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Bid Receiving Public Works and Government  
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Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA  
Ontario

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Provision Of Research Assistants	
<b>Solicitation No. - N° de l'invitation</b> W6369-21A050/A	<b>Date</b> 2020-12-11
<b>Client Reference No. - N° de référence du client</b> W6369-21-A050	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-510-8225
<b>File No. - N° de dossier</b> KIN-0-54097 (510)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2020-12-29</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bartrop, David	<b>Buyer Id - Id de l'acheteur</b> kin510
<b>Telephone No. - N° de téléphone</b> (613) 328-1650 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Royal Military College of Canada PO Box 17000 - Station Forces Kingston, ON K7K 7B4	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## **LETTER OF INTEREST (LOI) FOR RESEARCH ASSISTANTS TO SUPPORT THE ROYAL MILITARY COLLEGE OF CANADA (RMC)**

### **A1. Background & Purpose of this LOI:**

The purpose of this LOI is to provide information to potential Offerors regarding an upcoming Request for Standing Offer (RFSO) through the [www.buyandsell.ca](http://www.buyandsell.ca) for the provision of Research Assistants to support research activities at RMC of Canada, on and as and when requested basis. Additionally, this LOI is to notify Industry of the associated security, controlled goods and financial capability requirements.

The duration of the resulting Standing Offer will be for a period of five years commencing April 01, 2021.

Approximately \$34M has been expended on this requirement over the past 5 years.

### **HOW TO COMMENCE THE SECURITY CLEARANCE PROCESS**

If the Offeror does not have the required security clearance a new Security Clearance process must be initiated through Public Works and Government Services Canada (PWGSC). The Offeror must fill out sections A, B and C of the Sponsorship form (Annex E) and e-mail it to the Contracting Authority, Dave Barltrop at:

David.Barltrop@pwgsc-tpsgc.gc.ca

The sponsorship form will be sent electronically to PWGSC's Canadian Industrial Security Directorate (CISD).

The security sponsorship process can take a significant amount of time to complete. It is suggested that the Offeror submit the sponsorship paperwork to the Contracting Authority as soon as possible. Canada will not be responsible for any delays in security clearance.

### **A2. Nature of Request for Information:**

This LOI is not a bid solicitation. This LOI will not result in any agreement, contract or standing offer. As a result, potential Offeror's of any services described in this LOI should not reserve or allocate resources as a result of any information contained in this LOI.

### **A3. Information included in this LOI:**

The following information is included in this LOI:

1. DRAFT Statement of Work, Annex A;
2. Labour Category Descriptions Appendix 1 to Annex A;
3. Security Requirement, Annex B;
4. Controlled Goods Directorate Program Registration, Annex C;
5. Financial Capability, Annex D; and
6. Security Sponsorship form, Annex E.

These documents remain a work in progress and potential Offerors should be aware that requirements may be deleted or added to any RFSO that is ultimately published by Canada.

### **A4. Enquires:**

Because this is not a solicitation, Canada will not necessarily respond to any enquiries in writing or by circulating answers by way of amendment posted to the buy and sell. This LOI is for information purposes only.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54097

Buyer ID - Id de l'acheteur  
KIN510  
CCC No./N° CCC - FMS No./N° VME

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#### **A5. Legislation, Trade Agreements and Government Policies:**

The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a) Canadian Free Trade Agreement (CFTA);
- b) Canadian Content Policy; and
- c) Defence Procurement Strategy.

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**DRAFT Statement of Work - Annex A**

**STATEMENT OF WORK**

**1. TITLE**

Provision of research assistants to Royal Military College of Canada (RMC)

**2. BACKGROUND**

**2.1 ORGANIZATION**

The Royal Military College of Canada (RMC) is Canada's national military university based in Kingston, Ontario. RMC has within its mandate the provision to carry out research and other forms of support for the Department of National Defence (DND) and other government departments.

**2.2 RESEARCH ACTIVITIES IN SUPPORT OF RMC MISSION**

The RMC carries out Research and Development (R&D) activities within the 3 Faculties (Social Science & Humanities, Engineering, Science) and 2 Divisions (Graduate Studies & Research, Continuing Studies) of the university and in the broad disciplines of engineering, science and humanities. Faculty carry out their R&D projects in support of the mission of RMC. The university administration is committed to providing the necessary services and facilities to the University Research Staff to enable them to conduct their research activities. These activities typically take place on behalf of the following departments.

- Applied Military Science
- Chemistry & Chemical Engineering
- Civil Engineering
- Defence Studies
- Electrical & Computer Engineering
- English, Culture, & Communication
- French Studies, Literature, & Culture
- History
- Management
- Military Leadership & Psychology
- Mechanical Engineering
- Physics
- Politics & Economics

**2.3 PROGRAMS**

The Research and Development programs currently ongoing at RMC that require the use of researchers, include research in the area of counter-terrorism. RMC is leading efforts to evaluate and develop various advanced protective equipment concepts for the Canadian Armed Forces as well as for the police, fire fighters and paramedics who are the first responders to terrorist attacks. The research work seeks to provide an improved response capability to chemical and biological terrorist attacks. Other projects underway include research in the design of geosynthetic-reinforced earth structures against earthquakes, in fuel cells for the army and navy, activated charcoals and respiratory filters for breathing systems, environmental science and engineering, nuclear science and engineering, communications, cyber security, space science, undersea acoustics, advanced engineering materials, operations research, and mathematical modelling

and simulation. In the area of strategic studies and security, the University Research staff provides expert advice for Federal government departments, delivers lectures at key defence and foreign policy institutions of government and supports the future defence policy by stimulating Canadian strategic thought.

### 3. OBJECTIVE

To remain an accredited university with the Canadian Engineering Accreditation Board (CEAB) for engineering programs and in accordance with RMC's own Institutional Quality Assurance Program (IQAP), RMC must conduct appropriate research for the programs it delivers.

### 4. SCOPE

DND requires qualified personnel detailed at 8.3 to carry out research activities RMC, Kingston, Ontario in Science, Engineering, Social Science and Humanities on an as and when requested basis for the period 1 April 2021 to 31 March 2026.

### 5. NATURE OF THE WORK PROVIDED BY THE RESEARCH CONTRACTORS

Approximately 75% of the researchers will work for periods in excess of six months each year. During fiscal year 2018/19, the breakdown of categories according to educational qualifications based on the total number of researchers was as follows:

<u>Educational category</u>	<u>% of Research Contractors</u>
Technical	17%
Baccalaureate degree holders	38%
Master's degree holders	22%
Doctorate holders	<u>23%</u>
	100%

### 6. CONSTRAINT

- 6.1 Most of the research work is done at RMC in Kingston, Ontario. However, for part of the year, some of the Contractor's personnel may be required to spend time away from RMC conducting field studies. Sometimes these field studies are in remote locations where conditions may be harsh and special clothing and equipment are needed to guarantee health and safety. All special clothing and equipment will be provided by and at the Contractor's sole expense.
- 6.2 Notwithstanding that the Work is conducted on site at Canada's facilities, further to Public Service Procurement Canada, Standard Acquisition Clauses and Conditions 2040-05, and the Contractor's obligation to ensure its employees comply with all policies or other rules in force at the site where the Work is performed, and in compliance with applicable laws, the Work of the Contractor and its personnel is subject to the occupational health and safety regulations of the Province or Territory in which the work is being conducted. The Contractor's personnel working onsite at RMC must successfully complete RMC's health and safety training. As required, the Contractor's personnel must also occupy key safety roles within RMC's General Safety Program. The Contractor's personnel working onsite at RMC facilities must attend local training offered within the RMC General Safety Program (Volume 1, Policy and Program). The cost of providing the training will be paid by Canada. The Contractor's and its employees' participation in and Canada's payment of the costs associated with the training will in no way be construed as creating an employer and employee relationship between Canada and the Contractor.

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## **7. TRAINING**

It is the Contractor's sole responsibility to ensure that its personnel possess the necessary training to complete their tasks; however, there may be times when specialized training is necessary for a unique component of research. In these rare instances where there are no candidates with the specialized training or where the pool of candidates is artificially limited because of the specialized training, with the Project Authority authorization, the training may be paid by RMC to ensure the best possible researcher is selected.

## **8. REQUIREMENTS**

### **8.1 GENERAL REQUIREMENTS**

It is essential that well qualified researchers of high calibre be attracted to carry out the work and that a stable environment be maintained to ensure continuity. The Contractor may use students from the Kingston, Ontario area to populate its pool of acceptable personnel as applicable. The holders of the doctorates and master's degrees are the leaders of the RMC research teams and are responsible to the faculty for the progress of the Work and deliverables.

The Contractor is required to provide a Project Manager (PM), in Kingston, Ontario who will be responsible for managing the contract and liaise directly with RMC when and as required. It is the sole responsibility of the Contractor to pay for relocation costs of a PM should the Contractor be unable to employ a PM from the local area.

If required, RMC will provide office space at no cost to the Contractor for any administrative support staff required, provided and paid for by the Contractor in the performance of the Work. For the purpose of this requirement, however, administrative support will not be recognised as a direct cost, but will be part of the overhead structure. Historically, this function has occupied approximately two person-years annually.

Under no circumstances are the Contractor's personnel to obtain call-ups, instructions and specifications directly from an RMC employee or representative.

### **8.2 SECURITY CLEARANCE VERIFICATION**

8.2.1 Prior to the commencement of any work, the Project Manager must submit the following, for each Proposed Resource, to RMC for security purposes.

- a) Proposed Resource information such as name, date of birth, citizenship, SIN number, gender and, in the case of non-Canadians, passport number, place of birth, security clearance status and copy of Immigration Employment Authorisation document, curriculum vitae (c.v.) and list of educational qualifications;
- b) Proposed Resource address;
- c) Completed security, consent and authorisation form (TBS/SCT 330-23E (rev 2002/07)); and
- d) A commencement date for the Work that is satisfactory to the Project Authority.

### **8.3 TASK AND DELIVERABLES**

Service categories and associated rates for Research Contractors are established on the basis of education and experience.

### **8.3.1 JUNIOR RESEARCH ASSISTANT**

The Junior Research Assistant must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.1.1 Review research documents;
- 8.3.1.2 Collate research documents;
- 8.3.1.3 Provide input into research activities on projects;
- 8.3.1.4 Clerical tasks as necessary; and
- 8.3.1.5 Generate data in a laboratory.

### **8.3.2 TECHNICAL MANUSCRIPT ASSEMBLER**

The Technical Manuscript Assembler must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.2.1 Review technical reports;
- 8.3.2.2 Collate technical reports; and
- 8.3.2.3 Clerical tasks as necessary.

### **8.3.3 ASSISTANT TECHNICAL MANUSCRIPT ASSEMBLER**

The Assistant Technical Manuscript Assembler must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.3.1 Assist the Technical Manuscript Assembler in preparation of the technical reports; and
- 8.3.3.2 Clerical tasks as necessary

### **8.3.4 RESEARCH TECHNOLOGIST**

The Research Technologist must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.4.1 Review and summarize research documents, and materials;
- 8.3.4.2 Develop research related technical documents and materials;
- 8.3.4.3 Gather, interpret and record research data; and
- 8.3.4.4 Follow and maintain quality control and quality assurance procedures.

### **8.3.5 RESEARCH TECHNICIAN**

The Research Technician must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.5.1 Develop research related technical documents and material;

- 8.3.5.2 Gather, interpret and record research data;
- 8.3.5.3 Develop research plans and coordinate field requirements; and
- 8.3.5.4 Follow and maintain quality control and quality assurance procedures.

#### **8.3.6 RESEARCH ASSISTANT**

The Research Assistant must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.6.1 Develop research related technical documents and materials;
- 8.3.6.2 Gather, interpret and record research data;
- 8.3.6.3 Provide input into the development guidelines and policies;
- 8.3.6.4 Coordinate research plans and coordinate field requirements; and
- 8.3.6.5 Follow and maintain quality control and quality assurance procedures.

#### **8.3.7 RESEARCH ASSOCIATE**

The Research Associate must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.7.1 Develop research related technical documents and materials;
- 8.3.7.2 Gather, interpret and record research data;
- 8.3.7.3 Provide input into the development guidelines and policies;
- 8.3.7.4 Coordinate research programs; and
- 8.3.7.5 Follow and maintain quality control and quality assurance procedures.

#### **8.3.8 SENIOR RESEARCHER**

The Senior Researcher must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.8.1 Prepare and publish research related technical reports and materials;
- 8.3.8.2 Review and develop guidelines and policies in accordance to industry standards;
- 8.3.8.3 Ensure the implementation of complex research project; and
- 8.3.8.4 Assist in preparing materials for funding and grant applications

### **8.3.9 PROGRAMME MANAGER**

The Programme Manager must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.9.1 Manage projects to ensure the implementation of complex research work in a research programme;
- 8.3.9.2 Manage several resources including personnel, material, and expenditure management;
- 8.3.9.3 Prepare and publish research related technical reports and materials;
- 8.3.9.4 Review and develop guidelines and policies in accordance to industry standards;
- 8.3.9.5 Ensure the implementation of complex research projects;
- 8.3.9.6 Manage and prepare the contract documentation (call-ups), as per requested by the Project Authority;
- 8.3.9.7 Prepare the resource time sheets of the contract; and
- 8.3.9.8 Interface with the Contractor's personnel and with the Project Authority on site to verify and to provide accurate expenditure reports to account holders monthly.

### **8.3.10 PROGRAMME COORDINATOR**

The Programme Coordinator must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.10.1 Prepare and publish research related technical reports and materials;
- 8.3.10.2 Review and develop guidelines and policies in accordance to industry standards;
- 8.3.10.3 Ensure the implementation of several complex research projects or delivery of research programme; and
- 8.3.10.4 Coordinate, monitor and liaise with various parties and resolve problems that may arise in the delivery of research.
- 8.3.10.4 For the purpose of this requirement administrative support will not be recognised as a direct cost, but will be part of the overhead structure.

### **8.3.11 SCIENTIFIC TEAM LEADER**

The Programme Coordinator must perform the following tasks and deliverables, but are not limited to the following:

- 8.3.11.1 Prepare and publish research related technical reports and materials;
- 8.3.11.2 Review and develop guidelines and policies in accordance to industry standards;
- 8.3.11.3 Demonstrate interpersonal skills and proven management experience;

8.3.11.4 Ensure the implementation of several complex research projects; and

8.3.11.5 Determine direction and strategies required to advance research.

### **8.3.12 PROJECT MANAGER**

The Project Manager must perform the following tasks and deliverables, but are not limited to the following:

8.3.12.1 Coordinate and monitor call-ups.

8.3.12.2 Liaise effectivity with the Project Authority and the Contractor's personnel;

8.3.12.3 Resolve problems that may arise in the performance of the work; and

8.3.12.4 A Project Manager must be provided at no direct cost and is the only on-site representative of the Contractor who is not directly involved in research activities.

### **8.3.13 RESEARCH ADMINISTRATIVE ASSISTANT**

The Research Administrative Assistant must perform the following tasks and deliverables, but are not limited to the following:

8.3.13.1 Provide clerical assistance for manuscript preparation, grant proposals, editing text, compiling data and information from journal articles and books;

8.3.13.2 Develop research related technical documents and materials;

8.3.13.3 Follow and maintain quality control and quality assurance procedures; and

### **8.3.14 SENIOR INFORMATION TECHNOLOGY SPECIALIST**

The Senior Information Technology Specialist must perform the following tasks and deliverables, but are not limited to the following:

8.3.14.1 Perform administrator functions for physical and virtual computer networking environments, and in the design;

8.3.14.2 Perform configuration and implementation of enterprise network architectures; and

8.3.14.3 Provide detailed technical advice on operating systems, virtual environments and networking technologies.

## **9. REPORTING REQUIREMENT**

Employee time sheets must clearly identify the month, call-up number, statutory holidays, the number of statutory holiday hours and vacation hours available to the employee. The time sheets will be used to verify provision of services to RMC.

## **10. LANGUAGE**

The RMC, at times, may require services in both official languages (English and French). As such the Contractor must provide personnel, as and when required, to work and communicate in both official languages, including written and verbal.

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## **11. TRAVEL**

- 11.1 The Contractor's personnel will normally work at RMC, unless otherwise agreed to by the Project Authority. All travel costs to and from RMC are the sole responsibility of the Contractor; and
- 11.2 All travel must have the prior authorization of the Project Authority.

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## APPENDIX 1 TO ANNEX A

### CERTIFICATION AND QUALIFICATION

The average turnover rate for each position, based on historical usage, is provided to assist the Contractor in estimating the number of research assistants required at each level in order to fulfil their obligations. The average turnover rates provided are estimates only made in good faith for information purposes and do not represent any commitment made by the Crown.

The description for each category is as follows:

1. **JUNIOR RESEARCH ASSISTANT**

The Junior Research Assistant category covers students for short-term and/or summer employment. The average turnover rate for those hired in this category is 3 months.

2. **ASSISTANT TECHNICAL MANUSCRIPT ASSEMBLER**

The Assistant Technical Manuscript Assembler qualifications must include a community college diploma and experience or equivalent experience. The average turnover time is 1-2 years.

3. **TECHNICAL MANUSCRIPT ASSEMBLER**

Technical Manuscript Assembler qualifications must include community college diploma and experience or equivalent experience. The average turnover time is about 2 years.

4. **RESEARCH TECHNOLOGIST**

Research Technologist qualifications must include a certificate from a Community College in Engineering, Science, Social Science or Humanities. The average turnover rate is 2-3 years.

5. **RESEARCH TECHNICIAN**

Research Technician qualifications must include a Baccalaureate degree in Engineering, Science, Social Science, or Humanities. The average turnover rate is 2-3 years.

6. **RESEARCH ASSISTANT**

Research Assistant qualifications must include a Master's in Engineering, Science, Social Science, or Humanities. The average turnover rate is 2-3 years.

7. **RESEARCH ASSOCIATE**

Research Associate qualifications must include a doctorate in Engineering, Science, Social Science, or Humanities. The average turnover rate is 2-3 years.

8. **SENIOR RESEARCHER**

A Senior Researcher is defined as a recognized expert in the field of work in question which is normally evidenced by at least 25 relevant and reviewed publications in the open literature or their equivalent. The average turnover rate is 5-6 years.

9. **PROGRAMME MANAGER**

A Programme Manager is defined as someone who possesses a degree in Engineering, Science, Social Science, or Humanities is knowledgeable about scientific issues, has demonstrated interpersonal skills and proven management experience. Under the authority of the Principal, RMC may waive educational requirements in unique cases where the individual possess significant expertise related to a research project. The average turnover rate is 5-6 years. The Program Manager must manage projects to ensure the implementation of complex research work in a research programme and manage several resources including personnel, material, and expenditure management.

10. **PROGRAMME COORDINATOR**

A Programme Coordinator is defined as someone who possesses a doctoral degree, or a Master's degree with 10+ years of experience in a related field, in Engineering, Science, or Humanities and is knowledgeable about scientific issues, with management experience. The average turnover rate is 5-6 years. The Programme Coordinator must provide program management expertise coupled with doctoral knowledge in a subject area unit to support a particular research programme.

11. **SCIENTIFIC TEAM LEADER**

A Scientific Team Leader is defined as someone who possesses a doctoral degree in Engineering, Science, Social Science, or Humanities, is knowledgeable about scientific issues, with management experience. The Scientific Team Leader must provide leadership in matters of the science and engineering or social science and humanities, must make decisions on the direction and strategies required to move the research work forward, and must have stature in the community of scholarship. The average turnover rate is 5-6 years.

12. **PROJECT MANAGER**

The Project Manager must be readily available on site at RMC premises to coordinate the work being carried out and provide efficient and effective communication between RMC and the Contractor's personnel. The Project Manager is responsible for providing leadership to coordinate and monitor the call-ups, liaise effectivity with the RMC and resolve problems that may arise in the performance of the work. The Project Manager must to have a minimum of two years of experience managing in a similar or related field.

13. **RESEARCH ADMINISTRATIVE ASSISTANT**

Research Administrative Assistant qualifications may include a Baccalaureate degree, a Community College diploma, or equivalent experience (equivalent to a bachelor degree or College diploma).

14. **SENIOR INFORMATION TECHNOLOGY SPECIALIST**

A Senior Information Technology Specialist is defined as a recognized expert with either a four-year college diploma or a bachelor's degree in computer engineering, computer science, or information technology, and extensive experience (5+ years) as a practitioner in a related field. The average turnover rate is 5-6 years.

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## **SECURITY REQUIREMENTS – Annex B**

Relevant Security Clauses that may be used in a Request for Standing Offer:

### **6.1 Security Requirements**

1. At the Request for Standing Offers closing date, 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 indicate 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;
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.

### **Security Requirement**

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, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. 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, or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror MUST NOT remove any CLASSIFIED/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.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. 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) *Contract Security Manual* (Latest Edition).

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## Controlled Goods Program – Bid - Annex C

### Instructions to Bidders/Contractors

1. As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:
  - a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
  - b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
  - c. When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

2. Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

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## **Financial Capability Requirement– Annex D**

Relevant Financial Capability clause to be used in the Request for Standing Offer:

### **6.2 Financial Capability Requirement:**

1. **Financial Capability Requirement:** The Offeror must have the financial capability to fulfill this requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within fifteen (15) working days of the request or as specified by the Standing Offer Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.
  - c. If the Offeror has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.
  - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.
2. If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture.
3. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent cannot be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. **Financial Information Already Provided to PWGSC:** The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

- a. the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and
- b. the Offeror authorizes the use of the information for this requirement.

It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.
6. **Confidentiality:** If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

Solicitation No. - N° de l'invitation  
W6369-21A050/A  
Client Ref. No. - N° de réf. du client  
W6369-21-A050

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-0-54097

Buyer ID - Id de l'acheteur  
KIN510  
CCC No./N° CCC - FMS No./N° VME

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**Request for Private Sector Organization Screening (PSOS) – Annex E**

Attached as PDF.



## Request for Private Sector Organization Screening (PSOS) Demande d'enquête de sécurité sur une Organisation du Secteur Privé (ESOSP)

<b>A ▶ Type of application (check one) Type de demande (cocher une seule case)</b>	
<input type="checkbox"/> New Nouvelle	<input type="checkbox"/> Upgrade Cote de sécurité plus élevée
<b>B ▶ Information on proposed organization Renseignements sur l'organisation candidate</b>	
1 Legal name Raison sociale	2 Business name (if different from legal name) Nom de l'organisation (si différent de la raison sociale)
3 Mailing address - Adresse postale	4 Civic address - Adresse municipale
5 Organization telephone No. - N° de téléphone de l'organisation	6 Organization Fax No. - N° de télécopieur de l'organisation
7 Surname and given name of contact person (Canadian Official) Nom et prénom de la personne-ressource au Canada	8 Title of contact person Titre de la personne-ressource
9 Telephone No. of contact person N° de téléphone de la personne-ressource	10 E-mail address of contact person Adresse électronique de la personne-ressource
11 Preferred language of correspondence (check one) ▶ <input type="checkbox"/> English Langue de correspondance (cocher une seule case) ▶ <input type="checkbox"/> Français	
<b>C ▶ Information on registered or head office in Canada (if different from section B) Renseignements sur le siège social ou le bureau principal au Canada (si différents de ceux fournis à la section B)</b>	
1 Legal name Raison sociale	2 Business name (if different from legal name) Nom de l'organisation (si différent de la raison sociale)
3 Civic address - Adresse municipale	
<b>D ▶ Reason(s) for PSOS request (check those that apply and provide details in space provided) Raison(s) de la demande d'ESOSP (cocher la ou les cases appropriées et fournir des détails dans l'espace prévu à cette fin)</b>	
<input type="checkbox"/> Contract or RFP (provide number) Contrat ou DDP (indiquer le numéro) ▶ _____	
<input type="checkbox"/> Sub-contract (provide number) Contrat accordé en sous-traitance (indiquer le numéro) ▶ _____	
<input type="checkbox"/> Program or project (provide name) Programme ou projet (indiquer le nom) ▶ _____	
<input type="checkbox"/> Major Crown project (provide name) Grand projet de la Couronne (indiquer le nom) ▶ _____	
<input type="checkbox"/> Other (provide details) Autres (donner des détails) ▶ _____	
<b>E ▶ Information on security requirements Renseignements sur les exigences relatives à la sécurité</b>	
1- Indicate level(s) of personnel security screening required (check those that apply) Indiquer le ou les niveaux requis de l'enquête de sécurité sur le personnel (cocher la ou les cases appropriées)	
<input type="checkbox"/> Reliability status* Cote de fiabilité*	<input type="checkbox"/> NATO Confidential Confidentiel OTAN
<input type="checkbox"/> Secret	<input type="checkbox"/> NATO Secret Secret OTAN
<input type="checkbox"/> Top Secret Très secret	<input type="checkbox"/> COSMIC Top Secret COSMIC Très secret
* This level is required for access to Protected A, Protected B and Protected C information or assets. * Ce niveau est nécessaire pour l'accès à des renseignements ou à des biens Protégé A, B ou C.	

<b>E ▶ Information on security requirements (continued)</b> <b>Renseignements sur les exigences relatives à la sécurité (suite)</b>	
<p>2- Will the proposed organization be required to store protected/classified information/assets?  L'organisation candidate devra-t-elle entreposer des renseignements ou des biens de niveau protégé ou classifié?</p> <p> <input type="checkbox"/> Yes / Oui      <input type="checkbox"/> No / Non </p> <p>a) If yes, indicate security level(s) of information/assets to be stored (check those that apply).  Also, provide address(es) where information/assets will be stored in section B and C below.  Si oui, indiquer le niveau de sécurité des biens ou des renseignements qui seront entreposés (cocher la ou les cases appropriées).  Indiquer également, aux sections B et C ci-dessous, la ou les adresses où les renseignements/les biens seront entreposés.</p> <p> <input type="checkbox"/> Protected A / Protégé A      <input type="checkbox"/> Protected B / Protégé B      <input type="checkbox"/> Protected C / Protégé C      <input type="checkbox"/> Confidential / Confidentiel      <input type="checkbox"/> NATO Confidential / Confidentiel OTAN  <input type="checkbox"/> Secret      <input type="checkbox"/> Top Secret / Très secret      <input type="checkbox"/> NATO Secret / Secret OTAN      <input type="checkbox"/> COSMIC Top Secret / COSMIC Très secret </p> <p><small>* Please attach a completed Security Requirements Check List - Veuillez joindre la Liste de vérification des exigences relatives à la sécurité dûment remplie.</small></p>	
b) Civic address - Adresse municipale	c) Civic address - Adresse municipale
<p>3- Will the proposed organization be required to store Protected/Classified COMSEC information/assets?  L'organisation candidate devra-t-elle entreposer des renseignements ou des biens relatifs à la sécurité des communications (COMSEC) Protégé ou Classifié?</p> <p> <input type="checkbox"/> Yes / Oui      <input type="checkbox"/> No / Non </p> <p>a) If yes, indicate security level(s) of Protected/Classified COMSEC information/assets to be stored (check those that apply).  Si oui, indiquer le ou les niveaux de sécurité des renseignements ou des biens COMSEC Protégé ou Classifié qui seront entreposés (cocher la ou les cases appropriées).</p> <p> <input type="checkbox"/> Protected A / Protégé A      <input type="checkbox"/> Protected B / Protégé B      <input type="checkbox"/> Protected C / Protégé C      <input type="checkbox"/> Confidential / Confidentiel      <input type="checkbox"/> Secret      <input type="checkbox"/> Top Secret / Très secret </p>	
4- Additional information - Renseignements additionnels	
<b>F ▶ Information on procurement Officer/project manager requesting PSOS (if different from section G)</b> <b>Renseignements sur l'agent des achats ou le gestionnaire de projets qui demande l'ESOSP (si différents de ceux fournis à la section G)</b>	
1 Surname, Given name Nom et prénom	2 Title/Rank Titre et niveau hiérarchique
3 Department/Agency/Organization Ministère, agence ou organisation	4 Branch/Directorate Division/Direction
5 Mailing address - Adresse postale	6 E-mail address - Adresse électronique 7 Telephone No. - N° de téléphone 8 Facsimile No. - N° de télécopieur
9 Signature of procurement officer or project manager Signature de l'agent des achats ou du gestionnaire de projet	Date (Y-A-MM-D-J)
<b>G ▶ Information on approved source requesting PSOS</b> <b>Renseignements sur la source autorisée parrainant l'ESOSP</b>	
1 Surname, Given name Nom et prénom	2 Title/Rank Titre et niveau hiérarchique
3 Department/Agency/Organization Ministère, agence ou organisation	4 Branch/Directorate Division/Direction
5 Mailing address - Adresse postale	6 E-mail address - Adresse électronique 7 Telephone No. - N° de téléphone 8 Facsimile No. - N° de télécopieur
9 Signature of approved source Signature de la source autorisée	Date (Y-A-MM-D-J)