalf of Canada for the administration and management of this Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform work in excess of or outside the scope of the Contract based on written requests from any government personnel other than the Contracting Authority.
Contractor	The qualified supplier awarded a Contract pursuant to the competitive selection process.
GOC	Government of Canada
Project Authority	The officer or employee of Canada who is authorized by the Minister to perform any of the Project Authority's functions as described in the Contract. The Project Authority or his/her delegate is responsible for all matters concerning the technical content of the work against the Contract.

- 3.2 Schedule A to this solicitation contains ESDC's detailed Daily Run Schedule.

SW 4.0 SCOPE OF WORK

4.1 Transportation Services

- 1) The Contractor will supply drivers with vehicles to provide transportation services. Contractor will supply additional laborers and equipment on an as requested basis for ad hoc requirements.
- 2) The Contractor will provide the pickup and delivery of material within the Happy Valley-Goose Bay, NL. See Schedule A - Daily Run Schedule
- 3) Driver (and additional laborers) may be required to load and/or unload vehicles to distribute mail to appropriately labelled locations.
- 4) The Contractor will provide control and security for items in transit. Materials must not be kept in vehicles overnight. All non-deliveries must be returned to ESDC/Service Canada point of pick-up.
- 5) Material is defined as envelopes, mail bags, parcels, packages and boxes.
- 6) Due to the volume of the requirement, the Contractor is to provide ESDC/Service Canada with dedicated pick-up and delivery service to the Happy Valley-Goose Bay location. The Contractor will provide dedicated vehicles and drivers to pick up and deliver mail, by hands, boxes, crates, containers while performing the work.
- 7) A dedicated vehicle will be defined as a vehicle to be used for pick-up and delivery of ESDC/Service Canada materials only and must not incorporate pickups or deliveries for other customers of the Contractor.

Driver Requirements

- 8) Drivers (and additional laborers) must be client oriented, possess interpersonal skills, work well with people, be presentable, have good communication skills and be dependable / reliable.
- 9) Drivers must carry a company personal identification card and present the card when asked to do so, at any pickup and/or delivery site.
- 10) The Contractor must provide backup driver(s) in case of emergencies. Backup drivers must be familiar with the runs.
- 11) Drivers are responsible to load and unload their vehicles and must be able to lift items weighing up to 10kg (20 lbs.).
- 12) All back up personnel (to replace absent regular drivers) must be security cleared to the reliability level and fully trained prior to replacing absent drivers. Training is to be provided by the Contractor at the Contractor's expense.
- 13) The Contractor must ensure that each driver and replacement driver is equipped with a cellular phone at the Contractor's expense. The cellular phone must be turned on at all times during working hours. A list of drivers and their respective cellular numbers must be provided to ESDC/Service Canada prior to the commencement of the contract.

Vehicle Requirements

- 14) Vehicles required may range from cars, ½ tons, station wagons and mini vans. Vehicle size will be determined by the Contractor. Ad hoc requirements may vary from the schedule on an as and when required basis.

- 15) Vehicles are to be plated, maintained in good working order, and rust free. In order to demonstrate that the vehicle(s) possess the requirements specified during the performance of the work, the contractor, upon request, must provide vehicle(s) registration and other relevant details, which clearly indicate that the vehicle(s) meet(s) the requirement.
- 16) Vehicles used must:
 - have a restricted lock and key system
 - be locked at all times when the driver is not in the vehicle
 - not have any unauthorized passengers.
- 17) The Contractor must provide a backup vehicle(s) with backup driver(s) in the case of emergencies.

Equipment

- 18) All material handling equipment must be supplied by the Contractor as determined by the Contractor.

Site Regulations

- 19) The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

Schedules

- 20) Any requested changes in schedules by the Contractor require approval from the Project Authority.
- 21) During the contract period, due to some circumstances beyond control and cannot be predicted, occasionally the pickup and delivery points and schedules may be subject to change. The contractor will be informed, in writing, of such change, at least three (3) days prior to the effective change date. All changes will require the prior approval of the Project Authority. Schedule revisions will be arranged between the Contractor and the Project Authority. Schedule revisions entailing changes in cost (decrease or increase) will be administered by the Contracting Authority and will be forwarded to the contractor's representative named in the contract.

Registration - Authorities - Licenses

- 22) The Contractor must ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory bodies. Proof of operating licenses must be provided upon request.

General Requirements

- 23) The Contractor must supply the same vehicle driver(s) on a continuous basis except for leave or illness. The Contractor must also provide alternate (backup) driver/vehicle arrangements in compliance with the following time frames.
 - Leave - one (1) week notice given to the Identified User;
 - Vehicle breakdown - within thirty (30) minutes of occurrence;
 - Driver No-show - within thirty (30) minutes of scheduled run starting time;
 - Driver unable to complete run for any reason - within thirty (30) minutes of occurrence;

-
- 24) The Contractor will be responsible for gas, oil, insurance, parking charges and/or parking tickets and all other costs related to this service. ESDC/Service Canada will only pay the costs as specified in the basis of payment.
 - 25) The Contractor will be responsible to organize and distribute mail within their vehicle to allow for safe and efficient off loading at numerous required locations.
 - 26) Based on the requirements outlined in Annex A, and possible ad hoc requirements, no limit is to be placed on the number of separate items to be carried at any one time, other than that it is not to exceed the normal carrying capacity of the vehicle in question.
 - 27) All material must be picked up and delivered from/to every location, on the scheduled Daily Run as specified in Schedule A or other location for ad hoc requirements.
 - 28) Upon request, the drivers will sign and/or obtain legible signatures for pick-ups and deliveries. If a signature is not legible, the drivers must ask for and print the recipient's name on the delivery slip way bill/shipping bill and indicate the time of delivery.
 - 29) Requests for service will normally occur between the working hours of 08:30 and 16:30 hours, Monday to Friday (statutory holidays excluded). Note that ESDC/Service Canada is open on Family Day, closed on New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Regetta Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day.
 - 30) Drivers must show up at each specified location even when there is no mail/material for delivery. Drivers must advise ESDC/Service Canada Project Authority when it is impossible for them to show up at a delivery point and also must advise of any delays in the delivery schedule.
 - 31) Drivers must advise ESDC/Service Canada of any change in their schedule. This includes delivery times, delivery point contacts, address or special instructions.
 - 32) The Contractor must be in compliance with all Federal, Provincial and Municipal regulations or by-laws while performing the work. The Contractor shall be responsible for any charges assessed as a result of such regulations and by-laws.
 - 33) The Contractor will name a contact individual for problem reporting, inquiries or other contract related issues. The Contractor will notify ESDC/Service Canada immediately of any problems with drivers and/or vehicles or any other issue in relation to the services requested under the contract. The Contractor will be available to attend a service review meeting on a minimum quarterly basis, if required.
 - 34) The contractor will be responsible for any costs incurred by the Crown for delivery made by a third party as a result of missed stops. A missed stop is defined as a delivery address specified in the schedule of runs not receiving service as per the terms and conditions of the contract.

Other Contractor Responsibilities

In fulfilling the terms and conditions of the Contractor, the Contractor agrees to:

Provide a mutually agreed-upon principle Point of Contact for the Contractor, who will be actively involved in and responsible for, all activities undertaken and shall be capable of making decisions on behalf of the Contractor.

Licensing: The Contractor shall carry out the work in accordance with all laws, by-laws and regulations and prior to the commencement of the work shall have obtained the required licenses to operate in the province of Newfoundland and Labrador.

Maintenance: The Contractor shall be responsible for the maintenance and upkeep of the vehicle in accordance with the standards set by the Project Authority.

Cost related to vehicle usage: The Contractor shall be responsible for all costs related to the use of the vehicle, including fuel, oil, insurance, repairs or work performed on the vehicle, parking and traffic violations.

Complete assigned work according to pre-defined schedules and standards.

Risks and Constraints

The Contractor shall ensure drivers are adequately and properly trained to conduct work in a safe way that mitigates the risks of injury, and ensure as much as possible that drivers work in reasonable comfort.

Location of Work and Travel

The central location of work is ESDC/Service Canada's location at:

Happy Valley-Goose Bay Service Canada Centre
23 Broomfield Street
Happy Valley-Goose Bay, NL

No travel outside of Happy Valley-Goose Bay area is necessary under this Contract.

Language of Work

All Contractor drivers shall be able to clearly and effectively communicate in **English**.

Resource Requirements

The Contractor shall provide 1 primary and 1 backup driver for the duration of the Contract. In the case either one of the drivers is unable to work for any period of time, the Contractor will provide a replacement for that period of time. The person replacing the primary driver or backup driver must have all the qualifications (security clearance, language) of the person they are replacing.

SCHEDULE A

Daily Run Schedule

Daily Service

- Between 8:15a.m. and 8:30 a.m. each business day (Monday – Friday, except statutory holidays), mail courier must pick up the Service Canada mail from the Canada Post building (44 Grenfell St.) and transport/deliver to the Happy Valley-Goose Bay Service Canada Center at 23 Broomfield Street. **To note that the Service Canada Center opens its doors at 8:30 a.m.
- Once mail is delivered to the Happy Valley-Goose Bay Service Canada Center at 23 Broomfield Street, mail courier must also retrieve the SCC's outgoing mail (mail from the previous day) and return to the Canada Post building (44 Grenfell St.) for delivery. This must be done immediately so that mail is not left in the vehicle and the mail is always in the driver's possession.
- All mail and packages must be secured at all times.
- Vendor must sign for the packages they pick up at the SCC and they must ensure that the packages are scanned at the Canada Post counter. Packages cannot be deposited into a mailbox. Due to the sensitive nature of the contents, we need to ensure that the packages are accepted by Canada Post and can be tracked in their system.

Mail volume varies from day to day but this office normally has at least 1 or 2 Canada Post Express Post bags and 1 Canada Post Priority Post bag. Their letter mail varies from day to day. They have their outgoing mail ready for 8:30 a.m. every morning for when the mail courier delivers their incoming mail at 8:30 a.m.

Their incoming daily mail varies but usually includes several pieces of Canada Post Express Post and Priority Post bags.

ANNEX "B"

BASIS OF PAYMENT

Initial Period - Year 1

Period from Contract award to 31 March 2021

Driver/Vehicle Categories

The Bidder must provide a firm rate per run (per day), which includes the vehicle, one driver and all related mandatory equipment. Firm rate per run must be expressed in Canadian Dollars, and applicable taxes extra. Services are required Monday to Friday.

Run # 1 – 08:30 a.m. – 12:00 p.m. \$ _____

Total firm rate for the run \$ _____

Note: The Bidder's firm rate per run quoted must not exceed the product of the number of hours to do the run, times the applicable hourly ceiling rate of the Supply Arrangement.

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Example: If the ceiling per diem rate quoted in the Supply Arrangement was \$200.00, then the firm rate quoted for a 2 hour run cannot exceed $\$200/7.5 \times 2 = \53.33

Option Period 1

Period from 01 April 2021 to 31 March 2022

Driver/Vehicle Categories

Run # 1 – 08:30 a.m. – 12:00 p.m. \$ _____

Total firm rate for the run \$ _____

Option Period 2

Period from 01 April 2022 to 31 March 2023.

Driver/Vehicle Categories

Run # 1 – 08:30 a.m. – 12:00 p.m. \$ _____

Total firm rate for the run \$ _____

Financial Evaluation Methodology:

For the purpose of financial evaluation, the total aggregated price will be calculated by the following formula, and in the following steps:

1. Total price for the initial period from Contract Award to 31 March, 2021
 Total per diem cost for initial period, multiplied by estimated 252 days;
2. Total price for Option Period 1 from 01 April 2021 to 31 March, 2022
 Total per diem cost for Option Period 1, multiplied by estimated 251 days.
3. Total price for Option Period 2 from 01 April 2022 to 31 March, 2023
 Total per diem cost for Option Period 2 multiplied by estimated 253 days.

The total aggregated price for the initial period and the Option Period 1 and 2 will be used for the basis of selection for contract award. See Financial Evaluation table below.

A	B	C	D
Period	Total firm rate for one run per workday	Estimated # of workdays	Total D = B x C
Initial Period Contract Award – March 31, 2021		252	\$
Option 1 April 1, 2021 - March 31, 2022		251	\$
Option 2 April 1, 2022 - March 31, 2023		253	\$
Total Aggregated Price			\$
Sum of Column "D"			

ANNEX "C"
CERTIFICATIONS

1. Education and Experience

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

Signature of authorized Representative

Date

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

Signature of authorized Representative

Date

3. Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered. Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

Signature of authorized Representative

Date

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

1.2 The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000. per accident or occurrence.

2.2 The policy must include the following:

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

Solicitation No. - N° de l'invitation
100013744
Client Ref. No. - N° de réf. du client
100013744

Amd. No. - N° de la modif.
File No. - N° du dossier
100013744

ANNEX "E"

SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat
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 Employment & Social Dev. Canada	2. Branch or Directorate / Direction générale ou Direction Regional Managed Services	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Canadian Courier Ltd 45 Baird Pl. Gander, NL A1V 1W6	
4. Brief Description of Work / Brève description du travail Employment and Social Development Canada (ESDC) requires dedicated transportation services that will include, but not be limited to, the pick-up and direct delivery of mail/freight (for example: bags, mail satchels, envelopes, boxes, parcels, etc. on a regular run as per the timeframes detailed herein, in the town of Clarenville, NL. Courier service is required Monday to Friday each week (statutory holidays excluded); ESDC/Service Canada requires the services of one driver and vehicle within Clarenville, NL for the period of Sept 1, 2019 - Aug 31, 2020, with the option for two (2) one year periods thereafter (Sept 1, 2020-Aug 31, 2021 & Sept 1, 2021-Aug 31, 2022).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input type="checkbox"/> No / Non <input checked="" 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"/>	
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:	
	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
	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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

- | | | | |
|---|---|---|--|
| <input 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 : All drivers picking up/delivering ESDC/SC mail and assets must be GOC screened at the Reliability Status level

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

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

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

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

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



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Marie-Hélène Landry</i>		Title - Titre <i>Team leader - RMS</i>	Signature
Telephone No. - N° de téléphone <i>(506) 777-6429</i>	Facsimile No. - N° de télécopieur <i>(506) 851-3443</i>	E-mail address - Adresse courriel <i>marie-helene.landry@servicecanada.gc.ca</i>	Date <i>2019-11-15</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Crystal Demedeiros</i>		Title - Titre <i>Internal Integrity and Security Sr. Officer</i>	Signature
Telephone No. - N° de téléphone <i>902-536-4602</i>	Facsimile No. - N° de télécopieur <i>902-426-8724</i>	E-mail address - Adresse courriel <i>crystal.demedeiros@hrsdcc-rhdcc.gc.ca</i>	Date <i>AUG 7, 2019</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date