



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
 Bid Receiving - Réception des soumissions:

GEN-ATL.Contractingbidsubmissions@CSC-SCC.GC.CA

Subject Line : 21280-20-3378584

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT”

« LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone : _____

Fax # — No de télécopieur : _____

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise : _____

Title — Sujet: Mobile Destruction Services	
Solicitation No. — N° de l'invitation	Date:
21280-20-3378584	2020-06-23
Client Reference No. — N° de Référence du Client 21280-20-3378584	
GETS Reference No. — N° de Référence de SEAG PW-20-00918433	
Solicitation Closes — L'invitation prend fin at /à : 2 :00 pm / 14:00 ADT / HAA on / le : 2020-07-09	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Josee Belliveau	
Telephone No. – N° de téléphone:	
(506) 851-3923	
Destination of Goods, Services and Construction: Destination des biens, services et construction: Atlantic Region	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 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 requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of the proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

1.2 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.

1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at the [Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at the [Office of the Procurement Ombudsman website](#). For more information about OPO, including the available services, please visit the OPO website.



PART 2 - BIDDER INSTRUCTIONS

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](#) 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions



payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.



5. Applicable Laws

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

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

1. Bid Preparation Instructions

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

Section I: Technical Bid: **one (1) electronic copy**

Section II: Financial Bid: **one (1) electronic copy**

Section III: Certifications: **one (1) electronic copy**

Section IV: Additional Information: **one (1) electronic copy**

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

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

- i. use 8.5 x 11 inch (216 x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, bidders should:

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

2. 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.

3. Section II: Financial Bid

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

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

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

4. Section III: Certifications

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



5. Section IV: Additional Information

5.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

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

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

- (b) The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1 Security Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex G – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

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

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. 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.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed [Integrity Declaration Form](#). Bidders must submit this form to Correctional Service of Canada with their bid.



1.2 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

Four horizontal lines for listing names, arranged in two columns of two.

OR

- [] The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

1.3 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 website.

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.

1.4 (A) Language Requirements for Newfoundland and Labrador, Nova Scotia and Prince Edward Island - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.4 (B) Language Requirements for New Brunswick - Bilingual

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

1.5 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

1.1 The following security requirements (SRCL and related clauses provided by PWGSC CSP) apply to and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Industrial Security Manual* (Latest Edition).

1.2 Contractor's Sites or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

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

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

1.2.2 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

2. Statement of Work

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



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](#) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of August 1st, 2020 to June 30th, 2021.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (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 fifteen (15) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Josee Belliveau
Title: District Officer, Contracting & Materiel Management Services
 Correctional Service Canada
Branch/Directorate: Atlantic District Offices
Telephone: (506) 851-3923
E-mail address: josee.belliveau@csc-scc.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.



5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Correctional Service Canada
Branch/Directorate:
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.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:
Title:
Company:
Address:

Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

6.2 Limitation of Expenditure

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



- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.3 Terms of Payment

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

6.4 SACC Manual Clauses

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

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

6.6 Electronic Payment of Invoices – Contract

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

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

7. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications and Additional Information

8.1 Compliance

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



9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

12. Insurance

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

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.



- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found on the CSC website or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.



17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [the Office of the Procurement Ombudsman email address](#), or by web at [the Office of the Procurement Ombudsman website](#).

20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at the Office of the Procurement Ombudsman website.



21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

22. 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.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

Annex A – Statement of Work

Mobile Destruction Services (Shredding)

Background

Due to the sensitive nature of CSC's work, the department is responsible for a large volume of Protected Information. Once this information is no longer relevant or needed, CSC must dispose of it in accordance to the Security Equipment Guide (G1-001) provided by the Royal Canadian Mounted Police (RCMP).

This Contract is for the destruction of Protected B documents.

Objective

To ensure the proper destruction of Protected B information, in accordance to Government of Canada policy and guidelines.

Frequency

The Contractor must provide Mobile Shredding Services for Correction Service Canada facilities at the frequency chosen by each location:

Regularly scheduled Shredding

Several CSC locations require regularly scheduled shredding services. Bidders should refer to Appendix II of the solicitation document for the list of CSC locations and the frequency of service they each require.

Unscheduled Shredding

Some CSC locations require unscheduled shredding services only a few times annually. There will also be occasions when a CSC location requires one-time bulk shredding. The CSC location requiring unscheduled or one-time bulk shredding will contact the Contractor to schedule the shredding services. The Contractor must be available to provide the unscheduled service within 5 business days of the request.

Tasks

For each regularly scheduled or unscheduled service call, the Contractor must:

- Remove the liners from the consoles or bins and bring them to the mobile shredder. Should the bins have wheels and no liners, the contractor must bring the bin to the mobile shredder. CSC will provide a controlled and isolated area located close to the premises requiring the shredding services. The Contractor must install its shredding equipment within that designated area as close to the premises as possible.

The Contractor will be escorted by a CSC employee, or delegate, at all times while on CSC premises. The CSC employee or assigned delegate will wait by the mobile shredder until the Contractor has completed the shredding.

Some CSC locations are large and complex and require collection of the liners and bins in a certain order. The CSC employee or the assigned delegate will have this list on hand and will be responsible for directing the Contractor accordingly when collecting the liners and bins.

- Once the shredding is complete, the Contractor must sign a certificate of destruction attesting that services are completed and give the certificate to the CSC employee or assigned delegate escorting the Contractor.

Languages

In Nova Scotia, Newfoundland and Labrador and Prince Edward Island, services must be provided in English.

In New Brunswick, Services must be provide in both official languages (English and French).

Definitions

Protected Information: information related to other than the national interest that may qualify for an exemption or exclusion under the Access to Information Act or Privacy Act, and the compromise of which would reasonably be expected to cause injury to a non-national interest.

Shredding: a mechanical cutting or grinding method of reducing standard weighs of office paper, microfilm and microfiche to fragments.

Bulk Shredding and Bulk Destruction: Used to define certain information destruction equipment applicability. "Bulk" shredding is periodic shredding in a general office context that shreds or disintegrates only a bin (120L) or so at a time.

High Volume in contrast means at least 1200L / 2500 lbs (eg: 10 large commercial plastic wheeled waste bins) or more of total volume destroyed in a single session.

Both concepts permit larger particles for some cases in consideration of the amounts involved. However, the size increases permitted for High Volume destruction are more than for Bulk Shredding because of the far-greater amounts involved.

In each case, the size was determined based on the minimum amount of material likely to be generated in each type of session, asset sensitivity, adversary intent and capability and resultant risk.

This note will be removed at contract award.

IMPORTANT NOTE

The bidder may bid on the following Correctional Service Canada (CSC) requirement Areas:

Area 1: Newfoundland and Labrador

Or

Area 2: Prince Edward Island

Or

Area 3: New Brunswick;

Or

Area 4: Nova Scotia

The Bidder may also bid on 2 or 3 or all 4 provinces.

(1) The evaluation for each province will be done separately, therefore up to a maximum of four contracts may be authorized as a result of the solicitation process.

(2) The financial evaluation will be based on the rate(s) for each province the bidder has identified interest for in the Proposed Basis of Payment.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period – August 1st, 2020 to June 30th, 2021

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, Applicable Taxes extra.

Newfoundland and Labrador

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Prince Edward Island

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

New Brunswick

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Nova Scotia

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive rate(s) below, in accordance with the following tables, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract’s financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

1st Option Year: July 1st, 2021 to June 30th, 2022

Newfoundland and Labrador

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Prince Edward Island

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

New Brunswick

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Nova Scotia

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

2nd Option Year: July 1st, 2022 to June 30th, 2023

Newfoundland and Labrador

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Prince Edward Island

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

New Brunswick

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Nova Scotia

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

3rd Option Year: July 1st, 2023 to June 30th, 2024

Newfoundland and Labrador

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Prince Edward Island

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

New Brunswick

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Nova Scotia

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

4th Option Year: July 1st, 2024 to June 30th, 2025

Newfoundland and Labrador

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Prince Edward Island

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

New Brunswick

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

Nova Scotia

Unit of measure		Rates
PAPER	Per Cubic Foot	
	Console holding 32 gallon or 100 pounds of paper	
	Bin holding 65 gallon or 230 pounds of paper	
	Minimum charge	
MEDIA	Per media item	
	Minimum charge	

3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

4.0 Electronic Payment of Invoices – Bid

Canada requests that Bidders complete option 1 or 2 below:

- 1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

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

- 2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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

Annex C – Security Requirement Check List

DSD-ATL3780



Contract Number / Numéro du contrat
21980-20-3378584
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Contractual Service of Canada / Service contractuel du Canada	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			
<i>Regional On-site paper shredding</i>			
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"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" 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 (SIJINT) / TRÈS SECRET (SIJINT) <input type="checkbox"/>		TOP SECRET (SIJINT) / TRÈS SECRET (SIJINT) <input type="checkbox"/>	

TBS/SCT 350-100(3004/12)

Security Classification / Classification de sécurité





PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
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 de 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



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					COMBIC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMBIC TOP SECRET / COMBIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / renseignements / biens / Protection		✓														
IT Media / Support / TI / Logiciels																

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).

DSD-ATL3780



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21280 - 20 - 3378584
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moullées) Linda M. Doucet	Title - Titre Regional Manager IT + Admin Services	Signature <i>Linda Doucet</i>		
Telephone No. - N° de téléphone 506 - 951-4535	Facsimile No. - N° de télécopieur 506 - 951-6216	E-mail address - Adresse courriel linda.doucet@csc-scc.gc.ca	Date 2019-08-20	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moullées) Rita Dubois	Title - Titre AV Contract Security Analyst Analyste de la sécurité des contrats Int.	Signature Dubois, Rita		
Telephone No. - N° de téléphone 613-992-8995	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Rita.Dubois@CSC-SCC.GC.CA	Date 2019-12-10	
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 / Oui <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moullées) Josee Belliveau	Title - Titre District Officer Contracting Material Mgmt Serv.	Signature <i>Josee Belliveau</i>		
Telephone No. - N° de téléphone 506 951 3923	Facsimile No. - N° de télécopieur 506 951 3305	E-mail address - Adresse courriel joose.belliveau@psc-ccp.gc.ca	Date 2019-11-18	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moullées) Anik Farrell - CSO	Title - Titre	Signature Farrell, Anik		
Telephone 613-946-3194	Facsimile	E-mail address - Adresse courriel anik.farrell@tpsgc-pwsc.gc.ca	Date 09:02:41 -05'00'	
Digitally signed by Farrell, Anik Date: 2019.12.16				

TB56CT 358-103(200412)

Security Classification / Classification de sécurité
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Canada



Annex D – Technical Specifications

(information from the RCMP Security Equipment Guide G1-001)

Due to access to the Security Equipment Guide (G1-001) being restricted to Government of Canada departments and agencies, here are the specifications the RCMP have approved for proper destruction of Protected B information. Information in this Appendix was taken directly from the RCMP Security Equipment Guide website.

Approved destruction equipment and processes are limited to specified media and security classifications. The term Type is used to describe in a single term the security ratings by class of equipment for shredders and disintegrators for paper and other text based media as follows:

Type of Shredder, for the purpose of this Standing Offer:

- **Type II (Level 6):** a special sub-category reserved for RCMP approved and SEG listed high security shredders which meet the NSA (USA) standard 02-01 for high security paper shredders. These exceed the security and performance requirements of the RCMP Destruction Standard and are recommended for cases where a TRA recommends a higher degree of security (e.g.: embassies, overseas deployments, smaller than 12 point font text size.)
- **Type III:** a shredder or disintegrator approved for the secure destruction of Confidential and Protected B (subject to a TRA) information written on paper or other text based media.
- **Type IIIA and Type IIIB:** sub-categories of Type III for office shredders and disintegrators. Type IIIA is for regular use and Type IIIB is for the destruction of information in bulk (only). Bulk Destruction (for Type IIIB) means the destruction of large amounts of material in a single session. A large amount means at least one ream (500 sheets) or approximate equivalent (such as a full refuse bag) in a single session. The intent of this provision is to positively exclude single page destruction for this larger size.

Selection Guide (Paper and other text based media)

Type II destruction equipment is defined as shredders and disintegrators for paper and text based media that have been assessed as capable of reducing information classified Secret, Top Secret and Protected C or lower to a size that, under the threat and risk conditions existing in urban Canada and with known reconstruction methodology, is deemed safe to dispose of or recycle as unclassified waste.

Type III destruction equipment is defined as shredders and disintegrators for paper and text based media that have been assessed as capable of reducing information classified Confidential and Protected B or lower to a size that, under the threat and risk conditions existing in urban Canada and with known reconstruction methodology, is deemed safe to dispose of or recycle as unclassified waste.

When Type II or Type III equipment is used as per approved operating procedures and is maintained in good working order, the resultant chaff may be disposed of or recycled as unclassified waste. Note that shredder approval for Type II and Type III destruction is based upon written text in 12 point font or larger on standard bond paper. Disintegrators are approved on the basis on screen size.



(information from the RCMP Security Equipment Guide G1-001... continued)

Table 1: Approved Office Category Paper Shredders and Disintegrators Selection Guide

Classification		Type	Shred Size (Maximum)	Disintegrator Screen Size See Note 3	Comments
Protected B (where a TRA recommends the use of approved equipment)	General office use	Type IIIA	2mm x 15mm	10mm	See note 1.
	Bulk destruction	Type IIIB	6mm x 50mm	13mm	Type IIIB equipment is approved for bulk destruction only and must not be used for periodic destruction.
Protected C	General office use	Type II	1mm x 14.3mm	6mm	Select Type II (level 6) equipment where a TRA recommends.
Confidential	General office use	Type IIIA	2mm x 15mm	10mm	Type IIIB equipment is approved for bulk destruction only and must not be used for periodic destruction.
	Bulk destruction	Type IIIB	6mm x 50mm	13mm	
Secret	General office use	Type II	1mm x 14.3mm	6mm	Select Type II (level 6) equipment where a TRA recommends.
Top Secret					

Notes to Table 1:

1. Appendix B to the Operational Security Standard on Physical Security permits Protected A information to be destroyed by commercially available strip shredders (max 10mm width). Therefore Protected A is not included in Table 1, which is a selection guide for approved (SEG listed) equipment only. Appendix B also permits - as a minimum standard - Protected B information to be destroyed by commercially available strip shredders - where a TRA does not recommend selecting approved (SEG listed) equipment. Therefore, as indicated by the reference to a TRA, departments should consider if strip shredding is appropriate for their Protected B information. In light of the risks to protected information because of identity theft and the ease of reconstructing strip shreds, serious consideration should be given to selecting appropriate SEG listed shredders for Protected B information.
2. The DNI Standard permits a larger particle size for Type IIIB in recognition of the reduced reconstruction risk due to the large volume of chaff generated by bulk destruction.
3. Nominal screen size refers to the diameter or cross dimension of the hole in the screen as per manufacturer's technical literature. Actual performance depends on machine characteristics. Where manual verification of chaff is performed using a screen, this static (particles are not under pressure or force) screening of chaff after destruction is conservative (more secure).
4. The Type III category included strip shredders until the Destruction Standard was revised in 2005. While strip shredders are still permitted by the Operational Security Standard on Physical Security Standard for Protected A and Protected B (subject to a TRA) information, Type III shredders are primarily intended for Confidential information and now limited to crosscut particles. Departments using strip shredders for Protected B information should consider upgrading to currently listed Type III (crosscut) shredders. Departments using strip shredders for Confidential information should replace them as soon as possible with currently listed Type III (crosscut) shredders.
5. The security ratings and corresponding size standards in this table do not apply to microfilm or microfiche, which must be destroyed by equipment specifically approved for micrographic media.

Size Requirements for Commercial Destruction Service Providers

Destruction equipment used by destruction service providers is essentially subject to the same size requirements as RCMP approved office equipment. The exceptions for commercial destruction are detailed in the summary table.

(NEW 2011) The RCMP has established new size standards for **High Volume** destruction for Protected B, Confidential, and Secret per the following table.



Table - High Volume / Commercial Destruction (HVCD): Paper

Classification	Shred Size (Maximum)	Disintegrator Screen Size	Comments
Protected B (HVCD-PB)	16mm x 100mm	19mm (3/4")	Recommended for Protected B information of a medical, financial, or routine investigative nature.
Confidential (HDCD-C)	Area ≤ 300mm ²	13mm (1/2")	Recommended for Protected B information where a TRA recommends more secure destruction.
Secret (HVCD-S)	Area ≤ 150mm ²	9.5mm (3/8")	Commercial destruction is recommended only for special cases where large amounts of archived or accumulated material must be destroyed. Commercial destruction should not be used for routine destruction of Secret.



Annex E – Frequency of Service

Newfoundland and Labrador

Administrative Offices	Address	Phone Number	Regular	Occasional
Newfoundland Area Office	531 Charter Avenue St. John's, NL, A1A 1P7	(709) 772-5359	Quarterly	N/A
Grand Falls-Windsor Parole Sub-Office for St-John's NL	4A Bayley Street, Grand falls – Windsor, NL A2A 2J4	(709) 489-5124	N/A	Annually
Corner Brook Parole Office	1 Regent Square Suite 315 Corner Brook, NL A2H 7K6	(709) 637-4288	Quarterly	N/A
Labrador Parole Sub-Office for Corner Brook	176 Hamilton River Road, Glenn Plaza Happy Valley – Goose Bay Labrador, AOP 1E0	(709) 896-5288	N/A	N/A
Stephenville Parole Office	West Coast Correctional Centre Building 443 Massachusetts Drive 3rd Floor Stephenville, NL, A2N 2Z5	(709) 643-8204	N/A	N/A
St. John's CCC	531 Charter Avenue St. John's, NL A1A 1P7	(709) 772-5359	Quarterly	N/A

Prince Edward Island

Administrative Offices	Address	Phone Number	Regular	Occasional
Charlottetown Parole Office	250 Queen Street Suite #101 Charlottetown, PEI C1A 4B8	(902) 566-7177	Monthly	N/A



New-Brunswick

Administrative Offices	Address	Phone Number	Regular	Occasional
Atlantic District	1045 Main Street 3rd Floor, Moncton, NB, E1C 1H1	(506) 851-6015	Monthly	N/A
New Brunswick/ PEI Area Office	1 Factory Lane Suite 104 Moncton, NB, E1C 9M3	(506) 851-3038	Monthly	N/A
Bathurst Parole Office	159 Main Street Suite 305 Bathurst, NB, E2A 1A6	(506) 548-7751	Monthly	N/A
Edmundston Parole Sub-office for Bathurst	15 Église Street, Suite 201 Edmundston, NB, E3V 1J3	(506) 739-0257 Toll free: (855) 739-0257	Monthly	N/A
Fredericton Parole Office	364 York Street, Unit 103 Fredericton, NB, E3B 3P7	(506) 452-3275	Monthly	N/A
Saint John Parole Office	23 Carleton Street Saint John, NB, E2L 2Z2	(506) 636-4795	Monthly	N/A
Parrtown CCC	23 Carleton Street Saint John, NB, E2L 2Z2	(506) 636-4764	Monthly	N/A
Regional Headquarters - Atlantic	1045 Main Street 2nd Floor Moncton, NB, E1C 1H1	(506) 851-6313	Monthly	N/A
Atlantic Institution	13175 Route 8 PO Box 102 Renous, NB, E9E 2E1	(506) 623-4000	Monthly	N/A
Dorchester Penitentiary (Medium & Minimum) and Shepody Healing Centre	4902 Main Street Dorchester, NB, E4K 2Y9	(506) 379-2471	Monthly	N/A
Atlantic Region Correctional Learning and Development Centre	777 Main Street, 2nd floor Moncton, NB, E1C 1E9	(506) 851-4000	N/A	Twice Annually
CORCAN	310 Baig Blvd, Unit 110 Moncton, NB, E1E 1C8	(506) 851-4064	Monthly	N/A
Regional Headquarters	859 Main Street Moncton, NB, E1C 1H1	(506) 851-6313	Monthly	N/A



Nova Scotia

Administrative Offices	Address	Phone Number	Regular	Occasional
Jamieson Community Correctional Centre / Nova Scotia Area Office	19 Morris Drive Dartmouth, NS, B3B 0M3	(902)-426-2601	Monthly	N/A
Halifax Parole Office	2131 Gottingen Street Suite 200 Halifax, NS, B3K 5Z7	(902) 426-3408	Monthly	N/A
Kentville Parole Office	491 Main Street Suite 101 Kentville, NS, B4N 1K9	(902) 679-5311	Monthly	N/A
Yarmouth Parole Sub-Office for Kentville	15 Willow Street Yarmouth, NS, B5A 1T0	(902) 742-6898	N/A	N/A
Dartmouth Parole Office	45 Alderney Drive Suite 209 Queen Square Dartmouth, NS, B2Y 2N6	(902) 426-4005	Monthly	N/A
Truro Parole Office	14 Court Street Suite 300 Truro, NS, B2N 3H7	(902) 893-6760	Monthly	N/A
Sydney Parole Office	196 George Street Floor 2 Sydney, NS, B1P 1J3	(902) 564-7300	Monthly	N/A
Springhill Institution	330 McGee Street Springhill, NS, B0M 1X0	(902) 597-8651	Monthly	N/A
Nova Institution for Women	180 James Street Truro, NS, B2N 6R8	(902) 897-1750	Bi-Weekly	N/A

The Frequency of service identified above for each location are subject to change should the need require to do so. It must, also be noted that there may be occasions of one time bulk service may be required even if “N/A” is indicated under the “Occasional” Column.



Annex F – Bins and Consoles

Newfoundland and Labrador

Administrative Offices	Address	Phone Number	Consoles	Bins
Newfoundland Area Office	531 Charter Avenue St. John's, NL, A1A 1P7	(709) 772-5359	1	1
Grand Falls-Windsor Parole Sub-Office for St-John's NL	4A Bayley Street Grand Falls – Windsor, NL A2A 2J4	(709) 489-5124	1	0
Corner Brook Parole Office	1 Regent Square Suite 315 Corner Brook, NL, A2H 7K6	(709) 637-4288	1	0
Labrador Parole Sub-Office for Corner Brook	176 Hamilton River Road, Glenn Plaza Happy Valley – Goose Bay Labrador, AOP 1E0	(709) 896-5288	0	0
Stephenville Parole Office	West Coast Correctional Centre Building 443 Massachusetts Drive 3rd Floor Stephenville, NL, A2N 2Z5	(709) 643-8204	0	0
St. John's CCC	531 Charter Avenue St. John's, NL A1A 1P7	(709) 772-5359	1	1

Prince Edward Island

Administrative Offices	Address	Phone Number	Consoles	Bins
Charlottetown Parole Office	250 Queen Street Suite #101 Charlottetown, PEI C1A 4B8	(902) 566-7177	1	0



New-Brunswick

Administrative Offices	Address	Phone Number	Consoles	Bins
Atlantic District	1045 Main Street 3rd Floor, Moncton, NB, E1C 1H1	(506) 851-6015	2	0
New Brunswick/ PEI Area Office	1 Factory Lane Suite 104 Moncton, NB, E1C 9M3	(506) 851-3038	2	0
Bathurst Parole Office	159 Main Street Suite 305 Bathurst, NB, E2A 1A6	(506) 548-7751	1	0
Edmundston Parole Sub-office for Bathurst	15 Église Street, Suite 201 Edmundston, NB, E3V 1J3	(506) 739-0257 Toll free: (855) 739-0257	1	0
Fredericton Parole Office	364 York Street, Unit 103 Fredericton, NB, E3B 3P7	(506) 452-3275	2	0
Saint John Parole Office	23 Carleton Street Saint John, NB, E2L 2Z2	(506) 636-4795	2	0
Parrtown CCC	23 Carleton Street Saint John, NB, E2L 2Z2	(506) 636-4764	1	0
Regional Headquarters - Atlantic	1045 Main Street 2nd Floor Moncton, NB, E1C 1H1	(506) 851-6313	8	3
Atlantic Institution	13175 Route 8 PO Box 102 Renous, NB, E9E 2E1	(506) 623-4000	14	0
Dorchester Penitentiary (Medium & Minimum) and Shepody Healing Centre	4902 Main Street Dorchester, NB, E4K 2Y9	(506) 379-2471	13	22
Atlantic Region Correctional Learning and Development Centre	777 Main Street, 2nd floor Moncton, NB, E1C 1E9	(506) 851-4000	2	0
CORCAN	310 Baig Blvd, Unit 110 Moncton, NB, E1E 1C8	(506) 851-4064	2	0
Regional Headquarters	859 Main Street Moncton, NB, E1C 1H1	(506) 851-6313	4	2



Nova Scotia

Administrative Offices	Address	Phone Number	Consoles	Bins
Jamieson Community Correctional Centre / Nova Scotia Area Office	19 Morris Drive Dartmouth, NS, B3B 0M3	(902)-426-2601	4	0
Halifax Parole Office	2131 Gottingen Street Suite 200 Halifax, NS, B3K 5Z7	(902) 426-3408	4	0
Kentville Parole Office	491 Main Street Suite 101 Kentville, NS, B4N 1K9	(902) 679-5311	2	0
Yarmouth Parole Sub-Office for Kentville	15 Willow Street Yarmouth, NS, B5A 1T0	(902) 742-6898	0	0
Dartmouth Parole Office	45 Alderney Drive Suite 209 Queen Square Dartmouth, NS, B2Y 2N6	(902) 426-4005	2	0
Truro Parole Office	14 Court Street Suite 300 Truro, NS, B2N 3H7	(902) 893-6760	2	0
Sydney Parole Office	196 George Street Floor 2 Sydney, NS, B1P 1J3	(902) 564-7300	2	0
Springhill Institution	330 McGee Street Springhill, NS, B0M 1X0	(902) 597-8651	28	0
Nova Institution for Women	180 James Street Truro, NS, B2N 6R8	(902) 897-1750	13	0

The number of consoles and bins identified above are subject to change should the need require it.



Annex G - Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.

1.2 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.

MANDATORY TECHNICAL CRITERIA

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The Bidder must provide a single point of contact for all related issues in regards to this solicitation, for each area they wish to submit a bid. The following information must be provided with the Bid</p> <ul style="list-style-type: none"> - Name - Title - Telephone Number - Email address 		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M2	<p>The Bidder must demonstrate that all mobile shredding services to Correctional Service Canada are equipped with the devices meeting the Royal Canadian Mounted Police (RCMP) approved destruction of PROTECTED B. Mobile Shredders must have a corresponding screen size of 13mm with a maximum shred size of 6mm X 50mm.</p> <p><i>At bid closing, the Bidder must provide a list of all proposed mobile shredder vehicle registrations and valid RCMP certificates with the technical proposal for the vehicles servicing Correctional Service Canada offices in the area(s) they wish to submit a bid.</i></p>		
M3	<p>The Bidder must demonstrate that they can provide the services elaborated in Annex A – Statement of Work to all the locations identified in Appendix II for the areas they wish to submit a bid.</p> <p><i>At bid closing, the bidder must provide service delivery table identifying which of their offices shall service each Correctional Service Canada location in Appendix II for each area the Bidder wishes to submit a bid.</i></p>		