



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:**

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**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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

Comments: - Commentaries :

Title – Sujet Preventive and Corrective Maintenance Program		Date November 30, 2020
Solicitation No. – N° de l'invitation D0258/B		
Client Reference No. - No. De Référence du Client D0258/B		
Solicitation Closes –, 2020 L'invitation prend fin		
At / à :	14 :00 om	ADT(Atlantic Daylight Time) HAA (heure avancée de l'Atlantique) EST
On / le :	Tuesday December 29, 2020	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Aimée Legault Lisa.Lacasse@canada.ca		
Telephone No. – No. de téléphone 343-543-3629	Facsimile No. – No. de télécopieur 613-773-7615	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) The Bidder must provide the addresses of 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, bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

This bid solicitation is being issued for the requirement Preventive and Corrective Maintenance Program the Canadian Food Inspection Agency. The work to be performed is detailed under Annex "A" Statement of Work.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) 2019-03-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Canadian Food Inspection Agency (CFIA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to CFIA will not be accepted.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Mandatory Site Visit

There will be a mandatory site visit on [Monday December 7, 2020 at 9:00 Ottawa Time](#) . Interested bidders are to meet at 59 Camelot Drive, Ottawa, Ontario, K1A 0Y9 You will also be going to 49 Camelot Drive.

1. The site visit for this project is MANDATORY. The representative of the Bidder must sign the Site Visit Attendance Sheet at the site visit. Bids submitted by Bidders who have not signed the attendance sheet will be rejected.
2. "Due to the current Covid-19 situation, CFIA has put precautionary measures in place. In order to abide by social distancing rules and limit the size of gatherings, we are asking all interested bidders to confirm their attendance and provide the names of individuals attending the site visit. Please do so by email to the Contracting Authority a minimum of 3 working days prior to the site visit date. Please limit the number of people to 1 or 2 persons per firm.

Note that depending on the number of participants at the site visit, multiple groups may be formed in order to respect proper social distancing requirements

Face Masks will be provided for all contractors attending the job showing. Contractors are strongly encouraged to wear their face mask through the entire job showing.

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the mandatory site visit to be held at date, time and location

Bidders are requested to communicate with the Contracting Authority no later than two (2) calendar days before the date of the site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

Section I: Technical Bid (1 soft copy)
Section II: Financial Bid (1 soft copy)
Section III: Certifications (1 oft copy)

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The mandatory technical criteria are included in Appendix 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

The point rated technical criteria are included in Appendix 1 to Part 4..

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, excluding applicable taxes, FOB destination, including Canadian customs duties and excise taxes.

The tenderer must complete the price list in Appendix 1 to Part 3.

4.2 Basis of Selection **HIGHEST COMBINED RATING OF TECHNICAL MERIT (70%) AND PRICE (30%)**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum number of points as specified in Attachment 4.1 for the technical evaluation criteria which are subject to point rating.

Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70

	<i>Pricing Score</i>	$45/55 \times 30 = 25.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
<i>Combined Rating</i>		85.18	73.15	77.70
<i>Overall Rating</i>		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.3 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.2 Statement of Work

This Contract is being issued for the requirement of snow removal and landscaping or the Canadian Food Inspection Agency. The work to be performed is detailed under Annex "A" Statement of Work.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award for 1 year.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up two (4) additional one (1) year option periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lisa Lacasse
Contracting Specialist
The Canadian Food Inspection Agency
59 Camelot Drive, Ottawa ON, K1A 0Y9
Telephone: 343-543-3629
E-mail address: lisa.lacasse@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: (***To be completed at contract award***)

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

(To be complete at contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ _____ (***to be completed at contract award***). Customs duties are included (and Applicable Taxes are extra.

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.

6.7.2 Terms of Payment – Monthly

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. Contract title and number;
 - b. a date;
 - c. a description of the Work performed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
(To be completed at contract award)

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [General conditions: Professional services \(medium complexity\) \(2018-06-21\) 2010B](#)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

ANNEX A **STATEMENT OF WORK**

1.0 TITLE:

Preventive and Corrective Maintenance Program for the Physical Security Access Control of 59 and 49 Camelot Dr.

2.0 PERIOD OF SERVICE

The services are expected to begin at contract award and will be for 1 year with 4 optional periods

3.0 GENERAL REQUIREMENTS

- 3.1 This entire document is the "Statement of Work" (SOW) and the technical requirements described herein are for the Physical Security Access Control Systems Preventive and Corrective Maintenance Program. The document relates to specific buildings occupied by the Canadian Food Inspection Agency (CFIA), in the National Capital Region (NCR). Under the direction of the Project Manager of the Corporate Security Division (CSD), once the contractor is chosen, the Project Manager and Project Officer(s) will work with the contractor to ensure the implementation of the necessary physical security services in the NCR (59 & 49 Camelot Dr.) related to the access control systems.

4.0 GENERAL SYSTEM DESCRIPTION

- 4.1 CFIA has a requirement, on a continuous basis for preventive and corrective maintenance of the Access Control System. The system protects the infrastructure of the buildings which incorporates integrated access control, alarm monitoring with video security devices networked across five buildings, hereafter referred as the "system". The system is controlled and provided by a server located at the main campus of the CFIA, at 1400 Merivale Road, Ottawa, Ontario. The server provides the prime function of system operation, maintenance, administration, configuration and control. The client, Corporate Security Division (CSD) routinely request access card issuance, access card modification and report generation services from the system.

5.0 GENERAL TECHNICAL REQUIREMENTS

- 5.1 Implement a Preventive and Corrective Maintenance Program including all preventive, corrective and restorative products and services for the system as described herein.
- 5.2 The geographic scope of the system pertains to two (2) CFIA buildings at the following locations:
- a) 59 Camelot Drive
 - b) 49 Camelot Drive
- 5.3 The preventive and Corrective Maintenance Program includes all requisite software, the updates and patches to the software, hardware, subsystems, equipment, components, field devices and technical services to ensure maximum Building Security System availability and maintaining complete functionality at all buildings.

-
- 5.4 To ensure accuracy of the current state of the system, the contract will include the requirement to perform a complete as-built documentation of the system to reflect the present state of equipment of the system. (see also Section 8.0 As Built Documentation).

6.0 BUILDING CODES – STANDARDS

- 6.1 During corrective maintenance, comply with the Canadian Standards Association, the Canadian Electrical Code and the Underwriter's Laboratories.
- 6.2 Comply with the requirements of the Ontario Building Code, the National Building Code of Canada and other applicable Provincial and Municipal codes. In case of a conflict or discrepancy, the most stringent requirement will apply.
- 6.3 Provide and maintain scaffolding, ladders and conveyors according to relevant municipal, provincial and other regulations and standards.
- 6.4 Furnish municipal authorities with plans and information for permits and acceptance certificates. Pay all municipal fees and obtain all building and/or electrical permits. Provide inspection certificates as evidence that the work conforms to the requirements of the authority having jurisdiction.

7.0 PRODUCTS AND SERVICES

- 7.1 General Material Requirements
- 7.2 Furnish Preventive and Corrective Maintenance products and services for all sub-systems, equipment, components and field devices.
- 7.3 Ensure the expeditious repair and/or replacement of all defective and/or non-functional sub-systems, equipment, components and failed devices.
- 7.4 Provide Preventive and Corrective Maintenance products and services that ensure maximum product availability, while maintaining complete system functionality for the system.

8.0 AS-BUILT DOCUMENTATION

- 8.1 At the start of the contract period, review and update the as-built documentation for review by the Project Manager. Issue amended as-built documentation for review and approval of the Project Manager within three (3) months of the contract start date.
- 8.2 Throughout the contract period, maintain accurate records to indicate how the work deviates from the initial as-built documentation.
- 8.3 At the conclusion of the contract, prepare and submit, for review and approval by the Project Manager, three (3) copies of as-built documentation detailing the updated configuration of the system.

9.0 BATTERY BACK-UP

- 9.1 Check and record voltages on all existing batteries at the power supply systems for the NC-100 panels, RC-2 panels, IOC 16 panels, LIF 100 network gateways and the electronic strike locks. Replace the defective or deficient batteries with new compatible batteries.

- 9.2 Replace all firmware batteries located within the NC-100 panels with new compatible batteries. Complete such activity within the first month of the contract start date.
- 9.3 Provide sufficient battery support for all field devices that exist in the present system, to ensure a minimum of four (4) hours of battery back-up.

10.0 REPLACEMENT PRODUCTS

- 10.1 Ensure that all replacement products are fully compatible with the existing sub-systems, equipment, components, and field devices that exist in the present system.
- 10.2 When an identical replacement product cannot be obtained, provide an upgraded replacement product that meets or exceeds the original product specification. Confirm such product replacement with the Project Manager, prior to corrective maintenance procedures.

11.0 SECURITY SYSTEM TRAINING PACKAGE

- 11.1 Provide eight (8) hours of security system training packages designated on two (2) separate occasions during the contract period. Perform the operator's and administrative training on-site, incorporating hands-on instruction for the security operators and other administrative personnel.
- 11.2 Allow four (4) hours of follow-up training at a time convenient to CFIA and the Contractor. During the follow-up training, reinforce the initial hands-on instruction and answer further questions regarding the system operation.

12.0 SYSTEM UPGRADE PACKAGES

- 12.1 Update the site specific software configuration in accordance with the as-built configuration that will be determined. Remove all references to spurious card readers, alarm points, and related software links that do not appear in the real as-built system.
- 12.2 Update the current Axiom V Enterprise software. Complete such activity within the first month of the contract start date.
- 12.3 During the contract period, supply licensed software service packs and software upgrade packages as recommended by the manufacturer (s) for all computer sub-systems and other devices that are depicted in the as-built documentation.
- 12.4 Provide a spare parts inventory list for review and approval by the Project Manager. Such inventory lists shall detail the spare parts required for each type of field device, the expected MTBF (mean time between failures) for each field device and the recommended inventory based on the expected failure rates.
- 12.5 Furnish a sufficient inventory of spares based on the approval spare parts inventory list. Ensure that all spare parts are readily available at the Contractor's premises for expedient system repairs and/or replacements.

13.0 EXECUTION AND PERFORMANCE

- 13.1 General Execution Requirements

-
- 13.2 Furnish a Preventive and Corrective Maintenance Program for all software, hardware, sub-systems, equipment, components, and field devices as per the as-built documentation.
- 13.3 During the annual and/or multi-year Preventive and Corrective Maintenance Program:
- a. Deliver technical services to check, maintain, repair and restore all software, hardware, sub-systems, equipment, components and field devices.
 - b. Provide technical services to ensure maximum Building Security System availability, while maintaining complete functionality.
 - c. Furnish technical services to retain Building Security System integrity, compatibility and performance.
 - d. Implement the required corrective and preventive maintenance procedures and time frames as specified in Articles 3.2 and 3.3.
 - e. Render the following specific product and service requirements as described in Part 2 – Products and Services:
 - f. Provide as-built drawing updates.
 - g. Perform Battery checks and replacements.
 - h. Implement Replacement product safeguards.
 - i. Provide Security System training.
 - j. Perform Software upgrades.
 - k. Perform Spare parts inventory management.
 - l. Expose and assign to the CFIA any manufacturers' warranties which exceed one (1) year.
 - m. Provide corrective repairs and preventive maintenance checks as identified by the requisite product manufacturers.

14.0 CORRECTIVE MAINTENANCE REQUIREMENTS

- 14.1 Provide a guaranteed maximum response time of two (2) hours for a major system failure on a 24-hours-per-day 7-days-per-week basis for the duration of the contract period. A major system failure constitutes a failure of one or more of the following:
- a. Primary operator control;
 - b. A sub-system controller;
 - c. A sub-system processor;
 - d. A digital video recorder; and/or
 - e. A communication link which renders a number of security devices inoperative or causes the building to become insecure and/or vulnerable.
- 14.2 Provide a guaranteed maximum response time of four (4) hours for a minor system failure on a 24-hours-per-day 7-days-per-week basis for the duration of the contract period. A minor system failure constitutes a failure of a single security device, such as a card reader, an egress device, an electronic locking device or a camera, as long as the minor failure does not cause the building to become insecure and/or vulnerable.
- 14.3 Complete corrective repairs, replacement and/or restorative maintenance for all defective and/or non-functional sub-systems, equipment, components and failed devices within four (4) hours after the initial on-site response.
- 14.4 Furnish intermediate and summary reports to CFIA Project Manager of all corrective and restorative maintenance activity. Provide intermediate reports by telephone and e-mail within the guaranteed maximum response times. Submit summary reports by letter or e-mail within three (3) business days of the completion of the corrective maintenance activity.

15.0 PREVENTIVE MAINTENANCE REQUIREMENTS

- 15.1 On a monthly basis verify the access control and alarm monitoring system, encompassing:
- a. Operation, archive recording and printing of each card reader location in all operating scenarios, including valid/invalid access card, expired card, disabled reader, anti-pass back, communication failure and stand-alone modes;
 - b. Annunciation, acknowledge, cancel, mask, archive recording and printing of each alarm point in the system;
 - c. Successful operation of all administrative menu features; and
 - d. Proper operation of the system after power brown-out, power failure and /or power restoration.
On a monthly basis, verify the Video System, encompassing:
 - e. Digital Video Recorder operation, features and programs, including multiple camera displays, motion detection, alarm, pre-alarm and scheduled modes, high-speed searching, back-up management, and
 - f. Camera System field-of-view and other camera features, including auto-iris, remote on/off and colour and resolution performance.
- 15.2 On a quarterly basis, check hardware voltages and connections, clean components and adjust field devices as required for all sub-systems and equipment as depicted in the as-built documentation.
- 15.3 Provide summary reports to CFIA on all monthly and quarterly preventative maintenance activity. Submit summary reports by letter or e-mail within three (3) business days of the completion of the preventive maintenance activity.

16.0 CFIA'S OBLIGATIONS

- 16.1 Provide access to the contractor on CFIA premises as required;
- 16.2 Provide the Contractor(s) access to departmental systems and tools, policies and procedures, publications, reports, studies, etc... as deemed necessary by the Project Authority;
- 16.3 Ensure the availability of staff with whom the Contractor(s) may need to consult;
- 16.4 Co-ordinate and prepare consultation meetings with the Contractor(s);
- 16.5 Work collaboratively with the Contractor(s) to revise draft deliverables, and;
- 16.6 Provide approval for quotes to perform work and receive and process invoices for payment, including tracking invoices and responding to the contractor on late payments or other financial issues; and
- 16.7 Provide other assistance or support as required.

17.0 CONTRACTOR'S OBLIGATIONS

In addition to the obligations outlined in this document, the Contractor(s) shall:

- 17.1 Submission of a proposal shall signify that your firm has inspected the sites and is apprised of all existing site parameters.

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- 17.2 Keep all documents and proprietary information confidential and secure;
 - 17.3 Return all materials belonging to CFIA upon completion of the Contract and submit all documents in Microsoft Word format that can be edited by employees of the CFIA;
 - 17.4 Attend meetings with stakeholders, as necessary;
 - 17.5 Attend meetings at CFIA sites, if required; and
 - 17.7 Provide quotes in a timely manner with timelines for work completion and notice required to begin the work as well as the number of days the quote is effective.

18.0 LANGUAGE OF WORK

- 18.1 All deliverables are to be provided in English.

19.0 SECURITY REQUIREMENTS

The Bidder's firm and all security system technicians that will be assigned to work at 59 and 49 Camelot Drive, must have a valid Secret level security clearance with Public Services and Procurement Canada at bid closing.

ANNEX B
BASIS OF PAYMENT

Provide the total annual maintenance cost broken down by building for the initial contract period and all option periods.

Initial Contract Period

59 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
49 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
Total \$ _____ HST extra

Option Period 1

59 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
49 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
Total \$ _____ HST extra

Option Period 2

59 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
49 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
Total \$ _____ HST extra

Option Period 3

59 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
49 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
Total \$ _____ HST extra

Option Period 4

59 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
49 Camelot Drive \$ _____ / all inclusive firm fixed annual rate
Total \$ _____ HST extra

Total for initial for initial contract period and all options:

\$ _____ including HST

ANNEX C
EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

	Criteria	MET /NOT MET	Substantiation
<u>M1</u>	The Bidders must be able to provide 24 hours per day -7-days-per-week services and be located in the National Capital Region (NCR) (Ottawa) area in order to provide full time system maintenance activities as described in the Statement of Work, Annex A of the RFP		
<u>M2</u>	Bidders must be licensed and certified in RBH Access Technologies Inc. as an authorized dealer and integrator of the Axiom products in good standing which will permit the Bidder to maintain, on behalf of CFIA, the necessary equipment to meet the requirements of the resulting contract. The license and certification must be assured for the full term of the contract. Proof of certification is required with bid. The Contractor must submit a RBH Technologies letter or certificate at bid closing.		
<u>M3</u>	Bidders must have a minimum of ten (10) years of experience with security, Closed-circuit Video Equipment (CCVE) video systems, intrusion detection and access control systems of similar or greater complexity to those systems already installed in the building referenced in the Statement of Work, Annex A of the RFP.		
<u>M4</u>	Bidders must provide proof they have two (2) fully factory trained and certified technicians with level 3 on the AxiomV Enterprise Edition for staff in Ottawa.		

Solicitation No. - N° de l'invitation

D0258

Client Ref. No. - N° de réf. du client

D0258

Amd. No. - N° de la modif.

File No. - N° du dossier
D0258

Buyer ID - Id de l'acheteur

308

CCC No./N° CCC - FMS No./N° VME

M5	Bidders must attend and participate in the Mandatory Site visit as outlined in Section 1, item 25. Bids received from non-participating Bidders will not be considered.		
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POINT RATED TECHNICAL CRITERIA

The criteria contained herein will be used by CFIA to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. CFIA's assessment will be based solely on the information contained within the proposal. CFIA may confirm information or seek clarification from bidders.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) required for the point rated technical criteria section will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive. __

	POINT RATED REQUIREMENTS	Cross Reference to Proposed Resource Resume (page #, project # or paragraph #)	TOTAL POINTS
PRI	<p>The Bidders are to submit a list of Preventive and Corrective Maintenance Programs describing the work similar in size and scope to this requirement for projects successfully undertaken. Bidders are to provide client references for two (2) current customers or previous customers within the last five (5) years. Each reference should be from clients for whom the Bidder provided services for a minimum of two (2) years within the last five (5) years.</p> <p>References must be satisfied with the Bidder's business hours and after-hours response time. References must be satisfied with the Bidder's quality of service and ability to identify problems, recommend and implement solutions and follow-up. References must be satisfied with the Bidder's ability to obtain parts promptly when required in order to resolve hardware related issues.</p> <p>The following information is to be provided:</p> <ul style="list-style-type: none"> a) Maintenance and Repair Project Name and address. b) Client contact name, company and telephone number. c) Contract value and duration. d) Description of the scope of the Maintenance and Repair Project, including the nature of the facilities and systems maintained. <p><i>Points awarded according to the following rating scale for each criterion</i></p> <p>Client references for two (2) current customers or previous customers within the last five (5) years. – Total 10 points – 5 points per client reference.</p>		/60

	<p>Satisfaction with response time– Total 10 points</p> <ul style="list-style-type: none">– 5 points for regular hours response time– 5 points for after-hours response time. <p>Quality of service – Total 30 points</p> <ul style="list-style-type: none">– 10 points for ability to identify problems– 10 points for ability to recommend and implement solutions– 10 points for follow-up with client. <p>Ability to obtain parts quickly</p> <ul style="list-style-type: none">– 10 points for ability to obtain parts quickly to resolve hardware related issues.		
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ANNEX C SECURITY REQUIREMENT CHECKLIST



Government of Canada / Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail <i>Preventative maintenance and support of the existing security system at 59 + 49 Camelot Dr.</i>	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Non / 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 / <input type="checkbox"/> Yes / Non / 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 / <input checked="" type="checkbox"/> Yes / Non / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Non / 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 / <input type="checkbox"/> Yes / Non / 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 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: <input type="checkbox"/>
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 B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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