

**RETURN BIDS TO :**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving  
 Shared Services Canada | Services  
 partagés Canada  
 180 Kent Street  
 Ottawa, Ontario  
 K1G 4A8  
 13<sup>th</sup> Floor

**AMENDMENT REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

**Proposal To: Shared Services 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 aux: Services partagés Canada**

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

*Comments - Commentaires*

**This document contains a Security Requirement**

**Vendor/Firm Name and address**  
**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution**

*Shared Services Canada – SA Authority*  
 Procurement Operations  
 180 Kent Street  
 Ottawa, Ontario  
 K1G 4A8

<b>Title – Sujet</b> Psychometric Testing Tool and Training Services	
<b>Solicitation No. – N° de l'invitation</b> R0000059995	<b>Date</b> August 26, 2020
<b>Amendment number:</b> 6	
<b>Buy &amp; Sell Reference No. – N° de reference de SEAG</b> R0000059995	
<b>File No. – N° de dossier</b> R0000059995	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le September 8, 2020</b>	
<b>Time Zone</b> Fuseau horaire EDT	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Julie Dessureault	<b>Buyer Id – Id de l'acheteur</b>
<b>Telephone No. – N° de téléphone :</b> 613-608-3114	<b>FAX No. – N° de FAX</b> 613-948-0990
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein	

**Instructions : See Herein**

**Instructions: Voir aux présentes**

<b>Delivery required - Livraison exigée</b> See Herein	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**Amendment #06 is raised to:**

- 1) Respond to questions 37-40
- 2) Remind bidders that SSC will sponsor interested bidders, **prior to bid closing**, if they currently do not hold the required Security Requirements. To obtain security sponsorship, please email [Julie.Dessureault@canada.ca](mailto:Julie.Dessureault@canada.ca).

QUESTION	RESPONSES
<p><u>Question 1:</u></p> <p>It says that two CVs of professionals certified in psychometric analysis must be provided, but is it possible to have several individuals?</p>	<p>Only the two proposed professionals will be evaluated as part of the procurement process, but we are open to working with other professionals if necessary. Those new resources will be also be evaluated at a later date.</p>
<p><u>Question 2:</u></p> <p>To better evaluate the cost, must the bid be based on three consecutive years of full-time work?</p>	<p>The cost must be based on the use of the psychometric tools and training as needed.</p>
<p><u>Question 3:</u></p> <p>Is there any cost to bid?</p>	<p>No, there is no cost to bid.</p>
<p><u>Question 4:</u></p> <p>Page 12 of the French document indicates that ten courses need to be provided for the facilitators. Do these ten courses relate to content that is different, for which training is given repeatedly or once per content?</p>	<p>We are referring to the certification courses for facilitators. We need to certify existing SSC facilitators and facilitators who will be joining the department throughout the duration of the contract.</p>
<p><u>Question 5:</u></p> <p>5A) In planning this mandate, will the following be added?: Analyses of organizational culture, work environment, the make-up of groups, specific needs to be considered?</p> <p>5B) Ongoing training, tracking of learning, mentoring and coaching?</p>	<p>5A) SSC facilitators do not have a mandate to carry out analyses of the organizational culture and work environment. Having psychometric tests that</p>



	<p>include these types of analyses would be interesting but is not required to fulfill the mandate of SSC facilitators.</p> <p>As mentioned in the statement of work, the tool needs to be able to identify individual needs and combine individual psychometric profiles to show the make-up of the groups.</p> <p>5B) SSC facilitators do not have a mandate to carry out ongoing training, tracking of learning, mentoring and coaching. However, the vendor may pursue these learning solutions for the certification of facilitators.</p>
<p><u>Question 6:</u></p> <p>6A) In the French document, are the SSC “animateurs” different from the “facilitateurs”?</p> <p>6B) How many “animateurs” are there? How many “facilitateurs”?</p>	<p>6A) The term “<i>facilitateurs</i>” refers to Shared Services Canada (SSC) facilitators.</p> <p>6B) There are currently 11 facilitators. The actual number to be trained will vary as facilitators arrive and leave throughout the duration of the contract.</p>
<p><u>Question 7:</u></p> <p>-Who is responsible for tracking the completions?</p>	<p>After a test is completed, the vendor must produce and share the report.</p>
<p><u>Question 8:</u></p> <p>How many people with a disability are there who would need support to take the</p>	<p>SSC employs roughly 420 people with various</p>

<p>tests?</p>	<p>accessibility needs. The actual number varies depending on the departures and arrivals of employees.</p>
<p><u>Question 9:</u></p> <p>It is indicated that the platform allows for psychological tests to be assigned. Is this in relation to stress? To which difficulties?</p> <p>Do you have specific requirements regarding the types of psychological tests that you would like?</p>	<p>The requirements regarding the tests are specified in the statement of work.</p>
<p><u>Question 10:</u></p> <p>Can meetings, training and consultations be done remotely?</p>	<p>Yes, training and consultations may be done remotely.</p>
<p><u>Question 11 :</u></p> <p>We are in the process of reviewing the RFP, and we have a question. If we have any exceptions, are we able to include this in the RFP? Or... does it work that if we respond to the RFP it means we are in compliance with the Standard Acquisition Clauses and Conditions (SACC) Manual?</p> <p>If we have exceptions, where/when do we raise them?</p>	<p>If you wish to raise requested changes or exceptions you will need to raise them at the RFP Stage and SSC will provide a response to specific questions or requests.</p> <p>You must be in compliance with the Standard Acquisition Clauses and Conditions (SACC) Manual.</p>
<p><u>Question 12 :</u></p> <p>In the “Mandatory Technical Criteria” section, under point M1 – M3 and M4, the name of the client, department, etc., is requested. Can we refer a client even if it is not part of a department?</p> <p>Also, I would like to confirm that only electronic copies are allowed? So we don't have to send in a paper copy?</p>	<p>Yes, you can refer a client that is not a department.</p> <p>Yes, only electronic copies are allowed. Please refer to <b>PART 3 – BID PREPARATION INSTRUCTIONS</b> for more details.</p>
<p><u>Question 13 :</u></p>	

<p>1.2.4 (page 4)          Training Courses for SSC Facilitators - Estimated usage 10 courses.</p> <p><b>Question:</b> Does 10 Courses equal 10 people? What is the estimated number of Facilitators being trained?</p>	<p>No, 10 courses does not equal 10 people to train. To train the current facilitators, there will be many participants in the same session for the first session(s). Later sessions might have a single participant.</p> <p>There are currently 11 facilitators. The actual number of facilitators that will be trained will vary as facilitators arrive and leave SSC throughout the duration of the contract.</p>
<p><u>Question 14 :</u></p> <p>2.1 Standard Instructions, Clauses and Conditions (page 5)</p> <p><b>Question:</b> Is there a specific template we need to use for this bid?</p>	<p>There is no specific templates to be used to submit a bid but the format needs to respect PART 3 – BID PREPARATION INSTRUCTIONS, 3.1 Bid Preparation Instructions</p>
<p><u>Question 15 :</u></p> <p>3.1 Bid Preparation Instructions (page 8)</p> <p><b>Question:</b> We are a bit confused by the wording of this paragraph.</p> <p>Are we to submit both an email (soft-copy) and a paper (hard-copy) version of our bid?</p> <p><b>Question:</b> With “Separately bound sections”, do you mean we are sent you three different files? With the file naming of “Section I: Technical Bid”, etc. Or one file with three different chapters?</p>	<p>All bids need to be submitted <u>electronically (softcopy)</u> in the format outlined under PART 3 – BID PREPARATION INSTRUCTIONS, 3.1 Bid Preparation Instructions in the RFP to <a href="mailto:Julie.Dessureault@canada.ca">Julie.Dessureault@canada.ca</a></p> <p><u>The bid must be submitted in separate files</u> as follows:</p> <p><b>Section I:</b> Technical Bid (1 soft copy)</p> <p><b>Section II:</b> Financial Bid (1 soft copy)</p>



	<p><b>Section III:</b> Certifications not included in the Technical Bid (1 soft copy)</p> <p><i>Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.</i></p>
<p><u>Question 16 :</u></p> <p>Annex A, Statement of Work (Page 41) 2. DEPARTMENT’S REQUIREMENT</p> <p><b>Question:</b> Does the department expect a tool similar to an MBTI or DISC profile? And has the departments budget been focused on the price point of an MBTI or DISC profile?</p>	<p>Yes, SSC is looking for a tool similar to an MBTI or DISC profile. The profile must meet the requirements established in the section <b>4.3 Final Reports</b> of the Statement of Work.</p> <p>The budget for this request reflects the price point for similar psychometric tools.</p>
<p><u>Question 17 :</u></p> <p>Can you please confirm that bids will only be sent by email, no paper copies required.</p>	<p>Correct, all bids need to be submitted electronically in the format outlined under PART 3 – BID PREPARATION INSTRUCTIONS, 3.1 Bid Preparation Instructions in the RFP</p>
<p><u>Question 18:</u></p> <p><b>Accessibility Requirements (page 43/44)</b> When reading these pages it is unclear to us if the Facilitator system needs to be Accessibility compliant; or do the Accessibility requirements mainly apply to the Participant side of the system?</p>	<p>The accessibility requirements apply for the vendor’s system (Online Platform)</p>
<p><u>Question 19 :</u></p> <p><b>M2 (page 15)</b> **One (1) resource must be bilingual and must be able to provide training and <b>support services</b> in French and English. <u>Question:</u> Can you please help us understand what is meant by “support services” as it applies to both official languages?</p>	<p>The vendor must be able to provide French and English support service as described in the section <b>4.9 Support Services</b> in the Statement of Work.</p>
<p><u>Question 20 :</u></p>	

<p><b>M3 (Page 15)</b>          - providing training, <b>support</b> and advice to facilitators/clients with respect to the interpretation of psychometric tools and their use for team building, leadership development and career development purposes.</p> <p><u>Question:</u> What does “support” mean within this context?</p>	<p>The definition of support services can be found in the section <b>4.9 Support Services</b> in the Statement of Work.</p>
<p><u>Question 21 :</u></p> <p><b>2 Department Requirement (Page 41)</b>          Shared Services Canada requires psychometric tool(s) and associated services to support the development of approximately 7,000 persons across the department over the next three years. The tool(s) must be appropriate for use by employees at any level, including Executives. The tool(s) will form part of the leadership development program. They will be used to gather insight regarding an individual’s behaviors, skills, leadership style and psychological characteristics. In the group setting, the tool(s) should uncover characteristics regarding group dynamics which may enhance / hinder performance.</p> <p><u>Question:</u> Within our product offering we offer different psychometric tools, for Personality, for Team dynamics, for Leadership (how the leader perceives themselves) and a 360 tool (how others perceive the leader).</p> <p>Is it the department’s intention to use ALL the psychometric tools for all 7000 persons across the department? Regardless of the employees’ level, including Executives?</p> <p>If no, could you be more specific as to the department’s needs?</p>	<p>SSC delivers leadership training and team building activities. SSC facilitators must be able to select the leadership tool or the team dynamics tool depending on the activity that will be delivered.</p> <p>All the tools must meet the requirements established in the section <b>4.3 Final Reports</b> in the Statement of Work. In addition, the team dynamic tool must meet the requirement of section <b>4.4 Team Reports</b>.</p>
<p><u>Question 22 :</u></p> <p><b>2 Department Requirement (Page 41)</b>          The tool(s) should be based on recognized scientific research and/or industry standards such as: Myers-Briggs Type Indicator (MBTI) or the DISC system of William Moulton Marston (associated with the language of colors) so as to support the validity of results. Adaptive questioning should be used to ensure greater validation of results.</p> <p><u>Question:</u> What exactly is meant by Adaptive questioning?</p>	<p>An adaptive questionnaire means that it adapts itself to the responses of the participants. For example, if a candidate answer that he is not a manager, the questionnaire will skip the questions regarding his experience as a manager.</p>



<p><u>Question 23 :</u></p> <p><b>Annex A, Statement of Work</b>  <b>4.7 Training Services</b>                  The number of training sessions and the number of participants by session will depend on the operational needs.</p> <p><u>Question:</u> What is the estimated number of Facilitators participating in the “train the trainer” sessions?</p>	<p>SSC currently has 11 facilitators that need to be trained. In the future, SSC might need to train more facilitators to replace facilitators that left or to increase its cadre of facilitators.</p>
<p><u>Question 24:</u></p> <p><b>4.8 Facilitation</b>  <u>Question:</u> What is the estimated number of facilitators running a workshop simultaneously?</p>	<p>Generally, SSC has an instructional delivery model where a single facilitator delivers a session.</p>
<p><u>Question 25 :</u></p> <p><b>4.8 Facilitation</b>  <u>Question:</u> What will be the estimated, maximum number of participants per workshop?</p>	<p>12 participants would be the maximum number of participants in the same session.</p>
<p><u>Question 26:</u></p> <p>We have difficulty in accessing the link “<a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html</a>” provided in Part 5 – 5.1.1. – Integrity Provisions – declaration of convicted offences.</p> <p>Could you please advise how we can get to the integrity regime website to download the forms required for this section? If possible, please provide us a proper link.</p>	<p>The link provided in the RFP is correct and does direct to the proper location to access the information/form.</p> <p><u>Link:</u></p> <p><a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html</a></p>
<p><u>Question 27:</u></p> <p>Which service providers can submit a bid?</p>	<p>All service providers who</p>



	offer the services being sought are eligible to bid.
<p><u>Question 28</u></p> <p>Have you invited any service providers to bid?</p>	<p>No, SSC has not invited any specific suppliers to bid. The RFP is open to all service providers that offer the services being sought.</p>
<p><u>Question 29</u></p> <p>Is the Crown inclined to amend M1 to allow for the 2 years of experience to be within the last 5 years instead of 3?</p>	<p>No</p>
<p><u>Question 30</u></p> <p>I'd like to know if we use the wording from Annex A, or would you prefer that we write in our own words?</p> <p><b>PROJECT TITLE:</b> Psychometric assessment tool(s) and services to support the development of Shared Services Canada employees and teams.</p> <p><b>1. CONTEXT:</b> Shared Services Canada has identified the need to support the development of its leadership at all levels of the department. A key feature in leadership development involves opportunities/tools to enable individuals to better understand themselves and to engage and support the groups they lead. Following the completion of individual or team tests, facilitated discussions will take place to give participants the opportunity to interpret the results and apply the information to promote leadership growth.</p>	<p>To avoid confusion, it would be preferable to use what is written in Annex A. If you use your own words, please ensure that they are easy to understand and are not confusing when compared to the wording used by SSC.</p>
<p><u>Question 31</u></p> <p>With respect to Part 7 - Resulting Contract Clauses (page 28), does it need to be included in the technical bid, financial bid or certification?</p>	<p>Please refer to <b>PART 3 - BID PREPARATION INSTRUCTIONS</b> for more details.</p>
<p><u>Question 32</u></p> <p>Likewise for the signed task authorization, does it need to be included in the technical bid, financial bid or certification?</p>	<p>The task authorization is a document used only when the contact is set up; it is not necessary to include it with your bid. Please refer to <b>PART 3 - BID PREPARATION INSTRUCTIONS</b> for more</p>

	<p>details.</p>
<p><u>Question 33</u>          Insurance requirements: I have a scan of the insurance certificate to be included— does it go with the financial bid?</p>	<p>This document should be included in Section 1 or Section III. Please refer to <b>PART 3 - BID PREPARATION INSTRUCTIONS</b> for more details.</p>
<p><u>Question 34</u>          Should the annexes be attached to the technical bid, financial bid or certifications, or should they be submitted as a separate document?</p>	<p>These documents should be included in Section 1 or Section III. Please refer to <b>PART 3 - BID PREPARATION INSTRUCTIONS</b> for more details.</p>
<p><u>Question 35</u>          We have examples of detailed individual and team reports. Can we create a separate document, or do we include them in a specific section (technical, financial or certifications)?</p>	<p>Any documents concerning the evaluation of the technical aspect should be submitted with the technical section. Please refer to <b>PART 3 - BID PREPARATION INSTRUCTIONS</b> for more details.</p>
<p><u>Question 36</u>          My question concerns the calculation of the pricing score (PS), specifically on the Evaluated Bid Price (Pi).          Here is an excerpt from the tender notice:          4.4.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): <b>PSi = LP / Pi x 30</b>. Pi is the evaluated price (P) of each responsive bid (i).          If I look at the financial bid table, to which I randomly added numbers to get an example, the evaluated bid price (Pi) would be \$9,090. This means that a Pi at \$9,090 would be used in the calculation to determine the pricing score (PS).</p>	<p>The evaluated bid price is as follows: D1 + D2 as indicated in ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE.</p>



	ESTIMATED USAGE	PROPOSED FIRM ALL-INCLUSIVE RATES (\$ CAN)  Initial Contract Period  A)	PROPOSED FIRM ALL-INCLUSIVE RATES (\$ CAN)  Option Period 1  B)	PROPOSED FIRM ALL-INCLUSIVE RATES (\$ CAN)  Option Period 2  C)	AVERAGE FIRM ALL-INCLUSIVE RATES (\$ CAN)    (D) = (A+B+C)/3
Psychometric assessment tool	7000 tests	\$100 per test	\$90 per test	\$80 per test	\$90
Training course for SSC Facilitators	10 cours	\$10,000 per course	\$9,000 per course	\$8,000 per course	\$9,000
<b>Evaluated bid price (applicable taxes excluded) = D1+D2</b>					<b>\$9,090</b>
<p>In my opinion, if we look at the example in the above table, the evaluated price would actually be \$720,000                      \$90 x 7000 tests = \$630,000                      \$9,000 x 10 courses = \$90,000                      Evaluated Bid Price = \$720,000 (Pi)</p> <p>Can you please confirm the calculation to determine the Evaluated Bid Price (Pi)?</p>					
<p><u>Question 37</u></p> <p>I have a quick question where the first page of the RFP refers to “this document comes with a security requirement” and part 6 (6.1.1 a) refers to it again but 7.3.4 mentions there is no security requirement.</p> <p>Can you confirm no security certificate is required to BID?</p>					
					<p>The security requirement has been added on AMENDMENT 4 of the RFP.</p>



<p><u>Question 38:</u></p> <p><b>Page 40, Chapter 7.22</b>                  Is there a requirement that the data and the system must be stored in Canada and run on Canadian servers – or does Shared Services Canada consider both the UK and Ireland in the EU suitable?</p>	<p>The information/data must remain/be stored in Canada and run on Canadian Servers.</p>
<p><u>Question 39:</u></p> <p>In regards to page 40; 7.22 Protection and Security of Data Stored in Databased, we have the following private questions for you after talking to our contact at the Office of Small and Medium Enterprises.</p> <ul style="list-style-type: none"> <li>a) Do you need security clearance at the time of bidding?</li> <li>b) Can our company be sponsored for security clearance?                      We are the global partner for <a href="http://www.luminalearning.com">www.luminalearning.com</a> in Canada and our head office is located in the UK with servers in Ireland.</li> <li>c) Will this process incur any costs for us as the Contractor? If yes, we would like to see a quote first before going ahead with this.</li> <li>d) Are there any other standards that we need to meet? For example, specific standards such as PCI or cloud security controls? Can you confirm what is the audit process, who is responsible for conducting it and who may fund this?</li> <li>e) At what point in time does the service we provide need to start?</li> </ul>	<ul style="list-style-type: none"> <li>a) Bidders need to request sponsorship prior to bid closing.</li> <li>b) Yes, SSC will be sponsoring bidders. Requests are to be send to <a href="mailto:Julie.Dessureault@canada.ca">Julie.Dessureault@canada.ca</a></li> <li>c) There is no cost to provide a proposal.</li> <li>d) All standards that bidders are required to meet are outlined in the Request for Proposal (RFP).</li> <li>e) <u>For the successful bidder</u>, services are to start on contract award.</li> </ul>



<p><b>Question 40:</b></p> <ol style="list-style-type: none"> <li>1. On addendum 4, please indicate what security clearance is required?</li>   <li>2. If the facilitators are conducting Virtual Sessions, in 6. a) what access to protected and/or classified information or assets are there?</li>   <li>3. Please indicate what will be stored on your site. 11 a)?</li>   <li>4. For the bilingual facilitator. Do they have to speak French Canadian or can they speak French (Parisian?)</li> </ol>	<ol style="list-style-type: none"> <li>1. Reliability. The security requirement has been updated under RFP Amendment 4.</li>   <li>2. The facilitator will have access to the information on the participants of sessions. They will not have access to other protected or classified information.</li>   <li>3. The information for SSC employees who have completed a psychometric assessment or that have received an invitation to complete a test can be stored by the provider.</li>   <li>4. A facilitator that speaks European French can be acceptable if he/she :             <ul style="list-style-type: none"> <li>• can understand the accent and expressions of Canadian French.</li> <li>• Can express himself/herself clearly enough so that French Canadians speakers can understand what is being communicated.</li> </ul> </li> </ol>
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**AMENDMENT TO THE REQUEST FOR PROPOSAL**

1. At 7.3.4 Security Requirements

**DELETE:**

There are no security requirement

**INSERT:**

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

**PWGSC FILE No. R000059995**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED A, 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 site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor/ personnel **MAY NOT HAVE ACCESS** to **PROTECTED** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
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 \_\_\_\_\_;
  - (b) Industrial Security Manual (Latest Edition)

**2. At 7.10 PRIORITY DOCUMENTS**

**DELETE:**

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;
- (c) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, ICT Accessibility Requirements
- (g) Annex D, Accessibility Guidance for Printed Documents
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated \_\_\_\_\_.

**INSERT:**

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;
- (c) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;



- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, ICT Accessibility Requirements
- (g) Annex D, Accessibility Guidance for Printed Documents
- (h) Annex E, Security Requirement Check List (SRCL)**
- (i) the signed Task Authorizations (including all of its annexes, if any); and
- (j) the Contractor's bid dated \_\_\_\_\_.

**3. AT ANNEX E-SECURITY REQUIREMENT CHECKLIST (SRCL)**

**INSERT:**

Contract Number / Numéro du contrat R000059995
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 Shared Services Canada	2. Branch or Directorate / Direction générale ou Direction Learning and Development	
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 The vendor must be capable of evaluating individuals through an accessible online psychometric evaluation tool that will produce psychometric profiles. The vendor must provide training to SSC facilitator on how to deliver training regarding the results of the psychometric profiles.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / 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"/>



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Security Classification / Classification de sécurité

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

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

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

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

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

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

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**  
 INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

**PRODUCTION**

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

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

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

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

Contract Number / Numéro du contrat R000059995
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**PART C - (continued) / PARTIE C - (suite)**

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL 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	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Contract Number / Numéro du contrat R000059995
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Martin Gaudreau	Title - Titre Act. Manager, Leadership Team	Signature Gaudreau, Martin <small>Digitally signed by Gaudreau, Martin Date: 2020.07.28 16:33:26 -0400</small>	
Telephone No. - N° de téléphone 873-354-0680	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel martin.gaudreau@canada.ca	Date 28-07-2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Steve Ross	Title - Titre A/Chief Security Officer	Signature <i>Steve Ross</i> <small>Digitally signed by Ross, Steve DN: cn = Ross, Steve C = CA, o = SC OU = SSC- SPC Date: 2020.08.11 11:23:14 -0500</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel steve.ross@canada.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
en matière de sécurité			
Lyndsay Clark – Contract Security Officer <a href="mailto:Lyndsay.clark@tpsgc.pwgsc.gc.ca">Lyndsay.clark@tpsgc.pwgsc.gc.ca</a> (613) 957-9388		Title - Titre Clark, Lyndsay	Signature <i>Clark, Lyndsay</i> <small>Digitally signed by Clark, Lyndsay Date: 2020.08.13 08:20:05 -0400</small>
de télécopieur		E-mail address - Adresse courriel	Date