



**Return Bids to :**

Natural Resources Canada

[nrcan.ontariobid-  
soumissionontario.rncan@canada.ca](mailto:nrcan.ontariobid-soumissionontario.rncan@canada.ca)

**Retourner Les Soumissions à :**

Ressources Naturelles Canada

[nrcan.ontariobid-  
soumissionontario.rncan@canada.ca](mailto:nrcan.ontariobid-soumissionontario.rncan@canada.ca)

**Request for Standing Offer  
Demande d'offre à commandes**

Canada, as represented by the Minister of Natural Resources Canada, hereby requests a Standing Offer on behalf of the client identified herein.

Le Canada, représenté par le ministre des Ressources naturelles Canada, autorise par la présente, une offre à commandes au nom de client identifié ci-après

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Branch/  
Services liés aux finances et à  
l'approvisionnement  
Natural Resources Canada/  
Ressources Naturelles Canada  
183 Longwood Road South,  
Hamilton, Ontario  
L8P 0A5

<b>Title – Sujet</b> Request for Standing Offers (RFSO's) for NRCan's Translation and Comparative editing Services	
<b>Solicitation No. – No de l'invitation</b> NRCan-5000056254	<b>Date</b> November 25, 2020
<b>Client Reference No. - N° de reference du client</b> 158347	
<b>Requisition Reference No. - N° de la demande</b> 5000056254	
<b>Solicitation Closes – L'invitation prend fin</b> at – à January 5, 2021 on – le 03 00 PM EST	
<b>Address Enquiries to: - Adresse toutes questions à:</b> Len Pizzi <a href="mailto:Len.Pizzi@Canada.ca">Len.Pizzi@Canada.ca</a>	<b>Buyer ID – Id de l'acheteur</b> A79
<b>Telephone No. – No de telephone</b> (905) 645-0676	<b>Fax No. – No. de Fax</b> (905) 645-0831
<b>Security – Sécurité</b> This Standing Offer has a security requirement Cette d'offre à commandes comporte une exigence de sécurité	
<b>Destination – of Goods, Services and Construction:</b> <b>Destination – des biens, services et construction:</b>  Ressources Naturelles Canada/ Natural Resources Canada 555 rue Booth Street Ottawa, ON K1A 0G1	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   <b>Telephone No.:- No. de téléphone: _____</b> <b>Facsimile No.:- No. de télécopieur: _____</b> <b>Email : - Courriel : _____</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>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work and Security Requirement Checklist (SRCL).

### **1.2 Summary**

- 1.2.1 Translation and comparative editing services are required at NRCan and the documents are often needed on an urgent basis. Using a variety of media suitable to the purpose of the communication, NRCan routinely communicates in English and in French with senior management within the department, managers, human resource advisors, union officials and employees at the corporate, national, regional and local levels, as well as with personnel from other government departments and agencies, the private sector and the public.

NRCan's ability to meet frequent short deadlines is directly related to its ability to produce all material in bilingual format quickly; consequently, access to timely, quality translation services is essential.

NRCan is seeking to establish up to twelve (12) Standing Offers (SO's) for Translation Services in various streams as follows;

- Up to three (3) SO's under the General Stream;
- Up to three (3) SO's under the Technical Stream;
- Up to three (3) SO's under the Specialized Stream; and



- Up to three (3) SO's under the Indigenous Translations Stream.

**Table 1: Streams**

Stream	Description/Examples
<b>#1-General</b>	
Administration and Management ▪ Including Economics and Finance	<ul style="list-style-type: none"> <li>▪ General management documents</li> <li>▪ Policy documents</li> <li>▪ Administrative texts (letters, memos, etc.)</li> <li>▪ Financial statements and charts</li> </ul>
Human Resources Management	<ul style="list-style-type: none"> <li>▪ Job descriptions</li> <li>▪ Statements of qualification</li> </ul>
Communications	<ul style="list-style-type: none"> <li>▪ Press releases</li> <li>▪ Speeches</li> <li>▪ Publications</li> <li>▪ Websites</li> </ul>
<b>#2-Technical</b>	
Environment and Ecology	<ul style="list-style-type: none"> <li>▪ Technical manuals</li> <li>▪ PowerPoint presentations</li> <li>▪ Reports</li> <li>▪ Websites</li> <li>▪ Publications</li> <li>▪ Policy documents</li> </ul>
Animal and Plant Biology ▪ Including Entomology	
Forestry and Forestry Service ▪ Including Silviculture and Fire	
Energy ▪ Including Fossil Fuel-Based and Renewable Energy	
Geology, Geodesy, Remote Sensing, Mapping and Geomatics	
Mining and Minerals/Metals Industry	
Explosives	
Natural Hazards	
Science and Technology	
<b>#3- Specialized</b>	
Other Languages	<ul style="list-style-type: none"> <li>• Requirements with a need for translation services in another language, i.e. Spanish, Mandarin, etc. Provide details of other language which the company is able to provide.</li> </ul> <p>Note that this does not include Indigenous languages spoken in Canada.</p>
<b>#4 Indigenous Translations</b>	
<ul style="list-style-type: none"> <li>• Requirements for Indigenous languages spoken within Canada. The list of languages can include, but not limited to, languages found at <a href="https://www.noslangues-ourlanguages.gc.ca/en/ressources-resources/autochtones-aboriginaux/ressources-resources-eng">https://www.noslangues-ourlanguages.gc.ca/en/ressources-resources/autochtones-aboriginaux/ressources-resources-eng</a></li> </ul>	



By means of this RFSO, Natural Resources Canada (NRCan) is seeking proposals from Offerors to provide translation and comparative editing services. The total cumulative value of the Standing Offers (SO) is estimated to be \$750,000.00 annually (estimated at 3,750,000.00 over five (5) years). The initial period is from date of issuance of the Standing Offers to January 31, 2023.

The Standing Offers will be issued for an initial period of two (2) years. NRCan reserves the right to exercise the option to extend the standing offer (s) for up to three (3) additional periods of one (1) year.

1.2.2 The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers

1.2.3 For Stream 4 only, this procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

### 1.3 Security Requirements

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

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing will be done in writing or by email.



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:**  
**Delete Entirely:** Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation
- **Under Subsection 2 of Section 20:** Not applicable

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Offers

Bidders must submit all proposals electronically. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation. Bidders are asked to contact the Contracting Authority to confirm receipt of their bid. NRCan encourages bidders to submit all bids earlier than the closing time in order to ensure sufficient time to be received in NRCan’s server.

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document.

- Send proposals to this email address: [nrcan.ontariobid-soumissionontario.rncan@canada.ca](mailto:nrcan.ontariobid-soumissionontario.rncan@canada.ca)
- Contact the Contracting Authority Len Pizzi at (905) 645-0676 either by telephone call or email at [len.pizzi@canada.ca](mailto:len.pizzi@canada.ca) for receipt of bid confirmation.

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.



## IMPORTANT

It is requested that you write the following information in "Subject" of the e-mail:

Request for Standing Offers (RFSO's) for NRCan's Translation and Comparative editing Services -  
NRCan-5000056254

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

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

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

## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 electronic copy)

Section II: Financial Offer (1 electronic copy) in a separate file

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "B" Basis of Payment.

#### **3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

#### **3.1.2 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.2.1** As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

**3.1.2.2** The Company Security Officer must ensure through the Contract Security Program that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

	Description	Proposal Page #
<b>M1</b>	<p><b>Firm:</b> The Offeror must clearly identify each stream to which it is applying for below.</p> <p><b>M1.2 Streams:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>M1.2.1 General</b></li> <li><input type="checkbox"/> <b>M1.2.2 Technical</b></li> <li><input type="checkbox"/> <b>M1.2.3 Specialized</b></li> <li><input type="checkbox"/> <b>M1.2.4 Indigenous Translations</b></li> </ul>	
<b>M2</b>	<p>The Offeror <b>MUST</b> provide two (2) client references. The references <b>MUST</b> be current, within the last five (5) years and <b>MUST</b> include up to date contact information.</p>	
<b>M3</b>	<p><b>Accreditation 1:</b></p> <p>The Offeror <b>MUST</b> have ISO 17100 accreditation at the time of bid closing.</p> <p>This accreditation must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.</p> <p>The Offeror will submit a link or proof in the form of documentation to verify ISO 17100 accreditation</p>	
<b>M4</b>	<p><b>Offerors Electronic Procurement Capabilities:</b></p> <p>3.1 The Offeror must demonstrate its level of technical ability to all of the following:</p> <ul style="list-style-type: none"> <li>▪ Accept electronic orders</li> <li>▪ Send electronic confirmations</li> <li>▪ Provide electronic status updates</li> <li>▪ Provide electronic account statements</li> <li>▪ Work in a variety of electronic formats as described in section SW4.7</li> </ul>	



	<p>in the Statement of Work.</p> <p>3.2 The Offeror must provide the e-mail address of its single point e-mail ordering process. If the Offer has an electronic website describing its company and services, it must provide its URL address as well.</p>	
<b>M5</b>	<p><b>Certifications 1:</b></p> <p>The Offeror <b>MUST</b> complete, sign and date Page 1 of the RFSO.</p> <p>It is requested that all of the following be included: the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers, and the business contact.</p>	
<b>M6</b>	<p><b>Accreditation 2:</b></p> <p>The Offeror <b>MUST</b> have ISO 18587 accreditation at the time of bid closing.</p> <p>This accreditation must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.</p> <p>The Offeror will submit a link or proof in the form of documentation to verify ISO 18587 accreditation</p>	
<b>M7</b>	<p><b>Certification 2:</b></p> <p>The Offeror <b>MUST</b> have CGSB 131.10 <a href="https://www.scc.ca/en/standardsdb/standards/28935">https://www.scc.ca/en/standardsdb/standards/28935</a> certification at the time of bid closing.</p> <p>This certification must be maintained throughout the duration of the RFSO or the Offer risks being removed from the Standing Offer listing.</p> <p>The Offeror will submit a link or proof in the form of documentation to verify CGSB 131.10</p>	

**4.1.1.2 Point Rated Technical Criteria**

Criteria Number	Rated Requirements	Maximum available points	Offer Page #
<b>R1</b>	<p><b>Firm</b></p> <ul style="list-style-type: none"> <li>The Offeror must clearly identify the process and procedures that will be used to ensure that Quality Control is ensured with each and every deliverable.</li> </ul> <p>Points to be allocated as follows:</p> <p>Description outlines that Quality Control will be part of the process to handle each requirement and the procedures that will be followed. Process includes Quality Control being performed by a different resource than who performed the translation service. (30 points)</p> <p>Description outlines that Quality Control will be part of the process to handle each requirement and the procedures that will be followed.</p>	<b>30 points</b>	



Criteria Number	Rated Requirements	Maximum available points	Offer Page #
	<p>However, there is no mention of a different resource performing this task. (15 points)</p> <p>Description minimally addresses Quality Control as being a part of the process, but provides no outline of procedures or mention of alternate resource performing this task. (10 points)</p>		
<p><b>R2</b></p>	<p><b>Resources:</b></p> <p><b>2.1</b> Resources are considered to be those performing the Service and performing Quality Control.</p> <ul style="list-style-type: none"> <li>The proposed resource(s) has demonstrated experience <b>providing translation Service</b> in within the last fifteen (15) years of the closing date of the RFSO. Resource is defined as those performing the Service of Translation and those providing the service of Quality Control.</li> </ul> <p><b>Experience within the last 8 years from the date of bid closing = 2 points per year to a maximum of 16 points.</b></p> <p><b>Experience over and above the last 8 years from the date of bid closing = 1 point per year to a maximum of 4 points</b></p> <p><b>For a maximum of 20 points.</b></p> <hr/> <ul style="list-style-type: none"> <li>The proposed resource(s) has demonstrated experience within <b>the stream(s)</b> applied for within the last ten (10) years of the closing date of the RFSO.</li> </ul> <p><b>1 point to a maximum of 10 points.</b></p>	<p><b>30points</b></p>	
	<p><b>2.2</b> Both references provided in M2 must be able to attest to the quality and success of the work undertaken by the Bidder by providing the following responses:</p> <p>On a scale from one to five (five being the best), how would you rate Bidder's overall performance on the following:</p> <ul style="list-style-type: none"> <li><b>Question#1:</b> The Bidder's ability to meet timelines.</li> <li><b>Question#2:</b> The quality of the deliveries for services requested.</li> </ul>	<p><b>20 points</b></p>	



Criteria Number	Rated Requirements	Maximum available points	Offer Page #
	<p>Evaluated based on a maximum of 5 points per reference response to each question using the rating scale below.</p> <p>5 points = Excellent 3 points = Good 0-2 point = Poor/Unsatisfactory</p> <p><b>Maximum of 20 points (10 points per reference check)</b></p>		
<b>R3</b>	<p><b>Vendors Electronic Procurement Capabilities:</b></p> <p>3.1 The Bidder must demonstrate its level of technical ability to (max. 1 page):</p> <ul style="list-style-type: none"> <li>▪ Accept electronic orders</li> <li>▪ Send electronic confirmations</li> <li>▪ Provide electronic status updates</li> <li>▪ Provide electronic account statements</li> <li>▪ Work in a variety of electronic formats, as described in section SW4.7 in the Statement of Work.</li> </ul> <p><b>Maximum of 1 point per area demonstrated fully</b></p>	<b>5 points</b>	
<b>R4</b>	<p>Some documents sent to Offerors for translation and/or Comparative editing may only require translation or editing for designated passages.</p> <p>Please indicate your ability to accept pre-translated text and charge only for the portion of work which requires translation</p> <p><input type="checkbox"/> The bidder will <b>Accept Pre-translated text and charge only for the portion of work which requires translation (10 points)</b></p> <p><input type="checkbox"/> The bidder will <b>Not Accept Pre-translated text (0 points)</b></p>	<b>10 points</b>	
<b>Total Available Points</b>		95 points	
<b>Total points required to be considered Compliant (60%)</b>		57points	

**4.1.2 Financial Evaluation**

4.1.2.1 SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Bid

**4.2 Basis of Selection**

***Evaluation Procedures***



- (a) Offers received will be assessed in accordance with the entire requirement of this Request for Standing Offer including the Statement of Work, the technical and financial evaluation criteria specified below and the Contractor Selection Method.
- (b) All offers shall be treated as CONFIDENTIAL and will be made available only to those individuals authorized to participate in the evaluation process. All Offers will be subject to the terms of the *Access to Information Act* and to other applicable law or orders of courts or other tribunals having jurisdiction.
- (c) An Evaluation Team will evaluate the offers on behalf of NRCan. While the Evaluation Team will normally be comprised of representatives of NRCan, it *may* also include representatives from other Government Departments and Agencies or third party participants as selected by NRCan.

### ***Rights of NRCan***

NRCan reserves the right to:

- Seek clarification or obtain verification of statements made in a offer;
- Reject any or all offers received in response to this RFSO;
- Enter into negotiations with one or more Bidders on any or all aspects of its offer;
- Accept any offer in whole or in part without prior negotiation;
- Cancel and/or re-issue this RFSO at any time;
- Verify any or all information provided by the Bidder with respect to this RFSO including references;
- Retain all offers submitted in response to this RFSO;
- Declare an offer non-compliant if NRCan determines during the evaluation phase, that the Bidder does not have the legal status, facilities or technical, financial and managerial capabilities to fulfill the requirements stated herein;
- Discontinue the evaluation of any offer which is determined, at any stage of the evaluation process, to be non-compliant.

### ***Evaluation Process***

Basis of Selection - Minimum Point Rating

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 57 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 95 points
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. For streams 1, 2 and 3, the responsive offer with the lowest evaluated price, and up to a maximum of three (3) offers per stream, will be recommended for issuance of a standing offer. For stream 4, the highest evaluated technical score, and up to a maximum of three (3) offers, will be recommended for issuance of a standing offer.

### ***Award Notice/ Offer Evaluation Debriefing***





A notice will be prepared and published on the Buy and Sell system (<https://buyandsell.gc.ca/procurement-data/tenders>) within 72 hours after award of any standing offer. Bidders may request and receive a de-briefing provided that a written request is received by e-mail at [Len.Pizzi@canada.ca](mailto:Len.Pizzi@canada.ca) no later than thirty (30) calendar days from the published date of the Award Notice.

Bidders are requested to direct any additional questions they may have respecting this competitive solicitation process to the Standing Offer Authority detailed herein.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.1.2 Set-aside for Aboriginal Business (for Stream 4)

##### Owner/Employee Certification - Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - i.  The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii.  The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:
  - i.  The Aboriginal business has fewer than six full-time employees.  
**OR**
  - ii.  The Aboriginal business has six or more full-time employees.



5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

**Set-aside under the Procurement Strategy for Aboriginal Business**

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

**5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

**5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

**5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).



Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

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

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.



## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

There are various security requirements which may result from Call-ups associated with this standing offer.

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 158347A**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), 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. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
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).

Or

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 158347B**

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 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 site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
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 B.

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)

Or

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE No. 158347C**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED/PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET
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).

Or

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE No. 158347D**

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 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 site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
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 B.

- 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)

### 7.2.2 Offeror's Sites or Premises Requiring Safeguarding

7.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror'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

7.2.2.2 The Company Security Officer must ensure through the Contract Security Program that the Offeror and individual(s) hold a valid security clearance at the required level.

### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.3.2 Standing Offers Reporting

On a quarterly basis within ten (10) days of month end for **June, September, December and March** the Standing Offer Holder **MUST** provide details usage under the Standing Offer Agreement (SOA). The following details are to be included a report which shall be submitted to the Standing Offer Authority:

[Len.Pizzi@canada.ca](mailto:Len.Pizzi@canada.ca)

Quarterly SOA Usage Report for the month of: _____						
	Call up#	Call-up amount (\$)	NRCan's client contact name	Method of Payment (i.e PO or Credit Card)	Comments	Stream Service completed under
1						
2						





3						
<b>Total SOA expenditure spent in previous reporting (\$)</b>		\$				
<b>Total SOA expenditure to date</b>		\$				

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from *date of Standing Offer* to January 31, 2023.

##### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Len Pizzi  
 Title: Senior Procurement Officer  
 Natural Resources Canada  
 Address: 183 Longwood Road South, Hamilton, ON, L8P 0A5

Telephone: (905) 645-0676  
 Facsimile: (905) 645-0831  
 E-mail address: [Len.Pizzi@canada.ca](mailto:Len.Pizzi@canada.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.



### 7.5.3 Offeror's Representative

Name:  
Title:  
Company:  
Address:

Telephone:  
Facsimile:  
E-mail address:

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Natural Resources Canada.

### 7.8 Call-up Procedures & Instrument

**Note: NRCan may order translation and Comparative editing services from any of the final holders issued Standing Offers at its sole discretion.**

1. Work not exceeding \$5,000.00 including all applicable taxes

Work not exceeding \$5000.00 may be acquired using a credit card if accepted by the Vendor or by a call-up otherwise. It is understood by the Offeror that upon utilization of an acquisition card, the Contractor continues to adhere by the terms and conditions of this Standing Offer

2. Work exceeding \$5000.00 including all applicable taxes

The Work will be authorized or confirmed by identified User(s) using form Departmental 942 form "Call-up against a Standing Offer".

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

### 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of *(amount to be determined and inserted at SO award)* unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 7.11 Priority of Documents

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



- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010B](#) (2020-05-28);
- e) Annex A, Statement of Work);
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2020-05-28) will not apply to payments made by credit cards.

#### 7.2.2 Supplemental General Conditions

[4007 \(2010-08-16\)](#) Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Term of Contract



### 7.3.1 Period of the Contract

The period for making call-ups against the standing Offer is from date of Standing Offer to January 31, 2023.

### 7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

## 7.4 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.

## 7.5 Payment

### 7.5.1 Basis of Payment

#### 7.5.2 Firm Price Call-up

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the call-up. Goods and Services Tax or Harmonized Sales Tax is included, if applicable..

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**OR**

#### 7.5.2 Ceiling Price Call-up

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of \$ \_\_\_\_\_ *(to be completed at time of call-up, not to exceed \$40,000.00 per individual call-up)*, Goods and Services Tax or Harmonized Sales Tax is included, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

### 7.5.3 Method of Payment

#### 7.5.3.1 Payment via Credit Card (Not exceeding \$5000 inclusive of applicable taxes)

Request against a Standing Offer acquired and paid for with a credit card must adhere to the same prices and terms and conditions as per the Standing Offer.

Payments at point of sale for call-ups against the Standing Offer made by credit card will not be subject to the Payment and Interest on Overdue Accounts.

**OR**

#### 7.5.3.1 Invoicing (Call-up against a standing offer via a departmental call-up 942 document)



Against invoices submitted upon completion in accordance with the Basis of Payment and certification by the Project Authority that work performance was satisfactory and acceptable.

Payment by Her Majesty, to the contractor, for the work shall be made upon completion or within thirty (30) days following the delivery and acceptance of all deliverables specified in the contract or the date of receipt of a duly completed invoice, whichever date is the later.

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as Canada requires.

## 7.6 Invoicing Instructions

Invoices shall be submitted using **the following method:**

E-mail:

[nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca](mailto:nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca)

**Note:** Attach "PDF" file. No other formats will be accepted

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## 7.7 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.



## ANNEX "A" - STATEMENT OF WORK

### SW1 Background

Natural Resources Canada (NRCan) is a federal government department specializing in the sustainable development and use of natural resources, energy, minerals and metals, forests and earth sciences. At NRCan, we deal with natural resource issues that are important to Canadians. We look at these issues from both a national and international perspective, using our expertise in science and technology, policy and programs. How we manage our land and resources today will determine the quality of life for Canadians both now and in the future. Visit NRCan on the web at: <http://www.nrcan.gc.ca/home>.

NRCan has evolved a great deal over the years. Today, we focus on core federal responsibilities and play an increasingly active role at the international level. Most importantly, we have reoriented our policies, and science and technology programs to encourage sustainable development: the integration of economic, social and environmental objectives in decisions to develop energy, forestry and mineral resources.

- NRCan's **Earth Sciences Sector** provides geoscience and geomatics information to support public policy decisions. This sector also provides support for polar science, as well as expertise and technology to help clients exploit domestic and foreign markets.
- The **Canadian Forest Service** has two main objectives — to promote the sustainable development of Canada's forests, and the competitiveness of the forest industry. The Canadian Forest Service delivers its science and technology program through five regional labs.
- The **Minerals and Metals Sector** encourages the sustainable development of Canada's mining industry, including minerals and metals. This sector provides policy advice and commodity and statistical information. It is also the federal government's primary source of expertise on explosives regulations and mining, minerals and metals technology.
- The **Energy Policy and the Energy Technology and Programs Sectors** promote the sustainable development and safe and efficient use of Canada's energy resources. They also provide technical knowledge and advice to the energy industry and to government. Their knowledge base helps the Canadian government create policies, implement regulations, meet international commitments and enhance job creation and economic growth.
- The **Corporate Services Sector** and the **Shared Services Office** provide: financial; real property; environment and security; information management; and, human resources services.
- Under **Direction and Coordination**, there is a Corporate Policy and Portfolio Coordination Branch, and Communications Branch, and an Audit and Evaluation Branch, as well as the Executives Offices of the department. The services these areas provide improve performance measurement and accountability, ensure an integrated approach to departmental policy and planning, and help Canadians, clients and employees understand NRCan's mandate and programs.

NRCan is committed to improving the quality of life of all Canadians through the sustainable development of our natural resources contributing to their economic importance and to a strong society and communities through knowledge, innovation, technology and international leadership. We can best achieve this goal by working with Canadians from coast to coast to coast in the regions where they live. NRCan maintains sites across Canada, servicing the Atlantic, Quebec, Ontario, Prairie, Pacific and Northern Regions.

The requirement for translation and comparative editing services has increased at NRCan and the documents are often needed on an urgent basis. Using a variety of media suitable to the purpose of the communication, NRCan routinely communicates in English and in French with senior management within the department, managers, human resource advisors, union officials and employees at the corporate,



national, regional and local levels, as well as with personnel from other government departments and agencies, the private sector and the public.

NRCan's ability to meet frequent short deadlines is directly related to its ability to produce all material in bilingual format quickly; consequently access to timely, quality translation and comparative editing services is essential.

## SW2 Objective

NRCan has a requirement for the provision of translation and comparative editing services to complement existing channels. The objective is to reduce costs, provide one-stop shopping with standardized quality translation and or comparative editing services delivered on a timely basis, streamline internal business processes and improve overall process efficiencies at NRCan.

NRCan is seeking to establish up to twelve (12) Standing Offers (SO's) for translation and comparative editing services of English to French and French to English amongst four (4) Streams. Work may be completed under a General, Technical, Specialized Stream and Indigenous Translations.

## SW3 Scope of Work

The successful Standing Offer Holders will be expected to provide translation services as per the schedule shown in Table 2 herein. The expected delivery time is estimated per type of services, i.e. regular or urgent. The estimated delivery time provided in Table 2 herein can be lengthened by the Call-up Authority upon review of the graphical complexity/format of the original document.

**Table 2: Delivery Times**

- Notes:**
- Hours/Days means business hours/days, as defined in section 4.2.
  - Delivery times for formats other than standard word processing and spreadsheets will be negotiated case by case.
  - Alternate delivery times may be negotiated with the Call-up Authority.

Type of Service	Less than 1,000 words	1,001 – 2,500 words	2,501 – 5,000 words	5,001 – 10,000 words	Over 10,000 words
<b>REGULAR</b>	up to 1 day	up to 2 days	up to 4 days	up to 6 days	Negotiable
<b>Urgent</b>	up to 3 hrs	up to 1 day	up to 2 days	up to 4 days	Negotiable

Some translation service may require a team of resources working evenings or weekends. Some examples of translation services required on an urgent basis include external communications products dealing with natural resources (press releases, speeches, brochures, manuals, forms, publicity, etc.).

## SW4 Tasks and Deliverables

### 4.1 Services:

- **Translation:** Transposition of a text (or presentation, spreadsheet, etc.) from French to English or English to French, taking into account the tone, style and terminology used by the writer.
- **Comparative Editing:** To compare the source text with the target text and suggest changes to the target text where necessary to make it sound more idiomatic. Thus, the text will feel "natural" to the reader, as if it were originally written in the target language.



NRCan clients with large requirements such as the translation of a new publication normally advise the Standing Offer Holder's Team Lead several months or weeks in advance. However sometimes, due to delays in changing legislation, for example, reports or parts of reports may be delayed requiring short response times for translated documents. In these circumstances the Standing Offer Holder's will be required to return translated portions of the work as they are completed and to provide translation and comparative services in parallel. There may be requirements to provide services in the evenings or on weekends.

#### 4.2 Regions Served

It is anticipated that the majority of the work will originate from the National Capital Region. However, some of these services may originate from other regions of Canada where NRCan has offices:

- Atlantic (Newfoundland and Labrador, Nova Scotia, New Brunswick and Prince Edward Island)
- Québec
- Ontario
- Prairie (Manitoba, Saskatchewan and Alberta)
- Pacific (British Columbia)
- Northern (Nunavut, the Northwest Territories and the Yukon)

Standing Offer Holders providing services to the NRCan locations in the East (Atlantic, Québec and Ontario Regions) will be available from 8:00 AM to 6:00 PM EST (or EDST) during normal working days. Standing Offer Holders providing services to the NRCan locations in the West (Prairie, Pacific and Northern Regions) will be available from 8:00 AM to 6:00 PM MST (or MDST) during normal working days.

#### 4.3 Quality Control

- Process all documents for translation and/or quality control within deadlines described above in Table 2, at a per-word pricing based on the number of words to be translated in the original text. Services include the terminology research
- As requested, ensure that all translations are reviewed for quality, as described in section 5, before being returned to NRCan;
- Ensure the consistency of large documents by limiting as far as is reasonable, the number of different Resources working on the same requirement and providing an overall review of the complete document to ensure a consistent level of quality;
- Ensure that the meaning of the translated version conforms to that of the original in all aspects including proper terminology.

#### 4.4 Receiving and Transmitting Requirements

Texts for translation will be sent to the Standing Offer Holders and the completed work returned to the Call-up Authority either by electronic means, in person or by courier depending on the Security Level of the document, **at the expense of the Sender** (within agreed to deadlines of the request). In the case of lengthy texts or work requiring particular documentation, irrespective of Security Level, the Call-up Authority may deliver the text to the Standing Offer Holders. The completed text shall be delivered via email, in hardcopy, or on diskette(s) or CD Rom(s) to an NRCan address at the expense of the Sender, as indicated in the Call-Up against the Standing Offer.

#### 4.5 Request for Work

All requests for work shall contain all the relevant details for processing the service request (i.e. indicating the Call-up Authority and/or Technical Authority's name, work completion date, the word count required to be translated, the nature of the text, etc.). It also indicates the address where the text is to be returned.





All completed documents received from a Standing Offer Holder after a pre-established deadline with the client may be subject to a reduction in the cost originally agreed to i.e. if a price was charge for an urgent requirement but the delivery of the work was after the agreed timeline.

#### **4.6 Confirming Call-Ups**

Standing Offer Holders shall send electronic Call-Up confirmations as soon as possible within 2 business hours for Regular requests and within a business half-hour for Urgent requests.

Upon receiving requests from the Call-up Authority the Standing Offer Holders shall provide electronic status update(s) of work under each Call-up(s) within two (2) business hours of the placement of the request. Standing Offer Holders MUST provide electronic status updates when the status of the order changes.

#### **4.7 Required Software and Layout**

The Standing Offer Holders shall deliver the work in the format, style and layout of the original. Usually, texts will be provided in conventional word processing and spreadsheet formats. Examples of common programs and formats include Microsoft® (MS) Word, PowerPoint, Excel, Project and Access, Corel® WordPerfect, HTML, etc.

The Standing Offer Holders shall also use virus detection and elimination systems and shall not use unauthorized codes in word processing, tables, etc. The Standing Offer Holders agrees to take the necessary measures to ensure the delivery of its translations on electronic media or systems free of viruses (the Virus software currently certified by the Information Management Branch of NRCan is the latest version of McAfee Virus Scan).

#### **4.8 Supplies and Equipment**

The Standing Offer Holders shall supply all the necessary equipment, supplies, services, software and instruments to perform the work.

The Standing Offer Holders must have access to a working fax machine and the Internet for receiving and transmitting texts and for the following basic reference tools.

#### **4.9 Government Furnished Information**

In its work, the Standing Offer Holders shall use the style, cultural context and language level appropriate to the target reader as identified by the Call-up Authority and render accurately the message of the source text. NRCan, where possible, will provide previously translated text and/or other reference material related to the document to be translated.

#### **SW5 NRCan's Quality Assessment of Standing Offer Holders Performance**

At the Standing Offer's Authority discretion, review of repeated unsatisfactory work that do not meet the quality criteria outlined above may result in NRCan exercising its rights including, but not limited to, returning the work to the Standing Offer Holder for revision at no additional cost to NRCan or having the Standing Offer terminated.



**ANNEX "B"**

**BASIS OF PAYMENT**

**Financial Pricing Part#1**

**For Translation Services (cost per word):** English to French/ French to English

<b>A. Contract award to January 31, 2023</b>						
Stream	Cost per word rate Regular (\$/word)x0.8	Cost per word rate Urgent (\$/word)x0.2	Research Acronyms not spelled out (\$ per acronym)	Research Internet Links (\$ per link)	Total weighted Cost= per word rate (regular + urgent \$/word)	
1	General Stream	\$	\$	\$	\$	A1\$
2	Technical Stream	\$	\$	\$	\$	A2\$
3	Specialized Stream	\$	\$	\$	\$	A3\$
4	Indigenous Translations	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	
<b>B. Option Period #1 ( February 1, 2023 to January 31, 2024)</b>						
1	General Stream	\$	\$	\$	\$	B1\$
2	Technical Stream	\$	\$	\$	\$	B2\$
3	Specialized Stream	\$	\$	\$	\$	B3\$
4	Indigenous Translations	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	
<b>C Option Period #2 (February 1, 2024 to January 31, 2025)</b>						
1	General Stream	\$	\$	\$	\$	C1\$



2	Technical Stream	\$	\$	\$	\$	C2\$
3	Specialized Stream	\$	\$	\$	\$	C3\$
4	Indigenous Translations	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	
<b>D Option Period #3 (February 1, 2025 to January 31, 2026)</b>						
1	General Stream	\$	\$	\$	\$	D1\$
2	Technical Stream	\$	\$	\$	\$	D2\$
3	Specialized Stream	\$	\$	\$	\$	D3\$
4	Indigenous Translations	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	To be negotiated upon submission of request for translation	

**Breakdown of cost for evaluation:**

Note: since the first period covers two (2) years, the weighting is doubled for that period:

**General Stream**

**Evaluated Cost = The sum of all weighted costs for all years of the contract (Weighted Cost of 2\*A1 + weighted cost of B1 + weighted cost of C1 + weighted cost of D1)**

**Technical Stream**

**Evaluated Cost = The sum of all years of all weighted costs for all years of the contract (Weighted Cost of 2\*A2 + weighted cost of B2 + weighted cost of C2 + weighted cost of D2)**

**Specialized Stream**

**Evaluated Cost = The sum of all years of all weighted costs for all years of the contract (Weighted Cost of 2\*A3 + weighted cost of B3 + weighted cost of C3 + weighted cost of D3)**

**Financial Pricing Part#2**

**For Comparative Editing Services (cost per hour):** French and or English



Applies only to Streams 1, 2 and 3

Period		Cost per hour (\$/hr)
<b>A</b>	<b>Contract award to January 31, 2023</b>	
	Comparative Editing	\$
<b>B.</b>	<b>Option Period #1 (February 1, 2023 to January 31, 2024)</b>	
	Comparative Editing	\$
<b>C</b>	<b>Option Period #2 (February 1, 2024 to January 31, 2025)</b>	
	Comparative Editing	\$
<b>D</b>	<b>Option Period #3 (February 1, 2025 to January 31, 2026)</b>	
	Comparative Editing	\$
	Total evaluated Price <b>Evaluated Price=(2*A+B+C+D)=Price to be used for evaluation.</b>	\$



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 158347A
Security Classification / Classification de sécurité: UNCLASSIFIED

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

Form with multiple sections: PART A - CONTRACT INFORMATION, 1. Originating Government Department, 3. a) Subcontract Number, 4. Brief Description of Work, 5. a) Will the supplier require access to Controlled Goods?, 5. b) Will the supplier require access to unclassified military technical data, 6. Indicate the type of access required, 7. a) Indicate the type of information, 7. b) Release restrictions, 7. c) Level of information.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité: UNCLASSIFIED





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat 158347A
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

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

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

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 158347A
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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



Contract Number / Numéro du contrat 158347A
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 moulées) Danielle Gudbranson	Title - Titre Procurement Team Leader	Signature Gudbranson, Danielle	Digitally signed by Gudbranson, Danielle Date: 2020.10.15 09:52:17 -04'00'
Telephone No. - N° de téléphone (343) 292-8327	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel danielle.gudbranson@canada.ca	Date Oct 15, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Charles Boulton	Title - Titre Security Officer	Signature Boulton, Charles	Digitally signed by Boulton, Charles Date: 2020.11.09 16:46:38 -05'00'
Telephone No. - N° de téléphone 613-410-3083	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel charles.boulton@canada.ca	Date November 9th 2020
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Len Pizzi	Title - Titre Senior Procurement Officer	Signature Pizzi, Len	Digitally signed by Pizzi, Len DN: cn=CA, o=GC, ou=NRCAN-RNCAN, cn=Pizzi, email=Reason: I am the author of this document Location: Hamilton, ON Date: 2020-10-15 09:55:40 Foxit PhantomPDF Version: 9.7.2
Telephone No. - N° de téléphone (905) 645-0676	Facsimile No. - N° de télécopieur (905) 645-0831	E-mail address - Adresse courriel len.pizzi@canada.ca	Date Oct 15, 2020
17. Contract Security Officer / Responsable de la sécurité			
Name (print) - Nom (en lettres moulées) Kelly Mureta Contract Security Officer Tel: 613-941-0441 kelly.mureta@tpsgc-pwsc.gc.ca		Title - Titre Contract Security Officer	Signature Mureta, Kelly
E-mail address - Adresse courriel kelly.mureta@tpsgc-pwsc.gc.ca		Date 2020.11.12 08:53:18 -05'00'	Digitally signed by Mureta, Kelly Date: 2020.11.12 08:53:18 -05'00'





Contract Number / Numéro du contrat 158347B
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction CMSS	
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 Translation Services - NRCan Standing Offer		
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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 158347B
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
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 158347B
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Contract Number / Numéro du contrat 158347B
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Danielle Gudbranson	Title - Titre Procurement Team Leader	Signature Gudbranson, Danielle	Date Oct 15, 2020
Telephone No. - N° de téléphone (343) 292-8327	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel danielle.gudbranson@canada.ca	Date Oct 15, 2020
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Charles Boulton	Title - Titre Security Officer	Signature Boulton, Charles	Date November 9th 2020
Telephone No. - N° de téléphone 613-410-3083	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel charles.boulton@canada.ca	Date November 9th 2020
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 / <input type="checkbox"/> Yes Non / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Len Pizzi	Title - Titre Senior Procurement Officer	Signature Pizzi, Len	Date Oct 15, 2020
Telephone No. - N° de téléphone (905) 645-0676	Facsimile No. - N° de télécopieur (905) 645-0831	E-mail address - Adresse courriel len.pizzi@canada.ca	Date Oct 15, 2020
<b>17. Contract Security Authority / Responsable de la sécurité du contrat</b>			
Name (print) - Nom (en lettres moulées) Kelly Mureta Contract Security Officer Tel: 613-941-0441 kelly.mureta@tpsgc-pwsc.gc.ca	Title - Titre Contract Security Officer	Signature Mureta, Kelly	Date 2020.11.12 09:14:42 -05'00'

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 158347C
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction CMSS	
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 Translation Series - NRCan Standing Offer		
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	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 checked="" 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"/>



Government  
of Canada / Gouvernement  
du Canada

Contract Number / Numéro du contrat 158347C
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
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 158347C
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 158347C
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 moulées) Danielle Gudbranson	Title - Titre Procurement Team Leader	Signature Gudbranson, Danielle	Digitally signed by Gudbranson, Danielle Date: 2020.10.15 09:50:43 -04'00'
Telephone No. - N° de téléphone (343) 292-8327	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel danielle.gudbranson@canada.ca	Date Oct 15, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Charles Boulton	Title - Titre Security Officer	Signature Boulton, Charles	Digitally signed by Boulton, Charles Date: 2020.11.09 17:15:18 -05'00'
Telephone No. - N° de téléphone 613-410-3083	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel charles.boulton@canada.ca	Date November 9th 2020
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Len Pizzi	Title - Titre Senior Procurement Officer	Signature Pizzi, Len	Digitally signed by Pizzi, Len DN: cn=CA, o=GC, ou=NRCAN-RNCAN, c=CA, email=LEN.PIZZI@NRCAN- RNCAN.GC.CA Reason: I am the author of this document Location: Hamilton, ON Date: 2020-10-15 09:58:42 Foxit Reader PDF Version: 9.7.2
Telephone No. - N° de téléphone (905) 645-0676	Facsimile No. - N° de télécopieur (905) 645-0831	E-mail address - Adresse courriel len.pizzi@canada.ca	Date Oct 15, 2020
17. Contract Security Authority / Autorité contractuelle de sécurité			
Name Kelly Mureta	Title Contract Security Officer	Signature Mureta, Kelly	Digitally signed by Mureta, Kelly Date: 2020.11.12 10:14:34 -05'00'
Telephone Tel: 613-941-0441	E-mail address - Adresse courriel kelly.mureta@tpsgc-pwgc.gc.ca		

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 158347D
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction CMSS	
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 Translation Services - NRCan Standing Offer		
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 (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 158347D
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
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



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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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 158347D
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 moulées) Danielle Gudbranson	Title - Titre Procurement Team Leader	Signature Gudbranson, Danielle	<small>Digitally signed by Gudbranson, Danielle Date: 2020.10.16 07:47:05 -04'00'</small>
Telephone No. - N° de téléphone (343) 292-8327	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel danielle.gudbranson@canada.ca	Date Oct 16, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Charles Boulton	Title - Titre Security Officer	Signature Boulton, Charles	<small>Digitally signed by Boulton, Charles Date: 2020.11.09 17:22:26 -05'00'</small>
Telephone No. - N° de téléphone 613-410-3083	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel charles.boulton@canada.ca	Date November 9th 2020
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 / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Len Pizzi	Title - Titre Senior Procurement Officer	Signature Pizzi, Len	<small>Digitally signed by Pizzi, Len DN: cn=CA, o=GC, ou=NRCAN-RNCAN, cn=Pizzi, Len Reason: I am the author of this document! Location: Hamilton, ON Date: 2020-11-02 13:17:13 Foxit Reader PDF Version: 9.7.2</small>
Telephone No. - N° de téléphone (905) 645-0676	Facsimile No. - N° de télécopieur (905) 645-0831	E-mail address - Adresse courriel len.pizzi@canada.ca	Date Oct 16, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Kelly Mureta Contract Security Officer Tel: 613-941-0441 kelly.mureta@tpsgc-pwgsc.gc.ca	Title	Signature Mureta, Kelly	<small>Digitally signed by Mureta, Kelly Date: 2020.11.12 10:36:26 -05'00'</small>
Telephone	E-mail address - Adresse courriel	Date	